



USDA Farm Service Agency - Kansas

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WHAT ARE YOUR OPTIONS FOR FILING AN LDP?

This is a brief summary of each option for filing a Loan Deficiency Payment (LDP) request. Producers must maintain beneficial interest when the request is filed to be eligible for the LDP. All other LDP eligibility criteria also apply.

FILE IN PERSON

Visit a FSA County Office and obtain assistance in filing forms CCC-633LDP or CCC-709.

PRINT A FORM AT HOME AND COMPLETE MANUALLY

Print applicable forms from <http://forms.sc.egov.usda.gov/eforms/mainervlet>, then click on "Browse Forms" option to print a form and print the form instructions. Complete the form, sign and date, and mail, fax, or deliver to the FSA County Office. Effective LDP rate will be the rate in effect on the date a complete CCC-633LDP form is received; or the date of harvest or date of delivery for a CCC-709.

FAXING FORMS

Must have a form FSA-237 on file with FSA in order for FSA to accept your faxed signature. Producer is responsible for ensuring that the form is completed properly, signed and dated or form will not be accepted. Producer must also maintain "proof of successful transmission" from the sending fax machine, in case the form is not received by FSA.

e-FILE

Available 24 hours per day 7 days a week. No preliminary form or profile to complete. Must have an USDA e-Authentication Level 2 Account. By using your Level 2 Account, your actual signature is not needed on the on-line form because you have already been authenticated. Fill out either a CCC-633LDP or CCC-709 on-line and submit the form through the e-filing system as a "package". The "packages" you create through e-File will be submitted on-line to your FSA County Office. The FSA County Office will process the forms in the "package" as if they were filled out in the office. The LDP rate will be the rate in effect the date the "package" is confirmed/submitted to FSA.

Access the e-File site at

<http://forms.sc.egov.usda.gov/eforms/mainervlet>.

- To view a demo of the steps to take to file a form through e-File, click on the "Site Demonstration" on the right side of the screen.
- To create forms, click on "Sign In", select a form and view/print the form instructions, complete the form, print, save, and submit, pick the FSA County Office to receive the form(s), create a package from the form(s) you created, and submit the package. Print the confirmation screen. Maintain all copies of e-mails, screen prints, and form prints.

e-LDP

Available 24 hours a day 7 days a week! Must have an USDA e-Authentication Level 2 Account. Must complete a CCC-634-E, provide to the county office, and the county office must record the information on-line prior to producer filing e-LDP. The CCC-634-E provides the profile for farm numbers, crops, reasonable quantity, payment limitation, and other data used for validating the e-LDP application. e-LDP applications are sent directly to Kansas City to be processed for payment within 3 days - FSA County Office does not process the payment for e-LDP. e-LDP only applies to form CCC-633LDP and not a CCC-709.

- Information on e-LDP, access www.fsa.usda.gov/dafp/pas then click on "Office FSA e-LDP Page".
- To obtain a CCC-634-E, Request for Electronic Loan Deficiency (e-LDP) Services, access <http://www.fsa.usda.gov/dafp/psd/> > click on "Official FSA e-LDP Page" > click on "Download Form CCC-634-E" on right side of screen. The completed form must be delivered to the FSA County Office (cannot be faxed or e-filed). Must file a separate CCC-634-E for each county where farm records are maintained.
- To complete e-LDP application, access www.fsa.usda.gov/dafp/pas > click on "e-LDP Functions" on right side of page > use eAuthentication to logon and complete application.

OBTAIN E-AUTHENTICATION LEVEL 2 ACCOUNT

To be able to e-File, e-LDP, or complete other online functions that require authentication, a producer must obtain an e-Authentication Level 2 Account by completing an 18 question customer profile and prove identity by presenting state or federal photo ID at a FSA office. An e-mail account is required.

Access <http://www.eauth.egov.usda.gov/> > and click on "Create An Account Page". Complete the profile, which includes setting a user ID and password, and submit online. A confirmation e-mail is received and must be responded to within 7 days. Then take your state or federal photo ID to a FSA office to have identity proofed. After FSA updates your account you will have access to USDA online applications and forms within one hour.

ADDITIONAL ONLINE SERVICES

<http://www.sc.egov.usda.gov/>

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