



Assigning FSA and CCC Payments

OVERVIEW

An “assignment of payment” is a service provided by the Farm Service Agency (FSA) for producers. Producers who are eligible to receive specified program payments from FSA or Commodity Credit Corporation (CCC) programs may arrange to have all or part of their payments assigned directly to another party either by electronic funds transfer (EFT) using the Automated Clearing House (ACH) method or by check. This allows a third party, such as a person or entity, to receive a selected program payment directly from FSA/CCC in lieu of receiving the payment from a producer.

HOW TO ASSIGN A PROGRAM PAYMENT

To assign eligible FSA or CCC program payments, producers must either use the web-based Assignment application or submit a completed form CCC-36, Assignment of Payment, and form CCC-252, Instrument of Assignment, to their local FSA county office.

Payments issued to assignees (third parties) can be processed through the EFT system. The assignee must complete and sign form SF-3881, ACH Vendor/Miscellaneous Payment Enrollment, to initiate EFT transactions.

ELIGIBLE PROGRAMS FOR ASSIGNED PAYMENTS

Many FSA and CCC programs are eligible for assignment of payments. Producers may assign program payments, as specified by program law or regulation, for FSA and CCC programs that have been publicly announced except for FSA or CCC loans or purchase agreement proceeds.

ASSIGNMENT CONDITIONS

An assignment of payment may be for any purpose and must be for a specific amount, but cannot be used:

- For a reassigned payment;
- When the assigned payment is the subject of an administrative appeal; and
- When the dollar amount being assigned is not stated.

Producers must inform the local FSA county office immediately of any changes affecting an assigned payment, such as when an assigned amount needs to be reduced or an assignment needs to be terminated. After the assignment is established, the assignee must concur before a change is applied or an assignment is terminated.

OVERPAYMENTS OF ASSIGNED PAYMENTS

The assignee agrees to repay promptly to the Federal government any amount by which the assigned payment exceeds the amount secured by the assignment. The assignor (producer) and assignee agree that they will promptly notify the FSA county office of a change affecting an assignment. The assignment may be revoked at any time by written request signed by the assignee.

ASSIGNMENT PAYMENT PRIORITY

If there is any indebtedness owed by the producer to the Federal government on the day a payment is being made, the amount may be subtracted from the assigned payment before it is made to the assignee according to the special provision related to assignments as stated on the reverse side of form CCC-36, Assignment of Payment.

REPRODUCING ELECTRONIC FORM CCC-36

Form CCC-36 is available at U.S. Department of Agriculture (USDA) service centers. Producers, financial institutions or third parties can also print the form by accessing the USDA eForms web site at <http://forms.sc.egov.usda.gov/>.

A financial institution may create an electronic version of CCC-36. However, the created electronic version must:

- Be the mirror image of the most current version of the form;
- Contain all privacy act information;
- Include the following verbiage along the bottom margin of the form: “Electronic version reproduced by (insert name of company) using (insert name of software used)”; and
- Be registered with the U.S. Department of Agriculture, Farm Service Agency, Management Services Division, Information Management Branch, Forms, Graphics and Records Management Section.

GAINING ACCESS TO THE WEB-BASED ASSIGNMENT APPLICATION

In order to protect personal identity, an assignor or assignee must first register for a Level 2 account with USDA’s e-Authentication system to obtain a user ID and password. The process is easy and starts online by creating a user ID and password and confirming the user’s email address. Producers may sign up for an e-Authentication Level 2 account at www.eauth.egov.usda.gov. Producers are required to follow the following steps to obtain a Level 2 account:

- Complete the customer profile and submit it online;
- After submitting the customer profile, the customer will receive a confirmation email and must respond to it within 7 days to activate the account; and
- The producer must complete the “Identity Proofing” process by visiting a local USDA service center and presenting a government-issued photo ID, such as a driver’s license.

Once an assignor or assignee has obtained a Level 2 e-Authentication ID, the secured FSA Financial Services web site becomes available to complete an assignment for the assignor or assignee registered to the user ID. Log on to the FSA web site at www.fsa.usda.gov, and select “Online Services” from the top banner. From the

“Online Services” page, select “Financial Services” under the “Related Topics” banner.

For additional information to gain access to the web-based assignment application, and other FSA financial services, including “Financial Inquiries for FSA Producers,” contact your local FSA county office.

FOR MORE INFORMATION

This fact sheet is for informational purposes only; other requirements may apply. For additional information on assigning FSA and CCC program payments and other FSA programs and services, visit FSA’s web site at www.fsa.usda.gov or contact your local FSA office. To find your local FSA office, visit <http://offices.usda.gov>.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- 2) fax: (202) 690-7442; or
- 3) email: program.intake@usda.gov.

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