U.S. Department of Agriculture
Tobacco Transition Payment Program (TTPP)
Successor-In-Interest (SII) Contract
On-line Processing
Instructions

October 17, 2005

SII Public Screen Shot

Figure 1 Welcome 3
Figure 2 Select Participant 4
Figure 3 Participant Summary 5
Figure 4 Search Contract to Add Without Immediate Transfer 6
Figure 5 Add Contract Display for A to B 7
Figure 6 Add Contract Confirmation for A to B 8
Figure 7 Add Contract Search with Immediate Transfer 9
Figure 8 Add Contract Display with A to B to C 10
Figure 9 Add Contract Confirmation with A to B to C 11
Figure 10 Search Contract to create PDF transaction detail report and to print CCC-962 forms 12
Figure 11 Search Contract Result to Print 962 13
Figure 12 Purchased and Sold Contract Report 14
Figure 13 CCC-962 Part A and B 15
Figure 14 CCC 962 Approval and Signature 16

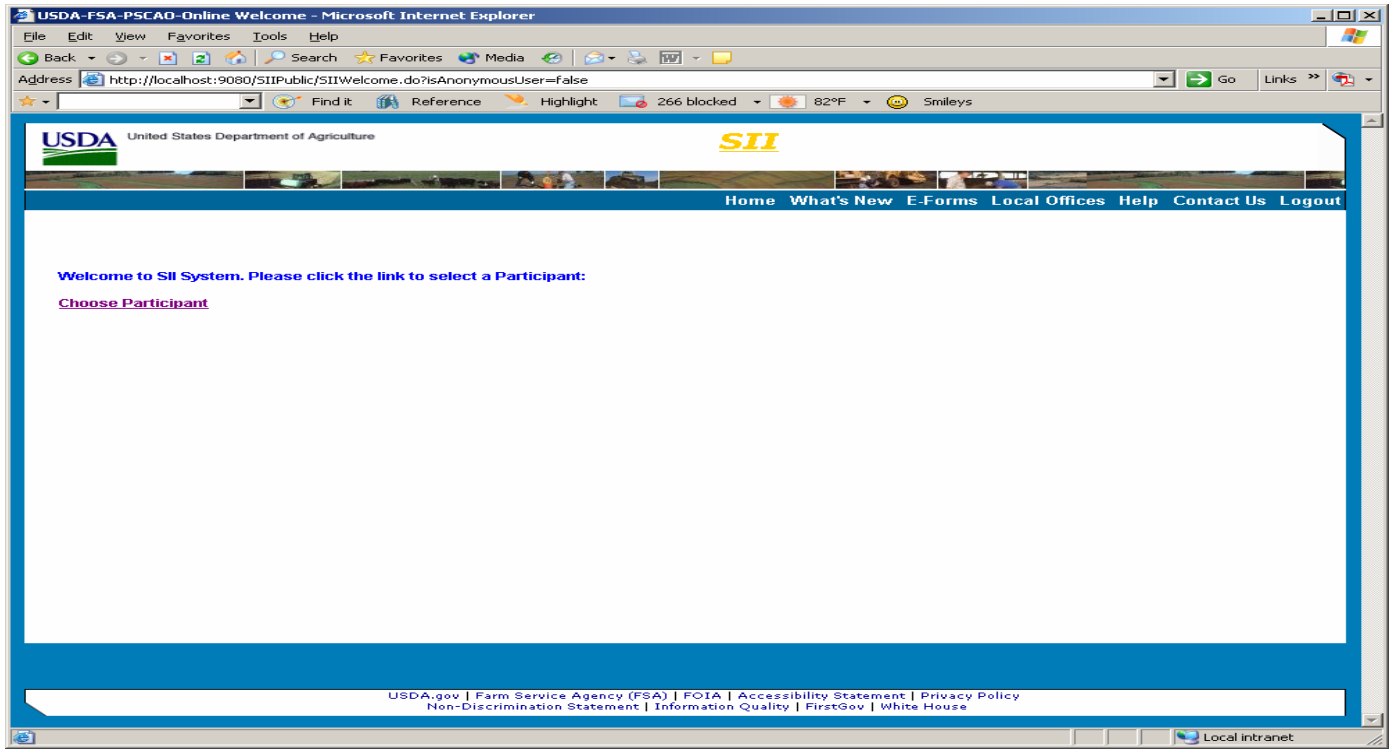


Figure 1 Welcome

This is an example of the SII contract welcome screen, authorized users shall:

- access the FSA Internet Web site at www.fsa.usda.gov/tobacco
- click “SII CONTRACT PROCESSING”.

Important: Do **not** access SII CONTRACT PROCESSING by typing URL into the dialogue box.

Select the “Choose Participant” link and the “Select Participant” screen will be displayed.

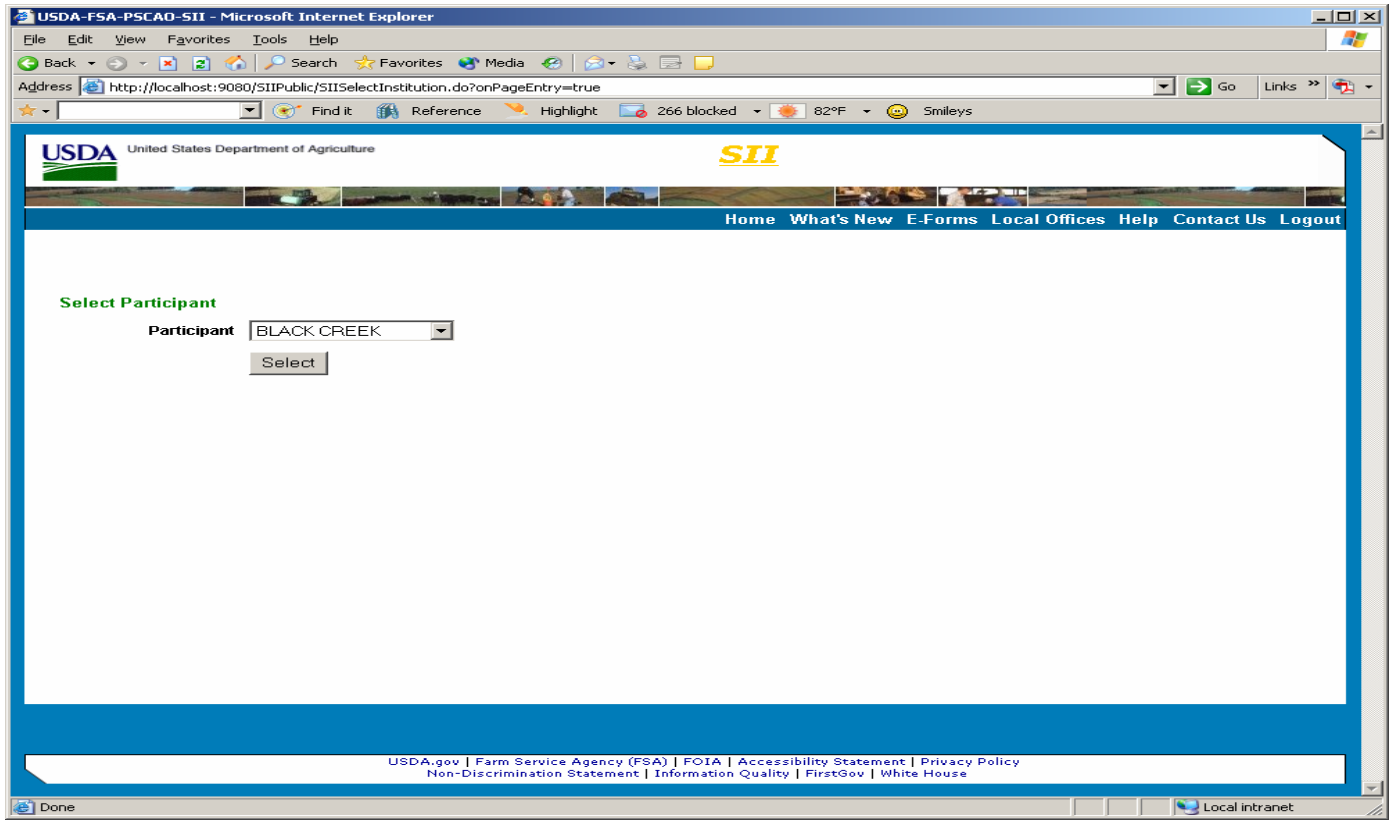


Figure 2 Select Participant

This is an example of the "Select Participant" screen.

The "Select Participant" screen will be used to access the TTPP Account Holder's account to begin processing SII contract transfer requests. Only the successor in Part B of CCC-962 should be selected as the participant.

Note: The user may be associated with more than one TTPP Account through the eAuthentication eRepresentation role(s) that were requested by the TTPP Account Holder. Only the eAuthentication user associated accounts will be displayed. If your TTPP Account is not displayed here contact the Tobacco Division at 202.720.7413 and ask for assistance with eRepresentation.

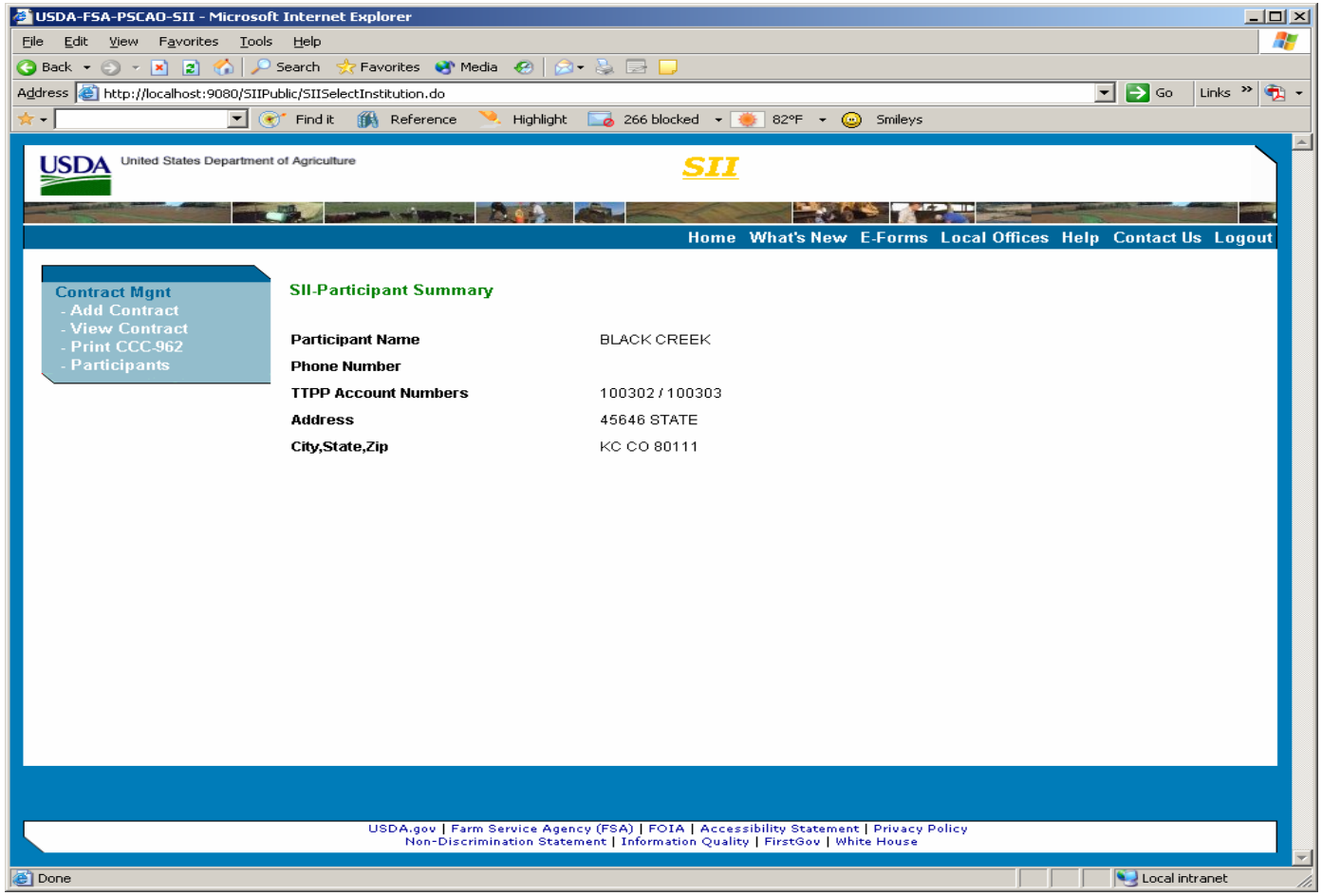


Figure 3 Participant Summary

This is an example of the “SII Participant Summary” screen.

To add a contract to the account, click on the “Add Contract” link and the “Search Contract to Add” screen will be displayed.

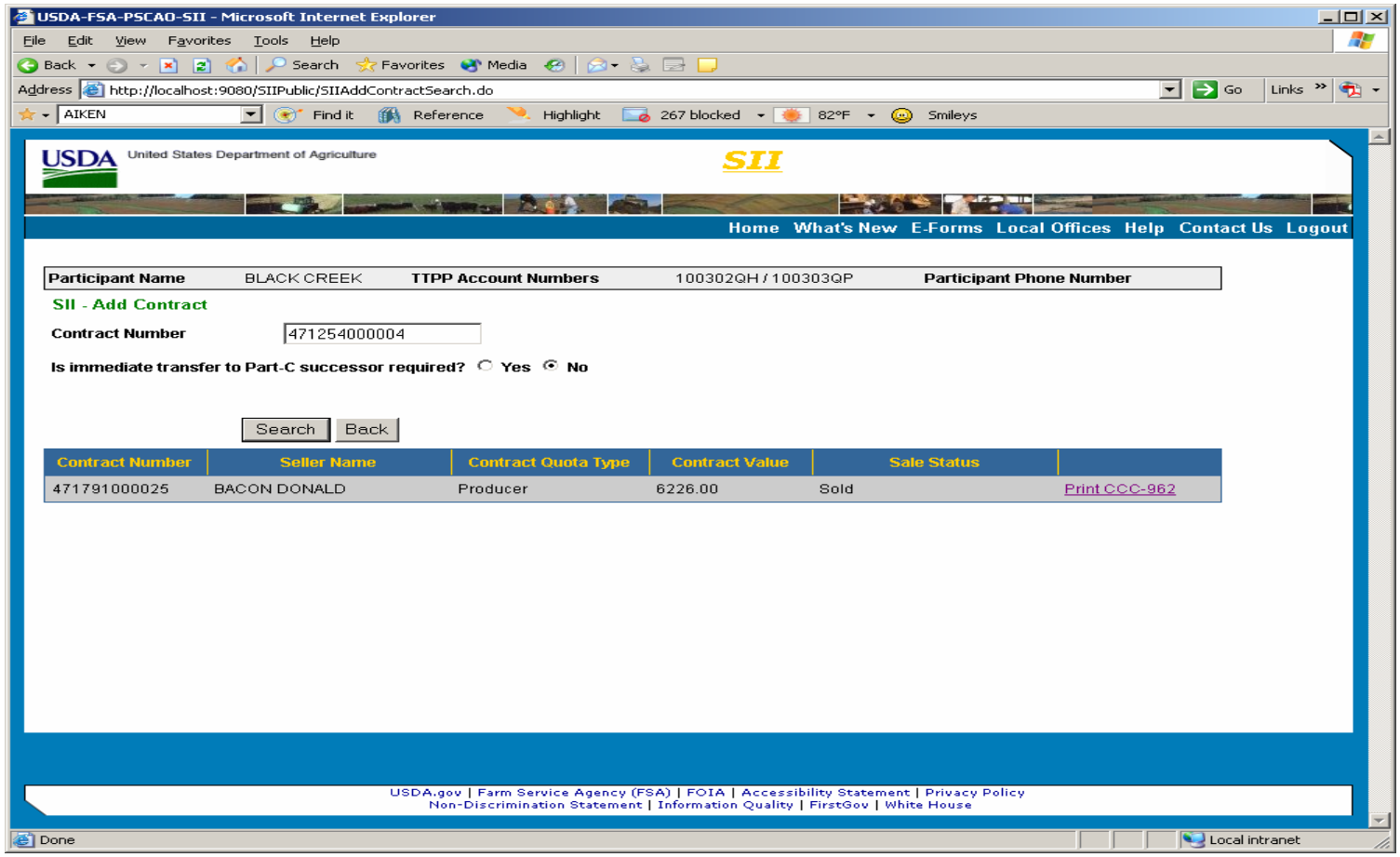


Figure 4 Search Contract to Add Without Immediate Transfer

This is an example of the “Search Contract to Add” screen.

Enter the contract number in the “Contract Number” box, select “no” to immediate transfer to Part-C successor, and click “Search”.

The contract information to be transferred will be displayed on the “SII – Add Contract” screen.

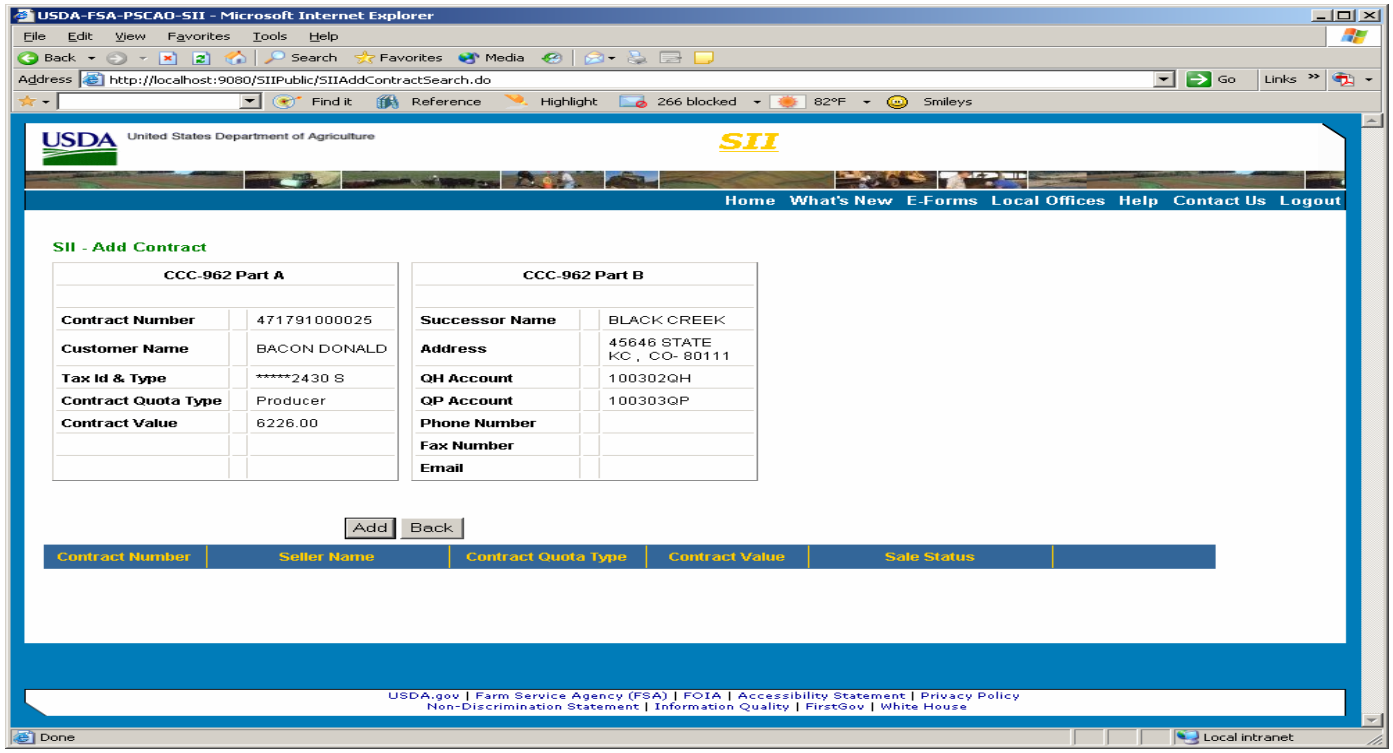


Figure 5 Add Contract Display for A to B

This is an example of the “SII – Add Contract” screen.

Review the screen to ensure that the contract number entered is the contract the successor is purchasing from the transferor.

If the contract information is correct, click “Add”, the “SII – Add Contract” confirm add screen will be displayed.

If the contract information is not correct, click “Back” to return to the “SII – Add Contract” screen to enter the correct contract number.

Note: DO NOT USE THE “BACK ARROW” BROWSER BUTTON ON THE TOOL BAR.

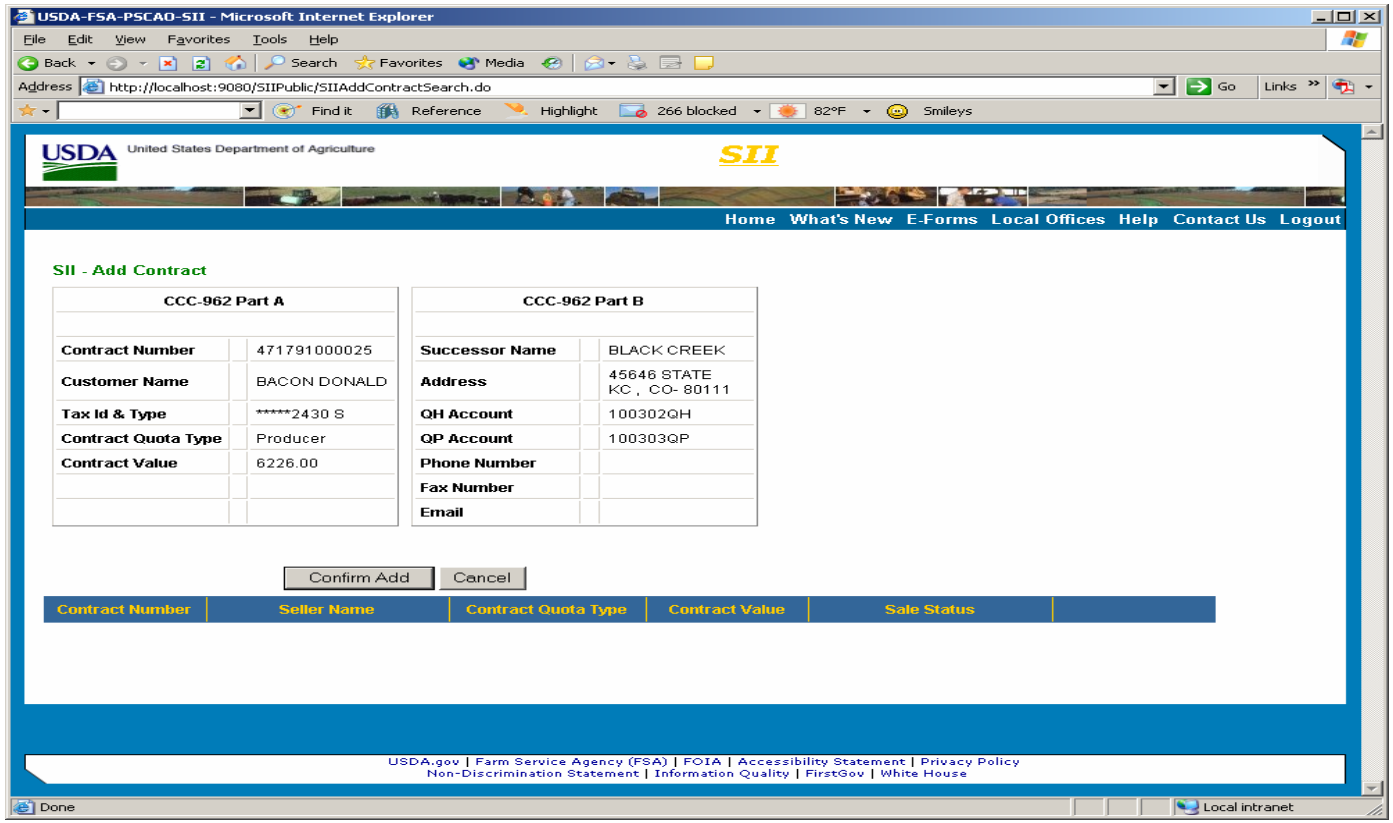


Figure 6 Add Contract Confirmation for A to B

This is an example of the “SII – Add Contract” confirm screen.

If the information is correct, click “Confirm Add”, the contract will be added to the successor’s account and displayed at the bottom of the screen.

The participant can click “Print CCC-962” to print a PDF of the approved CCC-962. A tracking number is located at the bottom of the PDF.

If the contract information is not correct, click “cancel” to return to the “SII – Add Contract” screen to enter the correct contract number.

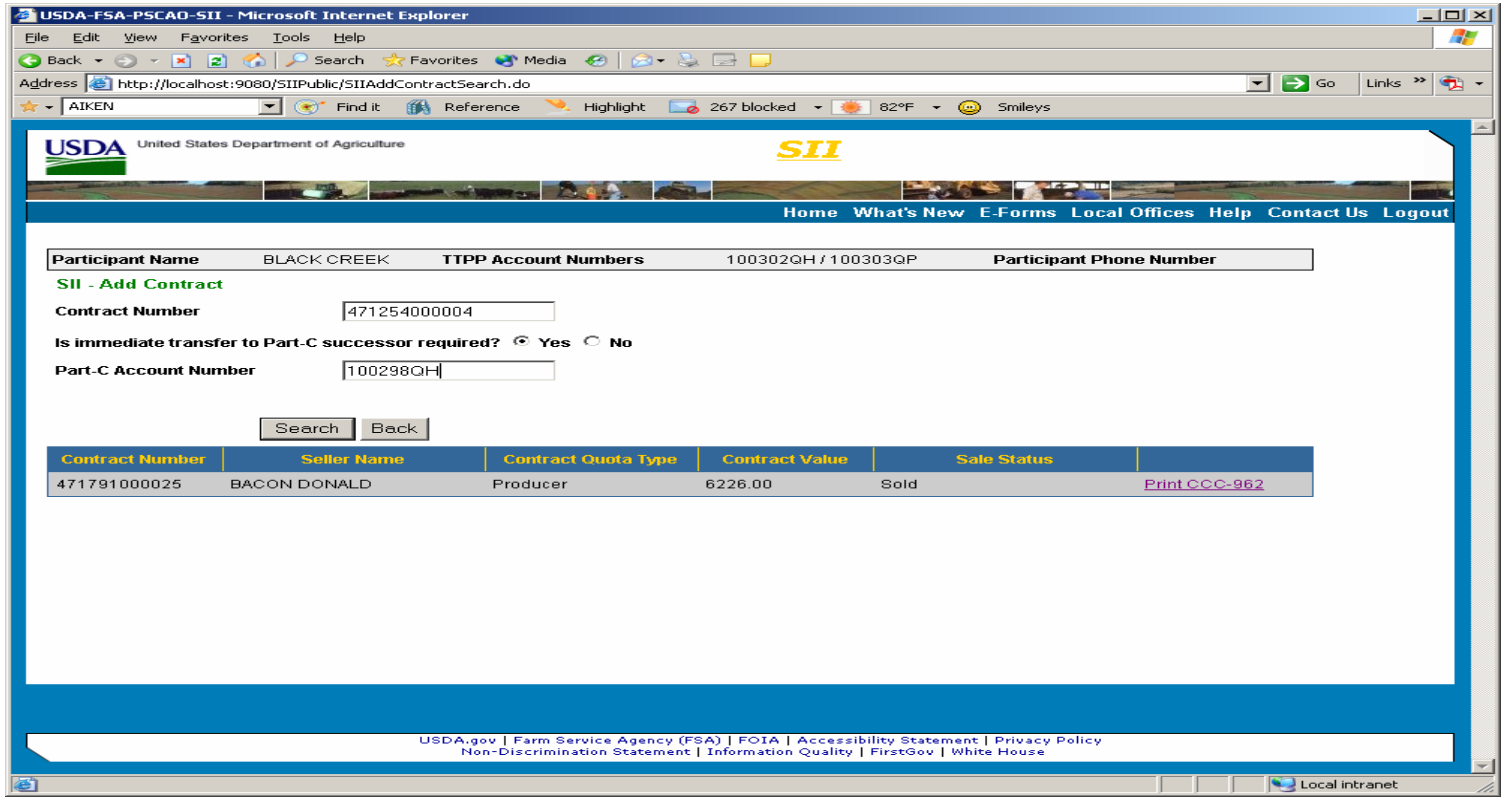


Figure 7 Add Contract Search with Immediate Transfer

This is an example of adding a contract with an immediate transfer to the subsequent successor listed in Part-C.

Enter the contract number in the “Contract Number” box, select “yes” to immediate transfer to Part-C successor, enter the Part-C Account Number and click “Search”.

The “SII – Add Contract” screen will be displayed.

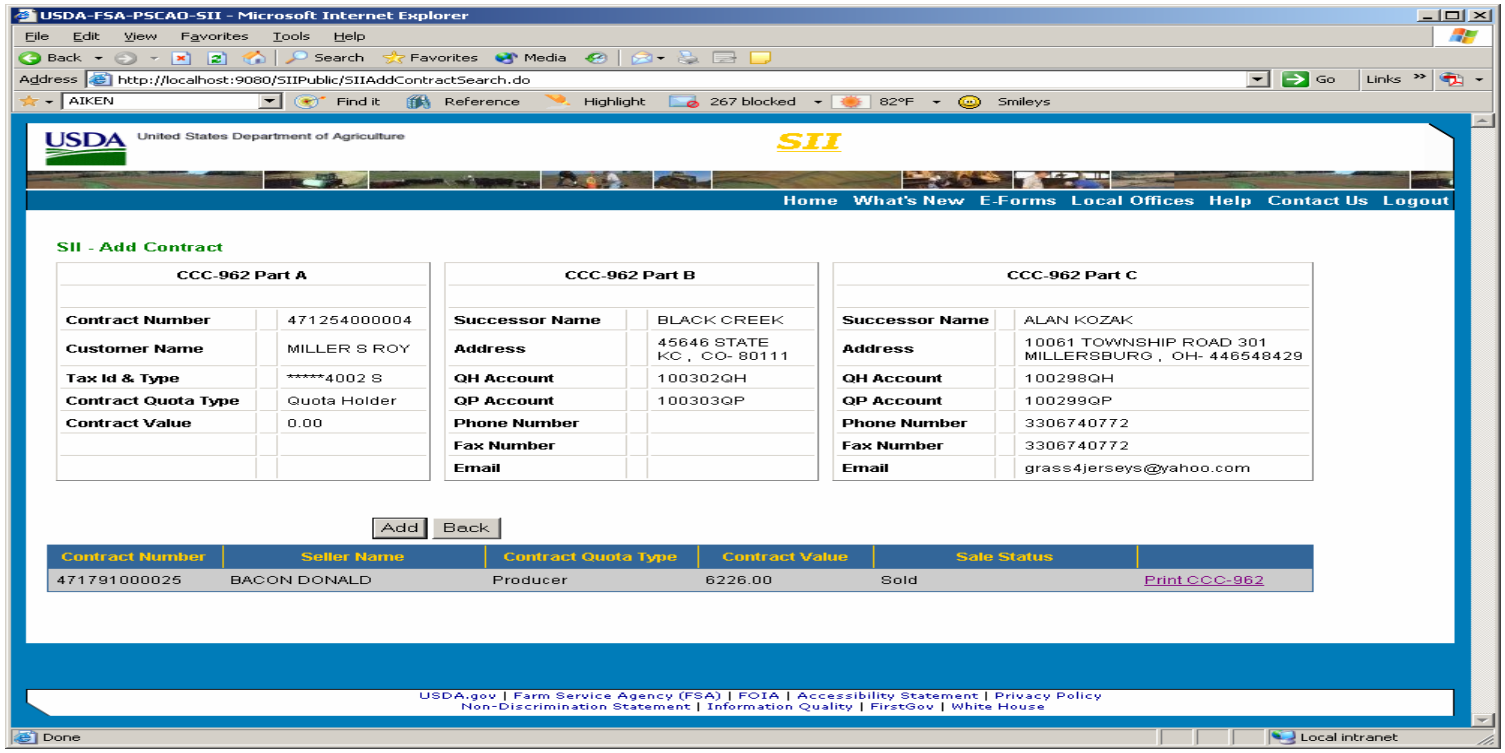


Figure 8 Add Contract Display with A to B to C

This is an example of the “SII – Add Contract” screen which will display transferor, successor and subsequent successor information for review.

Review the screen to ensure that the contract number entered is the contract the successor is purchasing from the transferor and immediately transferring to the subsequent successor.

If the contract information is correct, click “Add”, the “SII – Add Contract” confirm add screen will be displayed.

If the contract information is not correct, click “Back” to return to the “SII – Add Contract” screen to enter the correct contract number.

Note: DO NOT USE THE “BACK ARROW” BROWSER BUTTON ON THE TOOL BAR.

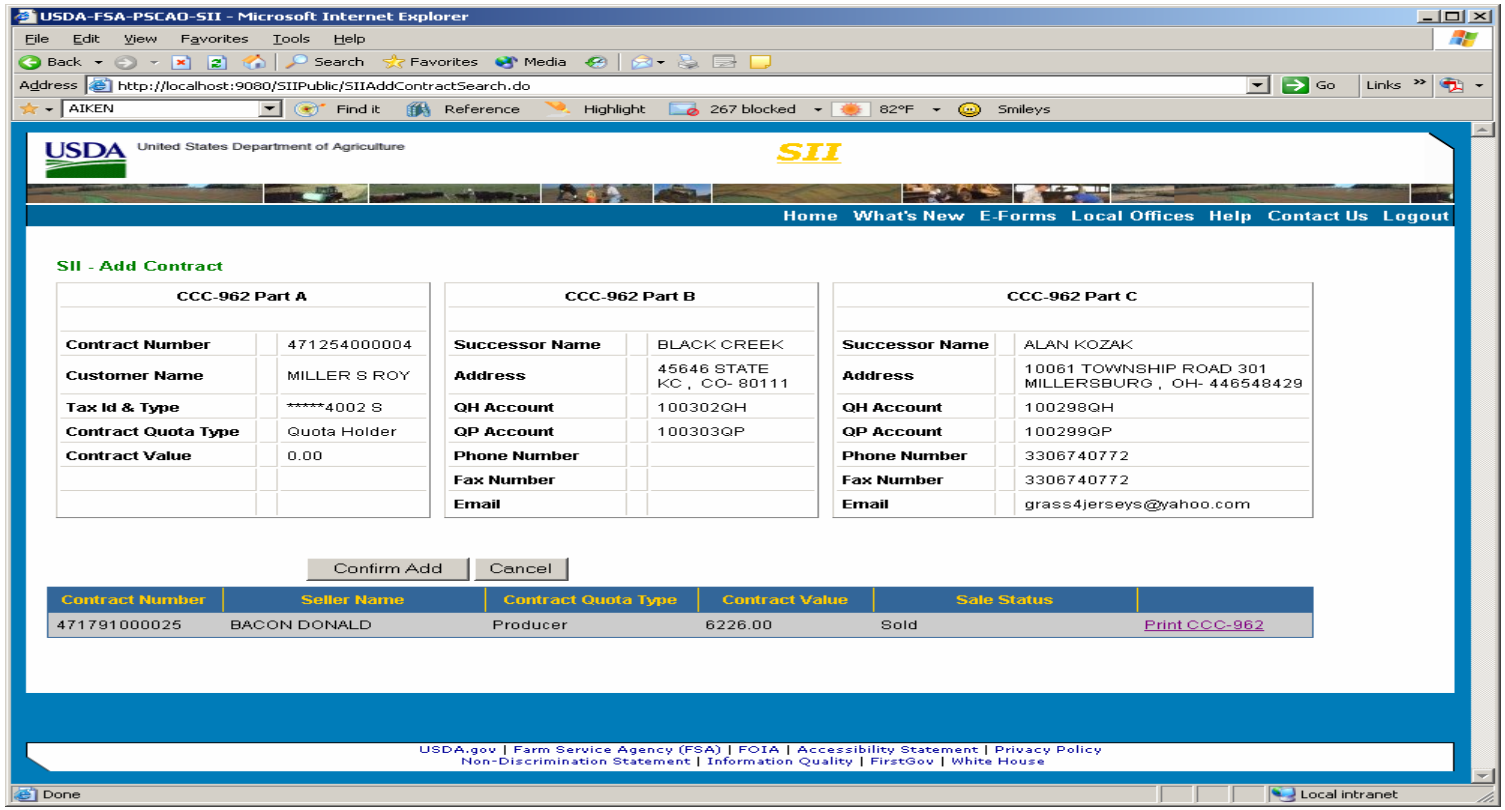


Figure 9 Add Contract Confirmation with A to B to C

This is an example of the "SII – Add Contract" confirm screen.

If the information is correct, click "Confirm Add", the contract will be added to the successor's account as sold and displayed at the bottom of the screen.

The participant can click "Print CCC-962" to print a PDF of the approved CCC-962. A tracking number is located at the bottom of the PDF.

If the contract information is not correct, click "cancel" to return to the "SII – Add Contract" screen to enter the correct contract number.

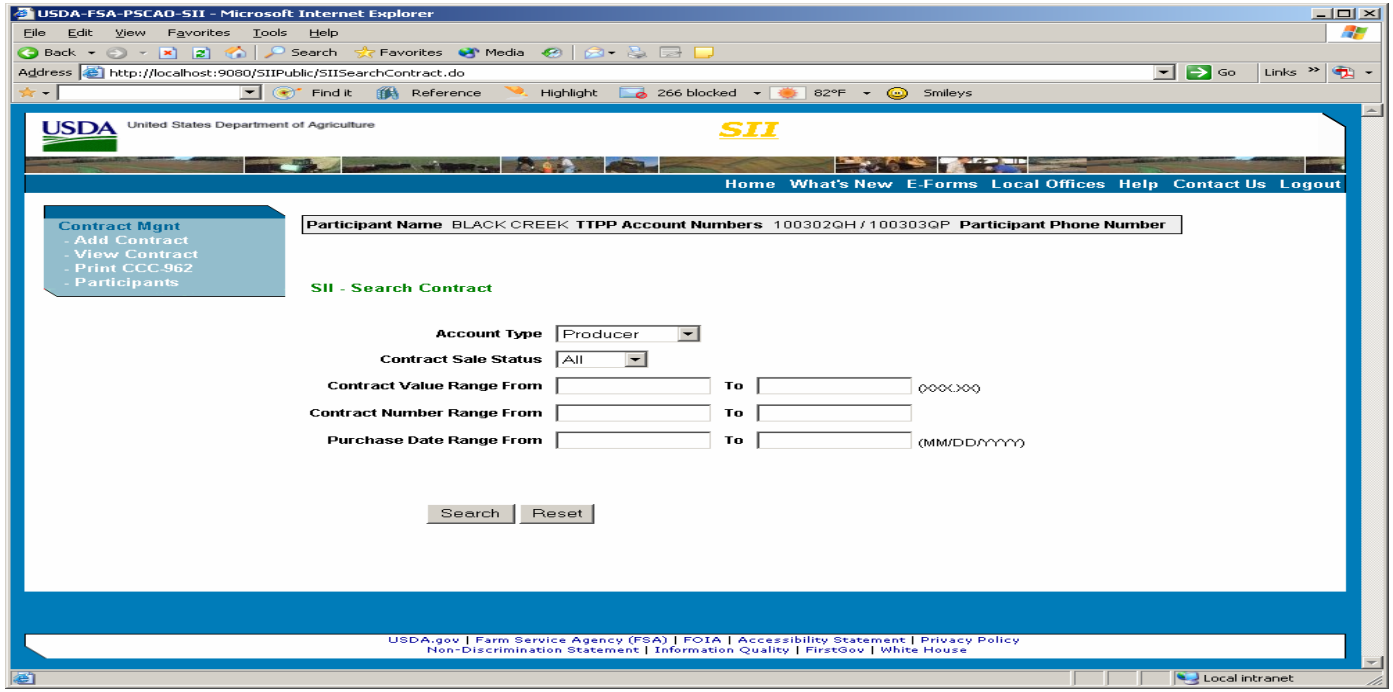


Figure 10 Search Contract to create PDF transaction detail report and to print CCC-962 forms

This is an example of the "SII – Search Contract" screen.

Select "View Contract" link and the "SII – Search Contract" screen will be displayed.

Participant may view contracts by selecting:

- Account Type
- Contract Sale Status
- Contract Value Range
- Contract Number Range
- Purchase Date Range

Participant shall enter the selection criteria, click "Search". The "Search Contract Results" will be displayed.

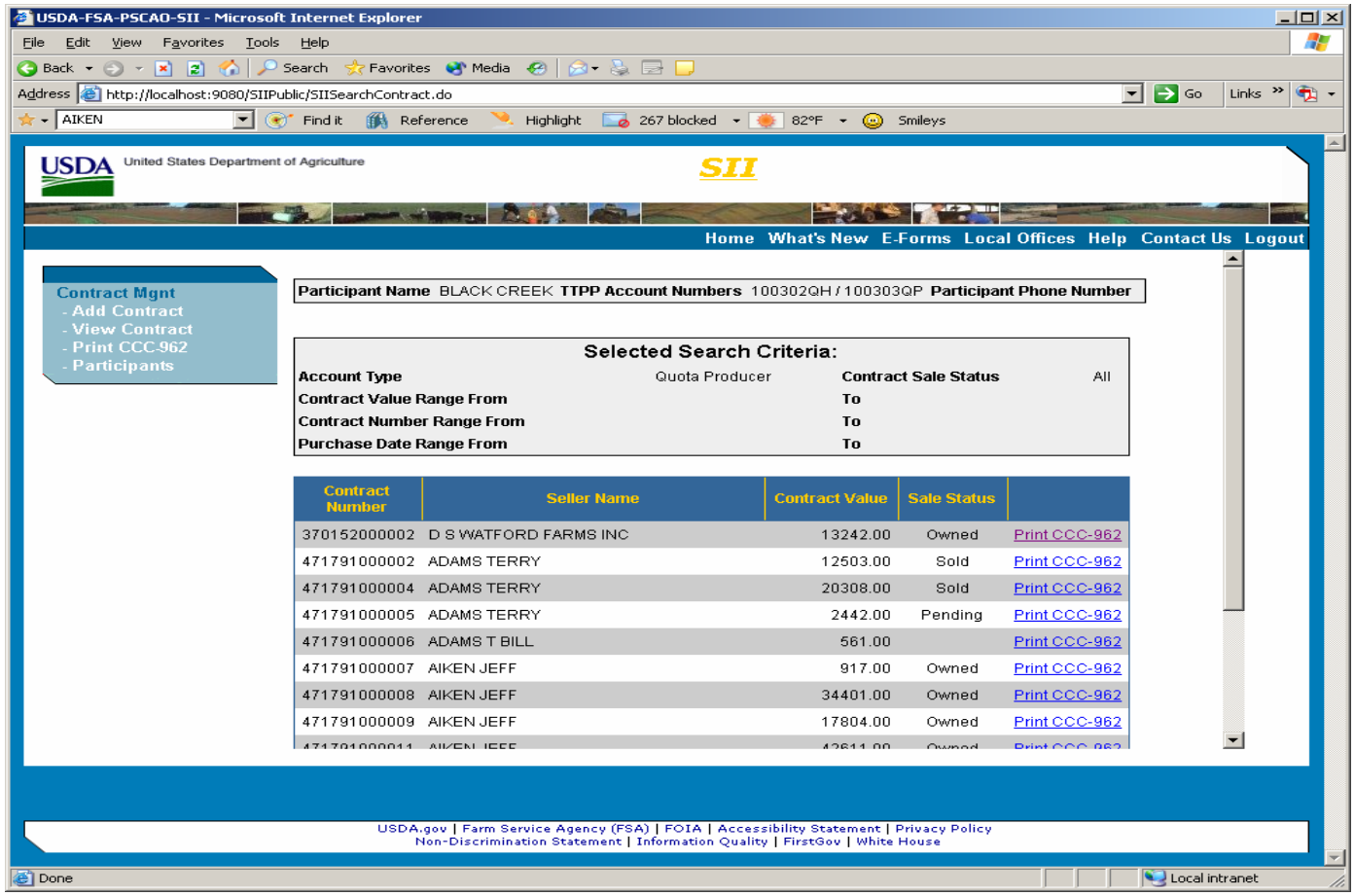


Figure 11 Search Contract Result to Print 962

This is an example of the “Search Contract Result” screen.

Note: A future enhancement will allow participant to batch print approved CCC-962 PDFs.

http://localhost:9080/SIIPublic/SIIReportServlet?1129328945940 - Microsoft Internet Explorer

Purchased Contracts

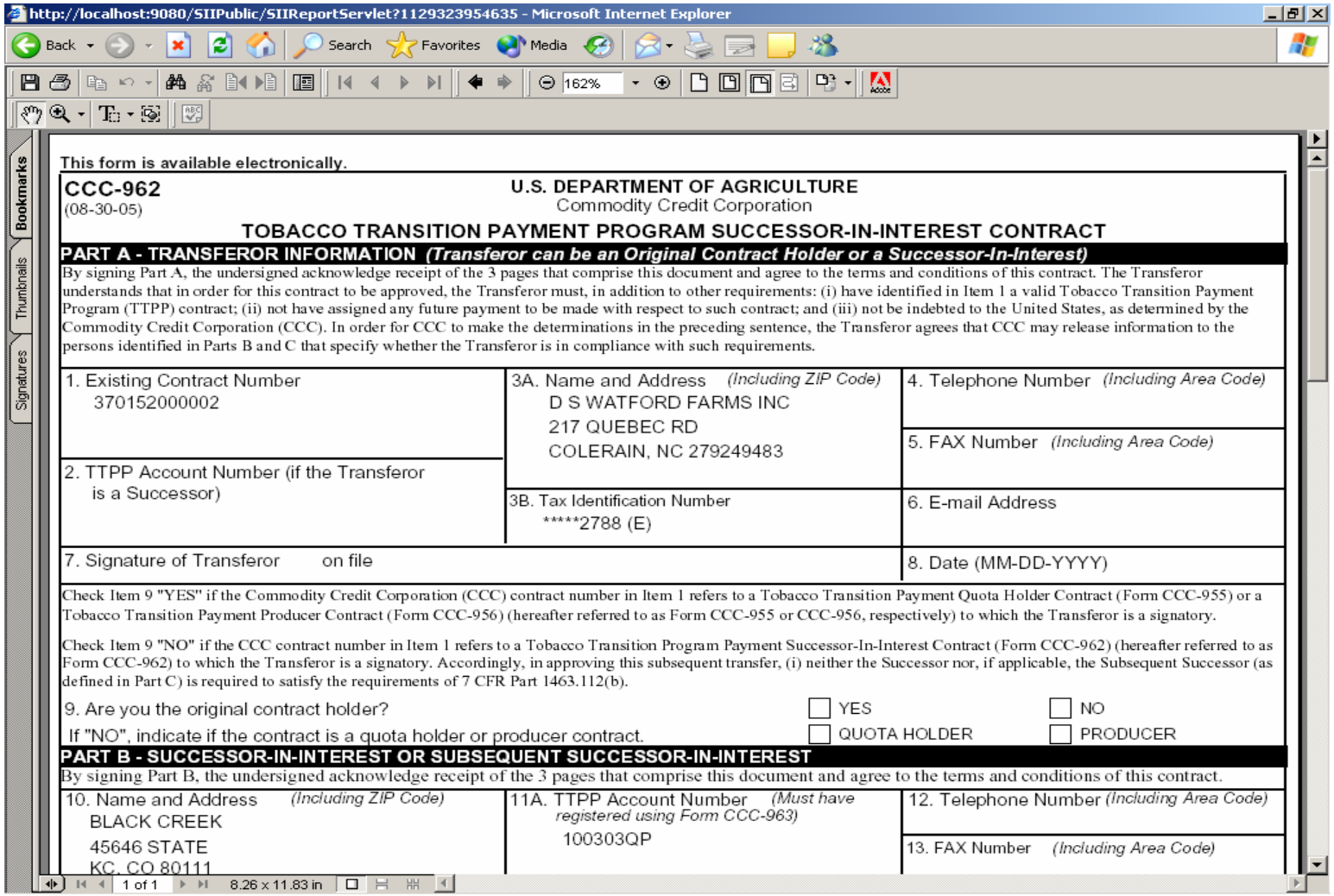
Account Type:	Producer	Contract Sale Status:	All
Start Contract Amount:		End Contract Amount:	
Start Contract Number:		End Contract Number:	
Start Purchase Date:		End Purchase Date:	

Seller Name	Tax ID / Type	City Name	State	Sale Status	Contract Number	Purchased Amount	Purchased Date
D S WATFORD FARMS INC	*****2788 (E)	KC	CO	Owned	370152000002	$13,242.00	09-29-2005
ADAMS TERRY	*****7691 (S)	KC	CO	Sold	471791000002	$12,503.00	09-29-2005
ADAMS TERRY	*****7691 (S)	KC	CO	Sold	471791000004	$20,308.00	09-29-2005
AIKEN JEFF	*****6967 (S)	KC	CO	Owned	471791000007	$917.00	09-30-2005
AIKEN JEFF	*****6967 (S)	KC	CO	Owned	471791000008	$34,401.00	09-30-2005
AIKEN JEFF	*****6967 (S)	KC	CO	Owned	471791000009	$17,804.00	09-30-2005
AIKEN JEFF	*****6967 (S)	KC	CO	Owned	471791000011	$42,611.00	09-30-2005
AIKEN JEFF	*****6967 (S)	KC	CO	Owned	471791000013	$21,103.00	10-11-2005
AIKEN JEFF	*****6967 (S)	KC	CO	Owned	471791000014	$11,676.00	10-06-2005
BACON DONALD	*****2430 (S)	KC	CO	Owned	471791000025	$6,226.00	10-14-2005
THE CICILIAN BANK	*****3205 (E)	KC	CO	Owned	471791000029	$7,123.00	10-13-2005
BARNES DALE	*****0563 (S)	KC	CO	Owned	471791000039	$3,971.00	10-07-2005
Total						$191,885.00	

Figure 12 Purchased and Sold Contract Report

This is an example of the TTPP Account Summary Report.

Note: A future enhancement will allow the participant to download this information.



This form is available electronically.

CCC-962
(08-30-05)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

TOBACCO TRANSITION PAYMENT PROGRAM SUCCESSOR-IN-INTEREST CONTRACT

PART A - TRANSFEROR INFORMATION ***(Transferor can be an Original Contract Holder or a Successor-In-Interest)***

By signing Part A, the undersigned acknowledge receipt of the 3 pages that comprise this document and agree to the terms and conditions of this contract. The Transferor understands that in order for this contract to be approved, the Transferor must, in addition to other requirements: (i) have identified in Item 1 a valid Tobacco Transition Payment Program (TTPP) contract; (ii) not have assigned any future payment to be made with respect to such contract; and (iii) not be indebted to the United States, as determined by the Commodity Credit Corporation (CCC). In order for CCC to make the determinations in the preceding sentence, the Transferor agrees that CCC may release information to the persons identified in Parts B and C that specify whether the Transferor is in compliance with such requirements.

1. Existing Contract Number 370152000002	3A. Name and Address *(Including ZIP Code)* D S WATFORD FARMS INC 217 QUEBEC RD COLERAIN, NC 279249483	4. Telephone Number *(Including Area Code)* 5. FAX Number *(Including Area Code)*
2. TTPP Account Number (if the Transferor is a Successor)	3B. Tax Identification Number *****2788 (E)	6. E-mail Address
7. Signature of Transferor on file		8. Date (MM-DD-YYYY)

Check Item 9 "YES" if the Commodity Credit Corporation (CCC) contract number in Item 1 refers to a Tobacco Transition Payment Quota Holder Contract (Form CCC-955) or a Tobacco Transition Payment Producer Contract (Form CCC-956) (hereafter referred to as Form CCC-955 or CCC-956, respectively) to which the Transferor is a signatory.

Check Item 9 "NO" if the CCC contract number in Item 1 refers to a Tobacco Transition Program Payment Successor-In-Interest Contract (Form CCC-962) (hereafter referred to as Form CCC-962) to which the Transferor is a signatory. Accordingly, in approving this subsequent transfer, (i) neither the Successor nor, if applicable, the Subsequent Successor (as defined in Part C) is required to satisfy the requirements of 7 CFR Part 1463.112(b).

9. Are you the original contract holder? ☐ YES ☐ NO
If "NO", indicate if the contract is a quota holder or producer contract. ☐ QUOTA HOLDER ☐ PRODUCER

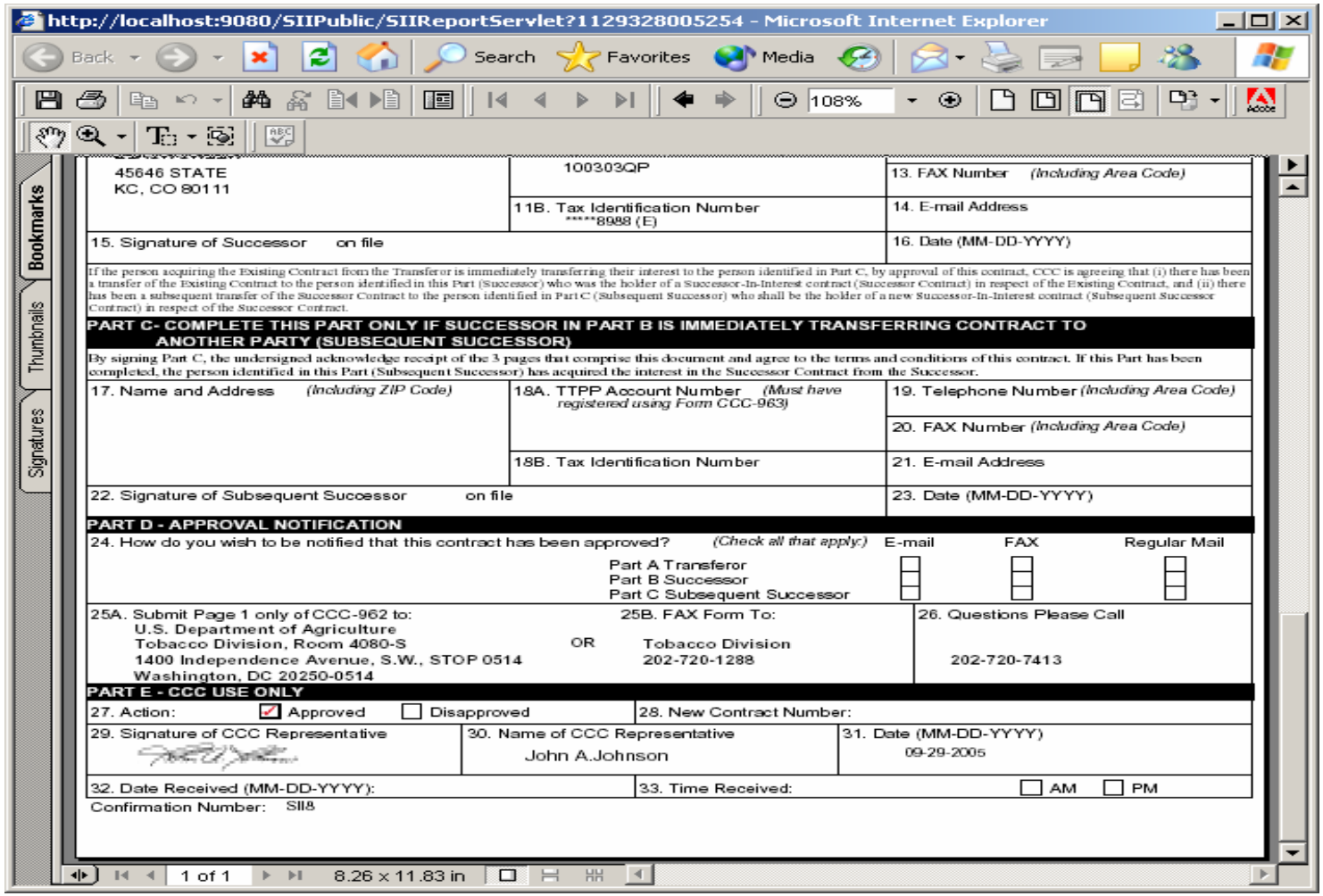
PART B - SUCCESSOR-IN-INTEREST OR SUBSEQUENT SUCCESSOR-IN-INTEREST

By signing Part B, the undersigned acknowledge receipt of the 3 pages that comprise this document and agree to the terms and conditions of this contract.

10. Name and Address *(Including ZIP Code)* BLACK CREEK 45646 STATE KC, CO 80111	11A. TTPP Account Number *(Must have registered using Form CCC-963)* 100303QP	12. Telephone Number *(Including Area Code)* 13. FAX Number *(Including Area Code)*

Figure 103 CCC-962 Part A and B

This is an example of the top portion of the "approved" CCC-962 in PDF. This form may be printed more than one time by selecting, Print CCC-962".



http://localhost:9080/SIIPublic/SIIReportServlet?1129328005254 - Microsoft Internet Explorer

45646 STATE
KC, CO 80111

100303QP

11B. Tax Identification Number
*****8988 (E)

13. FAX Number *(Including Area Code)*

14. E-mail Address

15. Signature of Successor on file

16. Date (MM-DD-YYYY)

If the person acquiring the Existing Contract from the Transferor is immediately transferring their interest to the person identified in Part C, by approval of this contract, CCC is agreeing that (i) there has been a transfer of the Existing Contract to the person identified in this Part (Successor) who was the holder of a Successor-In-Interest contract (Successor Contract) in respect of the Existing Contract, and (ii) there has been a subsequent transfer of the Successor Contract to the person identified in Part C (Subsequent Successor) who shall be the holder of a new Successor-In-Interest contract (Subsequent Successor Contract) in respect of the Successor Contract.

PART C- COMPLETE THIS PART ONLY IF SUCCESSOR IN PART B IS IMMEDIATELY TRANSFERRING CONTRACT TO ANOTHER PARTY (SUBSEQUENT SUCCESSOR)

By signing Part C, the undersigned acknowledge receipt of the 3 pages that comprise this document and agree to the terms and conditions of this contract. If this Part has been completed, the person identified in this Part (Subsequent Successor) has acquired the interest in the Successor Contract from the Successor.

17. Name and Address *(Including ZIP Code)*

18A. TTPP Account Number *(Must have registered using Form CCC-963)*

18B. Tax Identification Number

19. Telephone Number *(Including Area Code)*

20. FAX Number *(Including Area Code)*

21. E-mail Address

22. Signature of Subsequent Successor on file

23. Date (MM-DD-YYYY)

PART D - APPROVAL NOTIFICATION

24. How do you wish to be notified that this contract has been approved? *(Check all that apply)*

	E-mail	FAX	Regular Mail
Part A Transferor	☐	☐	☐
Part B Successor	☐	☐	☐
Part C Subsequent Successor	☐	☐	☐

25A. Submit Page 1 only of CCC-962 to:
U.S. Department of Agriculture
Tobacco Division, Room 4080-S
1400 Independence Avenue, S.W., STOP 0514
Washington, DC 20250-0514

OR

25B. FAX Form To:
Tobacco Division
202-720-1288

26. Questions Please Call
202-720-7413

PART E - CCC USE ONLY

27. Action: ☑ Approved ☐ Disapproved

28. New Contract Number:

29. Signature of CCC Representative

30. Name of CCC Representative
John A.Johnson

31. Date (MM-DD-YYYY)
09-29-2005

32. Date Received (MM-DD-YYYY):

33. Time Received: ☐ AM ☐ PM

Confirmation Number: SII8

1 of 1 8.26 x 11.83 in

Figure 14 CCC 962 Approval and Signature

This is an example of the bottom portion of the "approved" CCC-962 in PDF. The confirmation number is located directly below item 32 and will be used to track the transaction when necessary.