

Instructions for Completing the Oklahoma Buyer Registration

Buyers of farm products, commission merchants, selling agents or any interested person or business may register with the Secretary of State for the protection afforded under federal and state law. Registrants must file a buyer registration form annually and pay the prescribed fee to continue receiving lien information.

Registration Information: Please fill out completely. The Buyer must sign and date the form. Do not write the company name in place of a signature. The form must be submitted with an original signature. When renewing, also fill in your last Buyer number. The registration must be submitted with a completed and signed Buyer Registration Agreement.

Report Type: Select ONE type per registration form

Internet Download or CD will contain lien information for all products and all counties.

Paper: must list ALL or specify the products by name, *and* list ALL or specify counties by number code. Counties listed will apply for every product listed unless noted otherwise.

Annual Fees for New or Renewal Registrations: (Pursuant to 28 O.S. § 111)

Registration Fee: **\$50** Annual Registration fee is due each year in addition to the report fee.

Report Fee: **\$200** for Internet Download report.

\$250 for Compact Disc (CD) report.

Paper, dependent upon number of products & counties listed; consult the Buyer Registration Fee Schedule.

Total Fee: Registration fee *plus* the report fee.

Amendment Fee/Credit: For change of company information or attention name, contact the Central Filing System Supervisor; there will be no charge. To change report type, products, or county information, please complete another registration form. To determine the amendment fee due or credit that can be applied toward your next registration, contact the Central Filing System Supervisor.

General Information: Internet registrants will be notified by e-mail of the User ID and password assigned, as well as when the download files have been updated each month. All other reports will be mailed on or before the last business day of each month. If you do not receive your list by the third working day of the following month, please contact the Central Filing System Supervisor.

Monthly reports are sent to all buyers who have an active registration on the 20th of the month. If the 20th is a holiday or weekend, the deadline to register or renew is the last working day prior to the 20th. All registrations received after the 20th will be effective the following month. Registrations automatically expire after twelve issues. You are responsible for the timely renewal of your registration.

Make Check or Money Order Payable to: SECRETARY OF STATE

**MAIL TO: SECRETARY OF STATE/CENTRAL FILING SYSTEM
421 NW 13TH STREET, SUITE 220
OKLAHOMA CITY, OK 73103**

Find us on the Internet at www.sos.ok.gov

For questions, please call the Central Filing System staff or supervisor at 405-521-2474.

Buyer Registration Fee Schedule

Annual Registration Fee: \$50 (Due each calendar year in addition to the report fee)

Report Formats: (Internet Download, CD or Paper)

Internet Download: \$200 report fee

CD: \$250 report fee

Paper: report fee determined by table below

Product/County Selection	Paper Fee
5 or less products in 5 or less counties	\$150
1 to 10 products in 6 to 25 counties	\$200
1 to 10 products in 26 to 50 counties	\$250
1 to 10 products in 51 to 77 counties	\$300
6 to 10 products in 5 or less counties	\$200
11 to 20 products in 1 to 25 counties	\$250
11 to 20 products in 26 to 50 counties	\$300
11 to 20 products in 51 to 77 counties	\$350
Over 20 products in 1 to 25 counties	\$300
Over 20 products in 26 to 50 counties	\$350
Over 20 products in 51 to 77 counties	\$400

For Amendment: Contact Central Filing System supervisor at 405-521-2474 to calculate fee or credit.