

# Livestock Assessment (Head Tax) System

## Animal Industry Division




Below are **step-by-step instructions** on how to login and enter information into the Nevada Department of Agriculture's (NDA) online Livestock Assessment (Head Tax) system.

### 1. Access the website

- a. Open your web browser and type in <https://nv.certifyag.com/headtax/> or [click here](#).

### 2. Log In

- a. To log in to the system you must have your NDA assigned livestock assessment number (LA#) and pass code.
- b. Enter your LA number (example: LA1234) and your pass code as they appear on your renewal letter, and click on "Sign In."



NEVADA DEPARTMENT OF AGRICULTURE  
775-738-8076

**Livestock Declaration & Assessment (Head Tax)**

- For a new account, please go to the "New Account" box below to register.
- For existing account holders, please go to the "Existing Account" box below. Your "LA Number" and "Passcode" appear on your renewal letter.
- We accept e-checks, American Express, Visa, MasterCard and Discover.
- For assistance with online system registration, please contact our office at 775-738-8076.
- For step-by-step instructions on how to log in and enter your information [click here](#).

**Existing Account**  
*Retrieve your record*

"LA Number" that appears on your renewal letter: *Example: "LA1234"*

"Passcode" that appears on your renewal letter:

Fiscal Year: *Reporting period July 1st - June 30th.*

**New Account**  
*Register for the first time*

Fiscal Year: *Reporting period July 1st - June 30th.*

*If you are an existing owner who has been assigned an "LA Number" by the Department of Agriculture, please retrieve your record above.*

For information regarding Livestock Assessments, please [Click Here](#).

**Note: If you have not filed for 2017 you may still do so. To change the "Fiscal Year" click on the down arrow next to 2018, and select 2017 from the drop down.**

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### 3. Contact Information

- Enter your contact information (the highlighted fields below are required) and click on "Save and Continue."
- Please note: you will not be able to continue if the required fields are left blank.

Contact Information		Reporting Options
<ul style="list-style-type: none"> <li>If there have been changes to the owner information, please update.</li> </ul>		
<b>Owner Contact Information</b>		
Ranch Name	<input type="text"/>	
Owner First and Last Name *	First Name: <input type="text"/> Last Name: <input type="text"/>	Required Required
Second Owner First and Last Name	First Name: <input type="text"/> Last Name: <input type="text"/>	
Mailing Address Line 1 * Mailing Address Line 2	<input type="text"/> <input type="text"/>	Required
Mailing City, State Zip *	<input type="text"/> , <input type="text"/> <input type="text"/>	City Required State Required Zip Required
Physical Address Line 1 * Physical Address Line 2	<input type="text"/> <input type="text"/>	Required
Physical City, State Zip *	<input type="text"/> , <input type="text"/> <input type="text"/>	City Required State Required Zip Required
Headquarter County *	(Please Choose) ▾	County Required
Phone Number *	( ) - - - - - Extension: <input type="text"/>	Required
Email Address *	<input type="text"/>	Required
* Required Fields		
<b>Enter your NV Brand ID or acknowledge that you do not have one:</b>		
Nevada Brand ID	<input type="text"/>	
No Brand ID	<input type="checkbox"/>	
<b>If applicable, please enter the name and address of others who own sheep and livestock on my premises and grazing permit:</b>		
Name	<input type="text"/>	
Address	<input type="text"/>	
City, State Zip	<input type="text"/> , <input type="text"/> <input type="text"/>	
<b>If applicable, please enter the name and address of others who own sheep and livestock on my premises and grazing permit:</b>		
Name	<input type="text"/>	
Address	<input type="text"/>	
City, State Zip	<input type="text"/> , <input type="text"/> <input type="text"/>	
		<input type="button" value="Save and Continue"/>

**4. Reporting Options**

- a. If applicable select an option, if not click on “Continue.”

Contact Information Reporting Options

- Please select one if applicable. If none are applicable, please click on Continue to enter your livestock numbers.

Select	Description
<input type="checkbox"/>	<b>I do not own any livestock in Nevada.</b> <i>Check here if you do not own or pasture any cows, horses, pigs, goats, or sheep in Nevada.</i>
<input type="checkbox"/>	<b>Native American livestock owner.</b> <i>Check here if you do not graze livestock off a reservation.</i>

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### 5. Head Counts

- Enter the average number of animals in Nevada for the past fiscal year (July 1, 2017 – June 30, 2018).
- Please note: all fields are required. If no animals were present in Nevada for an animal type, please enter 0 (zero) in the field.**
- Enter the number of months spent in Nevada (must be between 1 and 12).
- When all fields have been entered click on “Continue.”

Contact Information
Reporting Options
Head Counts

- Please enter below the average number of animals in Nevada over the past fiscal year (July 1 - June 30). If your calculated assessment is more than \$0 but less than \$10, you are required by law to pay a minimum \$10, unless you raise only sheep. In that case the minimum is \$5.
- All fields are required. If no animals were present in Nevada for an animal type, please enter 0 (zero) in the field.

Animal Type	Head Count	Fee
<b>Stock Bulls</b> (6 months or older)	<input type="text" value="0"/>	\$0.50
<b>Stock Cows</b> (2 years or older)	<input type="text" value="10"/>	\$0.50
<b>Stock Heifers</b> (6 months or older)	<input type="text" value="5"/>	\$0.50
<b>Steers</b> (6 months or older)	<input type="text" value="5"/>	\$0.50
<b>Dairy Bulls</b> (6 months or older)	<input type="text" value="0"/>	\$0.60
<b>Dairy Cows</b> (2 years or older)	<input type="text" value="0"/>	\$0.60
<b>Dairy Heifers</b> (6 months or older)	<input type="text" value="0"/>	\$0.60
<b>Horses/Mules/Asses</b> (1 year or older)	<input type="text" value="4"/>	\$0.75
<b>Hogs/Pigs</b>	<input type="text" value="0"/>	\$0.30
<b>Goats</b>	<input type="text" value="0"/>	\$0.26
<b>Sheep/Weaned Lambs</b>	<input type="text" value="0"/>	\$0.38

Please enter the number of months spent in Nevada  
(must be between 1 and 12)

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Continue

**6. Payment Information**

- a. The payment information tab contains the Animal Type, Head Count, Fee, and Total Due based on the information you entered on the Head Counts tab.
- b. To pay via eCheck (an electronic version of a paper check, which can be used by anyone with a checking account) enter the following required information:
  - i. Select checking or savings
  - ii. Bank routing number
  - iii. Account number
  - iv. Billing first and last name
  - v. Billing address
  - vi. City, state, zip

**Payment Tab - eCheck**

Animal Type	Head Count	Fee	Total
Stock Cows	10	\$0.50	<b>\$5.00</b>
Stock Heifers	5	\$0.50	<b>\$2.50</b>
Steers	5	\$0.50	<b>\$2.50</b>
Horses/Mules/Asses	4	\$0.75	<b>\$3.00</b>
<b>Sub Total 24</b>			<b>\$13.00</b>

<b>Total Due</b>	<b>\$13.00</b>
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*Billing First and Last Name: <input type="text"/> <input type="text"/> *Billing Address: <input type="text"/> *City, State Zip: <input type="text"/> <input type="text"/> <input type="text"/> *Required Fields	<table border="1"> <thead> <tr> <th>e-Check</th> <th>Credit Card</th> </tr> </thead> <tbody> <tr> <td>Account Type:</td> <td><input checked="" type="radio"/> Checking <input type="radio"/> Savings</td> </tr> <tr> <td>Bank Routing Number:</td> <td><input type="text"/></td> </tr> <tr> <td>Account Number:</td> <td><input type="text"/></td> </tr> </tbody> </table>	e-Check	Credit Card	Account Type:	<input checked="" type="radio"/> Checking <input type="radio"/> Savings	Bank Routing Number:	<input type="text"/>	Account Number:	<input type="text"/>
e-Check	Credit Card								
Account Type:	<input checked="" type="radio"/> Checking <input type="radio"/> Savings								
Bank Routing Number:	<input type="text"/>								
Account Number:	<input type="text"/>								

I hereby certify that the statements I have made on this form are true, accurate, and complete. I acknowledge that any knowingly false or misleading statement may result in a revocation of my privileges.

All fees paid are non-refundable.

[Submit & Process Payment](#)

[Sign Out](#)

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- c. To pay via a credit card, enter the following required information:
  - i. Card number
  - ii. Security code
  - iii. Expiration date (month and year)
  - iv. Card type (select from drop down)
  - v. Billing first and last name
  - vi. Billing address
  - vii. City, state, zip
- d. Click on the box indicating you certify that the information provided is true, accurate and complete.
- e. Click on the “Submit & Process Payment” button to complete your transaction.
- f. Print your receipt.

### Payment Tab – Credit Card

Animal Type	Head Count	Fee	Total
Stock Cows	10	\$0.50	<b>\$5.00</b>
Stock Heifers	5	\$0.50	<b>\$2.50</b>
Steers	5	\$0.50	<b>\$2.50</b>
Horses/Mules/Asses	4	\$0.75	<b>\$3.00</b>
<b>Sub Total 24</b>			<b>\$13.00</b>

<b>Total Due</b>	<b>\$13.00</b>
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*Billing First and Last Name: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Billing Address: <input type="text"/>			
*City, State Zip: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Required Fields			

<input type="radio"/> e-Check		<input checked="" type="radio"/> Credit Card	
Card Number:	<input type="text"/>		
Security Code:	<input type="text"/>		
Expiration Date:	(Month) <input type="text"/>	(Year) <input type="text"/>	
Card Type:	(Choose) <input type="text"/>		

I hereby certify that the statements I have made on this form are true, accurate, and complete. I acknowledge that any knowingly false or misleading statement may result in a revocation of my privileges.

All fees paid are non-refundable.