

# THE TRANSACTION CERTIFICATE (TC) SYSTEM



Your certificate is your proof of MOSA certification. TCs provide added assurance of certification for individual transactions. They also serve as sales documentation and the reporting of organic sales to MOSA for billing of user fees.

## *How it works*

1. Complete a Transaction Certificate Authorization (TCA) and send it to MOSA when you sell organic product (see reverse side).
2. MOSA reviews the TCA for completeness and verifies certification of the operation and the product. TCs will not be sent if any information is missing from the TCA form.
3. Two TCs are sent – one to the buyer and one to the seller. The TC lists the product sold, the amount sold and the identification numbers of the product. We calculate the user fee and bill this amount to the Associate.

You may want to make several copies of the blank TCA located on the back of this sheet. If you have any questions, contact MOSA.

**WEBSITE:** [www.mosaorganic.org](http://www.mosaorganic.org)

**ADDRESS:** P.O. Box 821, 122 West Jefferson Street, Viroqua, WI 54665

**EMAIL:** [mosa@mosaorganic.org](mailto:mosa@mosaorganic.org) **PHONE:** 608.637.2526 **FAX:** 608.637.7032

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Effective Date: 1.12.10  
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# HANDLER TRANSACTION CERTIFICATE AUTHORIZATION



Describe sale or transfer of product below. This completed TCA must be returned to MOSA in order for a Transaction Certificate to be created for the products below.

## Buyer Information

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Send TC to buyer via (check one below) Transaction Date \_\_\_\_\_

USPS (address above)  Fax: ( ) -  Email: \_\_\_\_\_

Product as listed on certificate	Quantity	Unit of measure	Net Sale Amount* <small>(gross sale minus cost of organic ingredient/services paid)</small>	Lot #	BOL or Invoice #

*\*TCs may also be used to show transfer of product ownership even if there is no money exchanged. If this is the case, enter the dollar value of the product in the \$ Paid column.*

## Seller Information

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Send TC and invoice to seller via (check one below)

USPS (address above)  Fax: ( ) -  Email: \_\_\_\_\_

Seller Signature \_\_\_\_\_ Date \_\_\_\_\_

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