FSA
HANDBOOK

CCC Automated Cotton Loan Reporting

To access the transmittal page click on the short reference.

For Approved Cooperative Marketing Associations and Authorized Loan Servicing Agents

SHORT REFERENCE

21-CN
(Revision 3)

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
P.O. Box 2415
Washington, DC 20013-2415

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

CCC Automated Cotton Loan Reporting for CMA's and LSA's 21-CN (Revision 3)	Amendment 9

Approved by: Acting Deputy Administrator, Farm Programs

Bradley Karmen

Amendment Transmittal

A Reasons for Amendment

Paragraphs 418, 419, 422, 424, 425, 427, and 431 have been amended to remove the requirement that completed CCC-674's and SF-LLL's be FAXed to the Office of Business and Program Integration, Strategic Planning and Corporate Affairs Staff.

Page Control Chart		
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10 CCC-674, Certification for Contracts, Grants, Loans, and Cooperative Agreements
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12 CCC-Cotton G4, Cotton R/O Agreement

Part 1 Basic Provisions

1 Handbook Coverage

A Handbook Purpose

This handbook provides procedures and requirements for CMA's and LSA's to follow when conducting loan and LDP transactions with CCC.

These procedures and requirements apply to:

- CMA's operating under CCC-Cotton G (Exhibit 4)
- LSA's operating under CCC-912 (22-CN, Exhibit 4).

B Sources of Authority

Authority for the requirements in this handbook is in:

- 7 CFR Parts 1425 and 1427
- CCC-Cotton G
- CCC-912
- Federal Agriculture Improvement and Reform Act of 1996 (1996 Act)
- Agricultural Act of 1949 (63 Stat. 1051-1062) as amended
- CCC Charter Act (62 Stat. 1070-1075) as amended.

C Related Handbooks

FSA handbooks related to the cotton loan program include:

- *--1-CMA for CMA Program requirements, CMA and LSA producer eligibility, and PLM procedures and requirements

- 7-CN for basic cotton loan and LDP program requirements--*

- 22-CN for basic LSA program requirements and procedures

* * *

- 50-FI for CCC interest rates.

2 Responsibilities

A Background

The responsibilities for administering CCC's cotton loan and LDP activities are described in this paragraph.

B Executive Vice President, CCC Responsibilities

Executive Vice President, CCC or designee shall:

- determine policy and program provisions
- make determinations on program questions
- revise or rescind incorrect determinations made by designees.

C DAFP Responsibilities

DAFP shall provide general direction and supervision for the requirements in this handbook.

D PSD Responsibilities

PSD shall:

- administer the requirements in this handbook
- provide program policy and procedures to CMA's and LSA's
- prescribe operating procedures for CCB's serving CMA's or LSA's.

E Controller, CCC Responsibilities

Controller, CCC shall:

- *--ensure that loan data, provided by CMA's and LSA's to NITC, supports CCC accounting practices and controls

- provide each CMA and LSA CCC's loan interest rate

- provide accounting instructions for recording and reporting loan and LDP activity reported by CMA's and LSA's to KCAO.--*

Continued on the next page

F
***--KCAO Responsibilities**

KCAO shall:

- coordinate the flow of data and documents between CMA's, LSA's, CCB's, KCAO, KCFO, and KCCO, as necessary--*

- manage the ACRS requirements, as follows:

  - process and maintain subsidiary data and records for transactions received from CMA's and LSA's

  - examine and verify data and documents for accuracy

  - reconcile and correct loan data submitted by CMA's and LSA's with *--wire transfers performed by CCB's--*

- notify PSD of any CMA's or LSA's program violations, including failure to:

  - correct discrepancies

  * * *

  - pay warehouse charges, as applicable, on forfeited cotton within:

    - 15 calendar days of the forfeiture date for CMA's
    - 30 calendar days of the forfeiture date for LSA's

- *--provide CMA's and LSA's:

  - Failed File listing bales rejected in the ACRS up-front edits

  - Transmission Report with an authorization code and amount for bales passing the up-front edits

  - Error File listing bales and the applicable error codes--*

- provide PSD and, if requested, Controller, CCC:

  - sample data, as requested

Continued on the next page

F
--KCAO--
Responsibilities (Continued)

- a weekly ACRS Error and Volume Report (PSL-71R) showing, in the format provided by PSD, each CMA's and LSA's number of outstanding errors and year-to-date number of bales of cotton by crop year:

  - processed
  - currently under loan

- monthly reports, in a format approved by PSD, of:

  - transactions for which either CCC-674 or SF-LLL are required
  - "I" and "U" transactions recorded on ACRS.

*** * ***

G
KCCO Responsibilities

KCCO shall provide CMA's and LSA's:

- lists of approved warehouses and applicable storage rates
- R/O instructions.

H
CCB Responsibilities

CCB's shall:

- transfer funds to or from CMA's or LSA's bank account from or to CCC's FRB

- follow reporting instructions provided by FMD

- include the ACRS authorization code on all wire transfer messages to and from CCC.

Continued on the next page

2 Responsibilities (Continued)

I
CMA and LSA Responsibilities

CMA's and LSA's shall:

- obtain authorization code from ACRS
- provide CCB's with an authorization code to transfer funds from or to CCC
- provide documentation supporting CCC transactions, if any, according to this *--handbook, to KCAO or FAD–*
- correct errors as directed by CCC
- pay all CCB fees.

3-20 (Reserved)

Part 2 General CMA CCC Loan and LDP Activities

21 General CMA Activities

A
Introduction

CMA's participate in CCC's loan and LDP program for their members.

B
CMA Activities

CMA's:

- are responsible for verifying, through FSA, the eligibility of their members and their members' farms to participate in loan and LDP programs before CMA receives a loan or LDP benefit

* * *

- may submit bills, according to paragraph 35, to CCC for expenses related to specific costs incurred in CCC loan R/O's
- pay research and promotion fees to the Cotton Board for their members
- may forfeit loan collateral
- may apply for and receive:
  - loan advances
  - LDP's
  - R/O charges
- repay amounts owed CCC for:
  - redeeming loans with cash or CCC-6's
  - errors in document submissions
  - cotton found to be ineligible for loan
  - charges associated with loan forfeiture
  - excess benefits received for their members.

22-26 (Reserved)

*--27 Cotton Receipts

A
Approved Receipts

CMA's and LSA's may process CCC transactions through ACRS only for bales of cotton with EWR's submitted to CCC by an authorized provider.

Any producer desiring a loan or LDP on bales with paper receipts must contact Julie Floriani, PSD.**--***

28, 29 (Withdrawn--Amend. 8)

30-34 (Reserved)

35 Out-of-Pocket Charges for R/O's

A
Introduction

CCC will reimburse CMA's for approved, reasonable out-of-pocket expenses incurred when CMA's pay accrued storage charges for cotton pledged as collateral for loans that are reconcentrated.

B
Definition of Reasonable Out-of-Pocket Expenses

Reasonable out-of-pocket expenses are expenses that are above normal day-to-day costs of doing business.

C
Examples of Expenses Paid

Approved out-of-pocket expenses that might be incurred in conjunction with an R/O during the loan period are:

- ADP expenses, including:
  - system's development
  - programming
  - CPU costs and process storage calculation programming
  - additional data processing
  - personnel salaries, excluding officers' salaries
  - supplies (such as cards, tapes, and paper)
  - equipment rental
- additional direct labor costs related to paying R/O charges
- direct charges and supplies (such as telephone calls, postage, and check purchases)
- *--CCB expenses.--*

D
Expenses Not Paid

Overhead expenses and officers' salaries are considered normal expenses and are not covered.

Continued on the next page

35 Out-of-Pocket Charges for R/O's (Continued)

E
How to Request Reimbursement

To request reimbursement of expenses incurred related to R/O's, CMA's shall:

- prepare an itemized invoice of the expenses showing:

  - number of bales processed
  - the following certification, signed by a CMA officer:

    "I certify that expenses listed on this invoice are out-of-pocket expenses over and above the normal course of doing business incurred by the cooperative in making payments for the Commodity Credit Corporation for cotton under loan that is reconcentrated."

    _____
    (Signature of CMA officer)

- send invoice to:

  Controller, CCC
  *--Park Office Center, 12th floor
  STOP 0581
  Alexandria, VA 22302-1594.--*

F
Audit of Expenses

Out-of-pocket expenses are subject to an audit.

36-46 (Reserved)

Part 3 (Reserved)

47-65 (Reserved)

Part 4 Electronic Records

Section 1 System Requirements

66 Electronic Communications Requirements

A
Overview

The TCP/IP protocol using FTP is used to electronically exchange data between CMA's or LSA's and ACRS processed by the USDA NITC. CMA's and LSA's will obtain TCP/IP connectivity by contracting with a private ISP or other means. Once a valid TCP/IP connection is established, an FTP session to the FSA FTP server is started to exchange data with ACRS.

Users are responsible to scan, detect, and disinfect any files they retrieved by FTP. The FSA FTP server does not perform any virus scan, detection, or disinfection on files or data transported by customers.

Technical support for CMA's or LSA's using the FSA FTP server is provided by FSA as indicated in the following table.

Item	Data
National Help Desk	1-800-255-2434 ***--**select **option 2**, "Hardware"**--***
	* * *
Technical Support Hours	Monday through Friday 8 a.m. to 6 p.m. e.t.
ACRS Availability	7 days a week, 24 hours a day, except for the following NITC scheduled down times: • Sunday 1 a.m. through 9 a.m. e.t. • Sunday 5 p.m. through Monday 6 a.m. e.t. There may periodically be additional down time on Sundays. These will be communicated as they occur.

Continued on the next page

***--B**
ACRS Input File

When creating the bale detail input file:

- create the archive filename: "ACRSDATA" as the get file
- transmit file via internal script to IZBLEDTL file described in subparagraph H.--*****

C
TCP/IP Connection Requirements

To establish a TCP/IP session, the following is required:

- ID and password issued by ISP
- modem standards according to ISP
- circuits or telephone lines supported by ISP
- TCP/IP software:
  - such as Telnet and FTP, any IP-based applications
  - capable of connecting via point-to-point protocol or serial line Internet protocol.

D
ID and Password Information

Once the TCP/IP connection has been made, the following information applies to ID's and passwords used by NITC and the FSA FTP server. New users must obtain an NITC user ID and a temporary password (good one-time only) by calling Debbie Goldberg at 816-926-2621.

If experiencing password difficulties, contact the ADP security office at 800-255-2434, option 5.

*****--Passwords must follow these guideline standards:

- must be 6 to 8 alpha and/or numeric characters
- must be changed every 35 calendar days
- must be in effect at least 4 calendar days before a new password is accepted
- cannot be repeated for 1 year.--*****

Continued on the next page

E
Password Change Instructions

Follow instructions in the following table to create and change passwords:

- upon initialization of service with temporary password
- before user password expiration
- when prompted on screen after expiration.

Password Change Instructions		
Select the appropriate option below.		
Option 1: Using FTP	•***--**Initiate an FTP session with NITC. At this time, 165.221.4.12 is the actual TCP/IP address for an FTP session, subject to change at any time. Additional address sites are 165.221.4.22 and 165.221.4.32.**--*** • It is recommended that command-line FTP be used to change the password rather than a Graphical User Interface FTP package. For example, from Windows 95 under START, PROGRAMS, MS-DOS Prompt, enter the following.	
	Screen Prompt	**User Entry**
	C:\WINDOWS>	FTP
	FTP>	OPEN FTP.NITC.USDA.GOV
	User (ftp.nitc.usda.gov:(none):)	user's NITC user ID
--or--	PASSWORD:	*old password/new password/new password*
Option 2: Using Telnet	• Initiate a Telnet session with NITC, using the address TELE.NITC.USDA.GOV (at this time, 165.221.4.2 is the actual TCP/IP address for Telnet, subject to change at any time). • TAB between entries below.	
	USERID	user's NITC user ID
	PASSWORD	*temporary or old password*
	NEW PASSWORD	*new password*
	NEW PASSWORD	*new password* (PRESS "Enter")

Continued on the next page

F
FTP Connection Instructions

The following table provides instructions for starting an FTP session with the ACRS FTP server.

Step	Action	
1	Start an FTP session with the ACRS FTP server using 1 of the phone numbers in subparagraph D. **Note:** Either an ISDN or Remote Access Service connection may be used.	
2	ENTER “OPEN 206.122.115.70”.	
3	ENTER “USER (Local FTP server user name)”.	
4	ENTER “PASS (Local FTP server password)”.	
5	**IF...**	**THEN enter...**
	using PKZIP	“BINARY”.
	transferring text	“ASCII”.
6	Upload or download fields as applicable.	

G
NITC Filename Standards

Each entity using NITC is assigned a range of filenames to use in transferring data. There are 2 different formats of the filename, relative and absolute, distinguished by the final sequence number. This sequence number serves as a file identifier, allowing the same filename to be used repeatedly for the same purpose at different times. Multiple usage of a filename using the identifier, creates GDG.

Relative Format Filename Example:

***--**x.AC.tttnnnnn.abrecordid(s#).

Absolute Format Filename Example:

.AC.tttnnnnn.abrecordid.GxxxxV00.**--***

Continued on the next page

H
Data Set Name (DSN) Description

The specific contents of each section of DSN are in the following table. All information and punctuation must be entered exactly as shown.

Data Set Section	Code	Instructions	
Application Mode	x	Enter: ‘MF0900.CMSPPDT	
Application Code	AC=ACRS	Enter: AC	
Entity	ttt	**IF...**	**THEN enter...**
		CMA	CMA
		LSA	LSA
	nnnnn	Enter CMA or LSA Code [1] **Example:** 28801	
File Type	a	**IF file is...**	**THEN replace “a” with...**
		***--**input to ACRS	I
		output from ACRS**--***	O
	b	**IF file is...**	**THEN replace “b” with...**
		*** * ***	*** * ***
		zipped (compressed)	Z
	recordid	**IF ACRS Record Type is...**	**THEN replace “recordid” with...**
		ACRS Upload Record	BLEDTL
		***--**ACRS Rejected Bale Report	FAILED
		ACRS Error Report	ERRPT
		ACRS Transmission Report	XMTRPT
		AWP Lock-In Trailer	AWPLOK
		Approved Warehouse List	RPT21
		Warehouse Tariff Rates	RPT24
		Base Loan Rates	RPT27**--***

Continued on the next page

H
Data Set Name (DSN) Description (Continued)
***--**

Data Set Section	Code	Instructions	
Sequence Number: Relative	(s#)	**IF referring to...**	**THEN enter...**
		previous file	(-1)’ **Note:** The maximum number of previous files that can be entered in place of the “1” is 254.
		current file	(+0)’
--or--		new file	(+1)’
Sequence Number: Absolute	G	Enter: G	
	xxxx	Enter the sequence number of the absolute GDG. **Note:** Valid entries are “0001” through “0255”.	
	V00	Enter: V00’	

I
Production GDG Filename Examples

Using the filename standards from subparagraphs G and H, the following table provides filename examples when referencing this GDG family:

- ‘MF0900.CMSPPDT.AC.CMA12345.IZBLEDTL.G0001V00’
- ‘MF0900.CMSPPDT.AC.CMA12345.IZBLEDTL.G0002V00’
- ‘MF0900.CMSPPDT.AC.CMA12345.IZBLEDTL.G0003V00’

Purpose	Filename Type	Production Filename
Reference a previous file	Relative	‘MF0900.CMSPPDT.AC.CMA12345.IZBLEDTL(-1)’
	Absolute	‘MF0900.CMSPPDT.AC.CMA12345.IZBLEDTL.G0002V00’
Reference the current file	Relative	‘MF0900.CMSPPDT.AC.CMA12345.IZBLEDTL(+0)’
	Absolute	‘MF0900.CMSPPDT.AC.CMA12345.IZBLEDTL.G0003V00’
Create a new file	Relative	‘MF0900.CMSPPDT.AC.CMA12345.IZBLEDTL(+1)’
	Absolute	‘MF0900.CMSPPDT.AC.CMA12345.IZBLEDTL.G0004V00’

--*

67 Record Descriptor

A Data Requirements

The following table provides a summary of data requirements for fields recorded on ACRS.

Field	Name	Position	Size	Type	Format	Transaction Code									
						A	C	T	N	R	F	I	U	D	UD
[1]	CMA or LSA Code	1	6	N	9(06)	●	●	●	●	●	●	●	●	●	●
2	ACOF's State Code	7	2	N	9(02)	●	●	●	●	●	●	●	●	●	●
3	ACOF's County Code	9	3	N	9(03)	●	●	●	●	●	●	●	●	●	●
4	Farm ID Number	12	7	N	9(07)	●	●	●	●	●	●	●	●	●	●
5	Producer ID	19	9	N	9(09)	●	●	●	●	●	●	●	●	●	●
6	Transmission Number	28	3	N	9(03)	●	●	●	●	●	●	●	●	●	●
7	Correction Indicator	31	1	A	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	Transaction Code	32	1	A	X	●	●	●	●	●	●	●	●	●	●
9	Batch Sequence Number	33	4	N	9(04)	●	●	●	●	●	●	●	●	●	●
[10]	Crop Year	37	2	N	9(02)	●	●	●	●	●	●	●	●	●	●
[11]	Commodity Code	39	1	A	X	●	●	●	●	●	●	●	●	●	●
[12]	Loan/LDP Number	40	5	N	9(05)	●	●	●	●	●	●	●	●	●	●
[13]	Current Warehouse	45	6	N	9(06)	●	●	●	●	●	●	●	●	●	●
[14]	Warehouse Receipt Number	51	7	N	9(07)	●	●	●	●	●	●	●	●	●	●
15	Warehouse Receipt Code	58	1	A	X	●	●	●	●	●	●	●	●	●	●
[16]	Gin Code	59	5	N	9(05)	●	●	●	●	●	●	●	●	●	●
[17]	Gin Tag Number	64	7	N	9(07)	●	●	●	●	●	●	●	●	●	●
18-19	Reserved	71	16		Spaces										
[20]	Net Bale Weight	87	3	N	9(03)	●	●		●	●				●	
*--21	Tare Weight	90	2	N	9(02)	●					●--*				
22	Color grade	92	2	N	9(02)	●	●		●					●	
23	Staple	94	2	N	9(02)	●	●		●					●	
24	Micronaire	96	2	N	9(02)	●	●		●					●	
25	Strength	98	3	N	9(03)	●	●		●					●	
26	Leaf	101	1	N	9	●	●		●					●	
27	Other	102	2	N	9(02)	●	●		●					●	
28	Uniformity	104	2	N	9(02)	●	●		●					●	
*--29	Module Number	106	10	X	9(10)									●	●--*
	Reserved	116	1		Space										
30	Storage Start Date	117	6	N	MMDDYY	●	●		●	●	●		●		
31	Advance/LDP Date	123	6	N	MMDDYY	●	●	●	●	●	●	●	●	●	●
*--32	Document Received/Gin Date	129	6	N	MMDDYY	●	●	●	●			●		●	●--*
33	Redemption/Forfeiture Date	135	6	N	MMDDYY		●	●	●		●	●	●		●
34	Storage Stop Date	141	6	N	MMDDYY		●		●				●		
35	Unqualified Redemption/Forfeiture Date	147	6	N	MMDDYY								●		●
36	R/O Date	153	6	N	MMDDYY		●			●			●		
37	Correction Date	159	6	N	MMDDYY	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
38-39	Reserved	165	12		Spaces										
40	Adjusted Loan Rate	177	5	N	S9(03)V99	●	●	●	●			●			
41	Loan Principal	182	5	N	S9(03)V99	●	●	●	●	●	●	●	●		
42-47	Reserved	187	25		Spaces										

Note: [#] designates a key field. See subparagraph B.

Continued on the next page

67 Record Descriptor (Continued)

A Data Requirements (Continued)

Field	Name	Position	Size	Type	Format	Transaction Code									
						A	C	T	N	R	F	I	U	D	UD
48	R/O Charge	212	4	N	S9(02)V99		●	●	●	●	●	●	●		
49	Compression Charge	216	4	N	S9(02)V99		●	●	●	●	●	●	●		
50-53	Reserved	220	18		Spaces										
54	Outstanding Loan Principal	238	5	N	S9(03)V99	●	●	●	●	●	●	●	●		
55	Loan Interest Rate	243	5	N	S9(02)V999		●	●	●			●	●		●
56	Principal + Interest	248	5	N	S9(03)V99		●	●	●			●	●		
57	Allowable CCA	253	4	N	V9(04)		●		●				●	●	
58	Reserved	257	4		Spaces										
59	AWP Bale Value	261	5	N	S9(03)V99		●		●				●	●	●
*--60	Storage Forgiven	266	4	N	S9(02)V99		●		●						
61	Other Charges Forgiven	270	4	N	S9(02)V99		●		●						
62	Interest Forgiven	274	4	N	S9(02)V99		●		●						
63-64	Reserved	278	7		Spaces										
65	Principal Forgiven	285	5	N	S9(03)V99		●		●						
66	Reserved	290	3	N	Spaces										
*--67	Denied Benefits	293	5	N	S9(03)V99		●		●				●	●	●--*
68	Reserved	298	3		Spaces										
*--69	Net Market Gain	301	5	N	S9(03)V99		●		●				●	●	●--*
70	Interest Collected	306	4	N	S9(02)V99		●	●	●			●	●		
71	Reserved	310	4	N	9(04)										
72	Interest Penalty	314	4	N	S9(02)V99								●		●
73	Reserved	318	4		Spaces										
74	Net Repayment/Liquidation Amount	322	5	N	S9(03)V99		●	●	●			●	●		●
75	LDP	327	5	N	S9(03)V99									●	●
76	Reserved	332	4	N	9(04)										
77	Liquidated Damages	336	4	N	S9(02)V99							●	●		●
*--78	Net Correction Amount	340	5	N	S9(03)V99	✓	✓	✓	✓	✓	✓	✓	●	✓	●--*
79-83	Reserved	345	20		Spaces										
84	Prior Warehouse Code	365	6	N	9(06)					●					
85	Prior Warehouse Receipt Number	371	7	N	9(07)					●					
86	New Bale Weight	378	3	N	9(03)					●					
*--87-90	Reserved	381	16		Spaces--*										
* * *	* * *	* * *	* * *	* * *	* * *										
91	CCC-709 Flag	397	2	N	9(02)									●	
92	Compression Code	399	2	A	XX	●				●	●				
93	"U" Transaction Indicator	401	1	A	X								●		●
*--94	Reserved	402	1		Spaces										
95	Classing Remarks	403	2	N	9(02)	●	●		●					●	
96-99	Reserved	405	46		Spaces--*										

Continued on the next page

B
Rules

The following rules apply to electronic transmissions submitted through ACRS.

- No more than 99 batches can be sent in 1 transmission.
- Fields marked with:

  - "●" in the Transaction Code column must be reported on all submissions of that transaction code

  - "✓" in the Transaction Code column must be reported on corrections to prior records of that transaction code.

    Note: All other fields required for the transaction code shall also be reported.

- Decimal points are not recorded.

- Fields whose format begins with "S" are signed fields.

- Round all calculations, using the 5/4 rounding rule, to the size of the field indicated.

  Examples: Enter "1234" for a 4-digit field with a value of "12344".
  Enter "1234" for a 4-digit field with a value of "123448".
  Enter "1235" for a 4-digit field with a value of "12345".

- When processing "U" transactions, complete fields as you would for the original corresponding transaction if "U" field instructions are not specified.

- ***--**When processing "X" transactions, complete money fields, except Field 78,**--***
  "Net Correction Amount", with the amount that should have been initially reported.

- All fields shall be justified and filled according to the following table.

IF the field's type is...	THEN justify field...	AND fill blank field with...
"N"	right	zeros.
blank		spaces, not nulls.
"A"	left	spaces.

Continued on the next page

67 Record Descriptor (Continued)

B
Rules
(Continued)

- Key fields, indicated in the Record Descriptor table in subparagraph A, cannot be modified with a correction record. To correct, contact KCAO. *** * ***

Note: Throughout the remainder of this handbook's text, [ ] contains the field number.

68-76 (Reserved)

Section 2 (Reserved)

77-87 (Reserved)

88 Field 1, CMA/LSA Code

A
Completion Instructions

The following table provides instructions and information on how to complete Field 1.

Contents	Code number assigned to CMA or LSA by CCC.
Action	Enter the individual CMA's or LSA's code number.
Rules	* * *

--89 Field 2, ACOF's State Code--

A
Completion Instructions

The following table provides instructions and information on how to complete Field 2.

Contents	*--USDA code for ACOF's State.	
Action	**IF the Transaction Code [8] is...**	**THEN enter...**
	"A" or "D"	ID number for ACOF's State.--*
	other than "A" or "D"	ID number reported on the "A" transaction.
Rules	• Once reported, remains unchanged on all subsequent transactions unless a correction is made to this field. • Can only be corrected under the "A" or "D" transaction record.	

--90 Field 3, ACOF's County Code--

A Completion Instructions

The following table provides instructions and information on how to complete Field 3.

Contents	*--USDA's code for ACOF's county code.	
Action	**IF the Transaction Code [8] is...**	**THEN enter...**
	"A" or "D"	ID number for ACOF.--*
	other than "A" or "D"	ID number recorded on the "A" transaction.
Rules	* * * • This field shall remain unchanged after the "A" or "D" transaction. • Can only be corrected under the "A" or "D" transaction record.	

91 Field 4, Farm ID Number

A Completion Instructions

The following table provides instructions and information on how to complete Field 4.

Contents	USDA's code assigned to the farm where the cotton was grown.	
Action	**IF the Transaction Code [8] is...**	**THEN enter...**
	"A" or "D"	ID number for the farm where the cotton was grown.
	other than "A" or "D"	ID number shown on the "A" transaction.
Rules	Farm numbers of less than 7 digits have zeros added to the left side to fill field. * * *	

92 Field 5, Producer ID

A Completion Instructions

The following table provides instructions and information on how to complete Field 5.

Contents	ID number of the principal producer of the cotton. Definition of Principal Producer: Principal producer is the producer who receives the largest share of the proceeds from the bale of cotton, or any 1 of the producers who all receive equal shares of the proceeds from the bale of cotton.	
Action	**IF the Transaction Code [8] is...**	**THEN enter...**
	"A" or "D"	the farm's principal producer's ID number.
	other than "A" or "D"	ID number used on the "A" transaction.
Rules		

93 Field 6, Transmission Number

A Completion Instructions

The following table provides instructions and information on how to complete Field 6.

Contents	Identification number assigned by CMA or LSA to a single transmission.
Action	Enter the next sequential number.

Rules	• Numbers shall:
	
	  • begin with "001" on June 1 for each crop year
	  • continue in unbroken sequence until the next crop year begins.
	
	• Multiple crop years may be reported on a single transmission.
	
	•*–Transmission with duplicate numbers will be rejected.--*
	
	Note: When end of crop year (5/31) falls on a weekend or holiday, contact KCAO for instructions.

94 Field 7, Correction Indicator

A

Completion Instructions

The following table provides instructions and information on how to complete Field 7.

Contents	Identifies a correction to a prior record.	
Action	**IF the record is...**	**THEN...**
	a correction	ENTER “X”.
	other than a correction	enter a space.
Rules	• Use with the original transaction code to report a correction. • Only bales which previously contained errors are reported. • All fields reported on the original transaction must be on the correction record. • When payment differences occur because of the correction, *** * *** the correction difference is recorded in Field 78. • Corrections are included in regular transmissions and not reported separately.	

95 Field 8, Transaction Code

A
Completion Instructions

The following table provides instructions and information on how to complete Field 8.

Contents	A code indicating the type of transaction being reported.
Action	Enter 1 of the following transaction codes: •*--"A" • "C" • "D" • "F" • "T"--* • "I" • "N" • "R" • "U". **Note:** See Exhibit 1 for an explanation of transaction code abbreviations.

Rules	• "N" and "D" transaction codes apply only to upland cotton.
	
	* * *
	
	•*--Use "T" transaction code to release CCC-held bales to correct EWR receipt errors.
	
	• For "T's", holdership must be transferred to:
	
	  • CCC before submitting an "A"
	  • CMA or LSA before submitting a "D".
	
	• CCC will automatically release corresponding EWR to CMA or LSA on transaction codes "C", "T", "I", "N", and "D", if CCC is the holder.--*
	
	• "I" occurs only on bales under loan.
	
	• "U" occurs only on bales previously processed as "C", "N", or "D".

96 Field 9, Batch Sequence Number

A Completion Instructions

The following table provides instructions and information on how to complete Field 9.

Contents	A number assigned by CMA or LSA that identifies a single transaction code's activity being reported to CCC.
Action	Enter the next sequential number for each transaction code.
Rules	Batch sequence numbers: • shall begin with "0001" on June 1 for **each** transaction code for each crop year • shall continue in unbroken sequence until the next crop year begins • **cannot** be changed, duplicated, or reused during a crop year • shall include activity for 1 day only *** * *** • on a correction shall be the same as on the original transaction. **Note:** When end of crop year (5/31) falls on a weekend or holiday, contact KCAO for instructions.

97 Field 10, Crop Year

A Completion Instructions

The following table provides instructions and information on how to complete Field 10.

Contents	Crop year in which the bale of cotton was produced.
Action	Enter the right hand 2 digits of the crop year of production.
Rules	Must be reported for **all** transactions.

98 Field 11, Commodity Code

A
Completion Instructions

The following table provides instructions and information on how to complete Field 11.

Contents	Code for the type of cotton.	
Action	IF the cotton is...	THEN enter transaction code...
	upland	"U".
	ELS	"E".
Rules	• Must be reported for all transactions •*--Only 1 commodity type (ELS or upland) per loan.--*	

99 Field 12, Loan/LDP Number

A
Completion Instructions

The following table provides instructions and information on how to complete Field 12.

Contents	Identification number assigned by CMA or LSA to all bales included in a single "A" or "D" transaction.	
Action	**IF the Transaction Code [8] is...**	**THEN enter...**
	"A" or "D"	a newly assigned number.
	other than "A" or "D"	number from the "A" or "D" record.
Rules	• Begin with "00001" each crop year and continue in unbroken sequence until the next crop year begins. • CMA's and LSA's may use a unique numbering series for each location or State in which they operate. • Cannot be reused or changed during the crop year. •*--Can be made up of only 1 commodity type.--*	

100 Field 13, Current Warehouse

A
Completion Instructions

The following table provides instructions and information on how to complete Field 13.

Contents	Identification number for the warehouse where the cotton is stored.	
Action	**IF the Transaction Code [8] is...**	**THEN...**
	"D" and a "gin direct" LDP	enter six 9's.
	other than "D" and associated with "gin direct" LDP	enter the applicable number.
Rules	Number is assigned to the warehouse by USDA.	

101 Field 14, Warehouse Receipt Number

A
Completion Instructions

The following table provides instructions and information on how to complete Field 14.

Contents	Identification number for the specific bale of cotton.	
Action	***--IF the transaction is...**	**THEN enter...**
	gin-direct "D"	seven 9's.
	all other	EWR number.
Rules	• Once entered under an "A" Transaction Code, this field cannot be changed. • Cannot be repeated in the same warehouse in the same crop year. Any duplicate will be rejected in the ACRS up-front edits.**--***	

102 Field 15, Warehouse Receipt Code

A
Completion Instructions

The following table provides instructions and information on how to complete Field 15.

Contents	Code indicating the form of receipt used to provide title for the bale being pledged for loan.
Action	*–ENTER "E".
Rules	• Only EWR's are approved for use by CCC for loan in ACRS. • All fields common to ACRS records and CRTS must match.--*

103 Field 16, Gin Code

A
Completion Instructions

The following table provides instructions and information on how to complete Field 16.

Contents	USDA's code for the gin where the cotton was baled.	
Action	**IF the Transaction Code [8] is...**	**THEN enter...**
	"A" or "D"	applicable gin code.
	other than "A" or "D"	gin code from the "A" or "D" record.
Rules		

104 Field 17, Gin Tag Number

A
Completion Instructions

The following table provides instructions and information on how to complete Field 17.

Contents	Identification number assigned to the bale at the gin.	
Action	**IF the Transaction Code [8] is...**	**THEN enter...**
	"A" or "D"	applicable number.
	other than "A" or "D"	gin tag number from the "A" or "D" record.
Rules	Cannot be repeated in the same gin code in the same crop year.	

105 Fields 18 and 19, Reserved

A
Completion Instructions

The following table provides instructions and information on how to complete Fields 18 and 19.

Contents	Reserved for future use.
Action	***--**Fill field with spaces, not nulls.**--***
Rules	

106 (Reserved)

107 Field 20, Net Bale Weight

A Completion Instructions

The following table provides instructions and information on how to complete Field 20.

Contents	The net weight of the bale under loan or for which LDP is requested.	
Action	**IF the Transaction Code [8] is...**	**THEN...**
	***--**“A”, “C”, “D”, “N”, “R”, or “T”	report the true net bale weight. **Note:** Bales less than 325 pounds are ineligible for benefits.
	other than “I” or “U”	enter spaces, not nulls.**--***
Rules	• Bale weights shall be corrected only when CMA or LSA makes a data entry error while transferring weight from the warehouse receipt to ACRS records. •***--**To correct, redeem the bale with "T", change the bale weight on EWR and the ACRS bale detail record, then submit the corrected files for a new loan advance **during the same crop year**. "XA" will not correct a key field.**--***	

*** * ***

108 Field 21, Tare Weight

A Completion Instructions

The following table provides instructions and information on how to complete Field 21.

Contents	The official tare weight of approved wrapping material.	
Action	**IF the Transaction Code [8] is...**	**THEN...**
	"F"	enter the official tare weight.
	other than "F"	enter zeros.
Rules	• Record only whole numbers. • See 7-CN for official weights and restrictions.	

109 Field 22, Color Grade

A Completion Instructions

The following table provides instructions and information on how to complete Field 22.

Contents	Color grade reported by AMS on the bale's classing record.	
Action	**IF the Transaction Code [8] is...**	**THEN...**
	"A" or "D"	enter the AMS color grade recorded.
	"C" or "N"	report the color grade from the "A" transaction record.
	other than "A", "D", "C", or "N"	enter zeros.
Rules	Procedures for obtaining class data from AMS are specified in 7-CN, Part 5.	

110 Field 23, Staple

A Completion Instructions

The following table provides instructions and information on how to complete Field 23.

Contents	Staple reported by AMS on the bale's classing record.	
Action	**IF the Transaction Code [8] is...**	**THEN...**
	"A" or "D"	enter the AMS staple recorded.
	"C" or "N"	report the staple from the "A" transaction record.
	other than "A", "D", "C", or "N"	enter zeros.
Rules	Procedures for obtaining class data from AMS are specified in 7-CN, Part 5.	

111 Field 24, Micronaire

A Completion Instructions The following table provides instructions and information on how to complete Field 24.

*--

Contents	Micronaire reported by AMS on the bale's classing record.	
Action	**IF the Transaction Code [8] is...**	**THEN...**
	"A" or "D"	enter the AMS micronaire recorded.
	"C" or "N"	report the micronaire from the "A" transaction record.
	other than "A", "D", "C", or "N"	enter zeros.
Rules	Procedures for obtaining class data from AMS are specified in 7-CN, Part 5.	

--*

112 Field 25, Strength

A Completion Instructions The following table provides instructions and information on how to complete Field 25.

*--

Contents	Strength reported by AMS on the bale's classing record.	
Action	**IF the Transaction Code [8] is...**	**THEN...**
	"A" or "D"	enter the AMS strength recorded.
	"C" or "N"	report the strength from the "A" transaction record.
	other than "A", "D", "C", or "N"	enter zeros.
Rules	Procedures for obtaining class data from AMS are specified in 7-CN, Part 5.	

--*

113 Field 26, Leaf

A
Completion Instructions
*--

The following table provides instructions and information on how to complete Field 26.

Contents	Leaf grade reported by AMS on the bale's classing record.	
Action	**IF the Transaction Code [8] is...**	**THEN...**
	"A" or "D"	enter the AMS leaf grade recorded.
	"C" or "N"	report the leaf from the "A" transaction record.
	other than "A", "D", "C", or "N"	enter zeros.
Rules	Procedures for obtaining class data from AMS are specified in 7-CN, Part 5.	

--*

114 Field 27, Other

A
Completion Instructions
*--

The following table provides instructions and information on how to complete Field 27.

Contents	Other extraneous matter reported by AMS on the bale's classing record.	
Action	**IF the Transaction Code [8] is...**	**THEN...**
	"A" or "D"	enter the AMS code for other extraneous matter recorded.
	"C" or "N"	report the other extraneous matter from the "A" transaction record.
	other than "A", "D", "C", or "N"	enter zeros.
Rules	Procedures for obtaining class data from AMS are specified in 7-CN, Part 5.	

--*

115 Field 28, Uniformity

A Completion Instructions

The following table provides instructions and information on how to complete Field 28.

Contents	Uniformity reported by AMS on the bale's classing record.	
Action	**IF the Transaction Code [8] is...**	**THEN...**
	"A" or "D"	enter the AMS uniformity recorded.
	"C" or "N"	report the uniformity from the "A" transaction record.
	other than "A", "D", "C", or "N"	enter zeros, not nulls.
Rules	Procedures for obtaining class data from AMS are specified in 7-CN, Part 5.	

116 Field 29, Module Number

A Completion Instructions

The following table provides instructions and information on how to complete Field 29.

Contents	***–**Either of the following shall apply: • number assigned by gins for 1999 and subsequent crop year upland seed cotton stored in modules, ricks, or trailers before ginning • number entered when processing LDP's based on a prior "Z" transaction.**--***		
Action	**IF the Transaction Code [5] is...**	**AND benefits are based on...**	**THEN enter...**
	"D"	AWP Lock-In Trailer	the gin-assigned number (alpha/numeric) right justified with leading spaces or zeros, not nulls.
		current AWP	***--**spaces only.**--***
		prior "Z"	"Z12345678Z".
	other than "D"		zeros or spaces.
Rules	***--**To receive LDP benefits based on AWP before the LDP transmission date, module number must be populated and: • an AWP Lock-In Trailer record must be transmitted before the Bale Detail record • a "Z" record e-mail and attachment must be sent to KCAO before the Bale Detail record. See paragraphs 293 and 294.--*		

117 Field 30, Storage Start Date

A
Completion Instructions

The following table provides instructions and information on how to complete Field 30.

Contents	The date warehouse charges start accruing on a bale of cotton.	
Action	**IF the Transaction Code [8] is...**	**THEN enter...**
	"A"	date cotton entered storage.
	"I" or "D"	zeros.
	other than "A", "I", or "D"	date cotton entered storage.
Rules	If EWR applicable, this field must match EWR record's storage start date.	

118 Field 31, Advance/LDP Date

A

Completion Instructions

The following table provides instructions and information on how to complete Field 31.

Contents	***--**Date documents are received by CCB.	
Action	**IF the Transaction Code [8] is...**	**THEN enter date...**
	"A"	funds were obtained from CCB.
	"D" submitted by CMA that was **not** preceded by a special submission as described in paragraph 294.	funds were obtained from CCB.**--***
	"D" submitted by CMA that was preceded by a special submission as described in paragraph 294.	the applicable AWP was established.
	"D" processed by LSA	***--**funds were obtained from CCB.**--***
	"U" for a prior "D" transaction	of "D" transaction.
	other than above	recorded on the "A" transaction.
Rules	• Cannot be before June 1 each crop year. • For EWR's, this cannot be before EWR records holder date. • For "D" transactions, except "gin direct" processed by LSA's, this cannot be before the Document Received/Gin Date [32]. • For all but "D" transactions, this cannot be before the Storage Start Date [30].	

119 Field 32, Document Received/Gin Date

A Completion Instructions

The following table provides instructions and information on how to complete Field 32.

Contents	A date determined by the applicable transaction and delivery system.		
Action	**IF the Transaction Code [8] is...**	**AND reported by...**	**THEN enter...**
	* * *	* * *	* * *
	"D" and "UD"	LSA	• for "gin" direct cotton, the date cotton was ginned • for cotton that has been ginned, the date of request.
		CMA	a date not before the storage start date or after the shipment date.
	***–**all other transaction codes	LSA	the later of the following dates: • the date of receipt from the producer of any paper documents necessary to complete the loan, such as a lien waiver, according to 22-CN, paragraph 36 **Note:** The date by which a lien search is conducted is not applicable to this field. • the date CCC was made holder of EWR's.
		CMA	zeros.--*
Rules	This field cannot be later than the Advance/LDP Date [31].		

120 Field 33, Redemption/Forfeiture Date

A Completion Instructions

The following table provides instructions and information on how to complete Field 33.

Contents	Date a bale is either redeemed or forfeited to CCC.	
Action	**IF the Transaction Code [8] is...**	**THEN enter...**
	"C", "N", "T", or "I"	date of "C", "N", "T", or "I" transaction.
	"F"	last day of loan maturity month
	"U"	date of original "C", "N", "D", or "F" record.
	"A", "D", "S", or "P"	zeros.
Rules	Forfeitures may only occur on the loan's maturity date. Transmission may be sent to ACRS ***–**on Friday or Monday when month-end falls on a weekend. However, this field must**--*** reflect the last day of the month.	

121 Field 34, Storage Stop Date

A Completion Instructions

The following table provides instructions and information on how to complete Field 34.

Contents	The date of anticipated release of warehouse receipts whenever the release date is after the "C" or "N" transaction date.		
Action	**Step**	**Action**	
	1	**IF the Transaction Code [8] is...**	**THEN...**
		"C" or "N"	go to step 2.
		"U" for which "C" or "N" was previously submitted	report the date recorded on the "C" or "N" transaction.
		other than "C" or "N" or other than "U" for which "C" or "N" was previously submitted	enter zeros.
	2	**IF the date of anticipated release of warehouse receipts is...**	**THEN...**
		the same day as the "C" or "N" transaction	enter the date of the "C" or "N" transaction.
		within 6 workdays of the "C" or "N" transaction	enter the date of anticipated release of warehouse receipts.
		longer than 6 workdays from the "C" or "N" transaction	rerun the "C" or "N" transaction later so that it falls within the 6-workday limit.
Rules	• The day of the "C" or "N" transaction is included in the 6-workday limit. • For EWR's, enter the date EWR is amended to show the redeemer as the holder.		

122 Field 35, Unqualified Redemption/Forfeiture Date

A
Completion Instructions

The following table provides instructions and information on how to complete Field 35.

Contents	Date of the "U" transaction.	
Action	**IF the Transaction Code [8] is...**	**THEN enter...**
	"U"	the date of the "U" transaction.
	other than "U"	zeros.
Rules		

123 Field 36, R/O Date

A
Completion Instructions

The following table provides instructions and information on how to complete Field 36.

Contents	***--**The date authorization code is obtained from ACRS to pay applicable R/O warehouse charges.**--***	
Action	**IF the Transaction Code [8] is...**	**THEN enter...**
	"C", "R", or "U"	***--**date authorization code obtained from ACRS.**--***
	other than "C", R", or "U"	zeros.
Rules		

124 Field 37, Correction Date

A
Completion Instructions

The following table provides instructions and information on how to complete Field 37.

Contents	***--**The date a correction is transmitted for a previous transaction.**--***	
Action	**IF the Correction Indicator [7] is...**	**THEN enter...**
	"X"	***--**date of correction transmission.**--***
	space	zeros.
Rules	*** * ***	

125 Fields 38 and 39, Reserved

A
Completion Instructions

The following table provides instructions and information on how to complete Fields 38 and 39.

Contents	Reserved for future use.
Action	Fill field with spaces, not nulls.
Rules	

126 (Reserved)

--

127 Field 40, Adjusted Loan Rate

A
Completion Instructions

The following table provides instructions and information on how to complete Field 40.

Contents	CCC's loan rate per pound for the warehouse where the cotton is stored adjusted for the particular bale's classing quality.	
Action	**IF the Transaction Code [8] is...**	**THEN...**
	"A"	go to subparagraph B.
	*--"C", "N", "T", or "I"	enter the "A" transaction's loan rate.
	other than "A", "C", "N", "T", or "I"--*	enter zeros.
Rules	See 7-CN for specific warehouse loan rates.	

B
Calculation

The following table provides instructions on how to calculate Field 40.

Step	Action	Example
1	Adjust the bale's warehouse per pound loan rate for: • color grade, staple, and leaf • other • micronaire • strength •*--uniformity.	53.05 -7.95 -3.50 -0.00 -2.35 0.30 39.55
2	Enter result of step 1 without the decimal point.	3955--*

128 Field 41, Loan Principal

A
Completion Instructions

The following table provides instructions and information on how to complete Field 41.

Contents	Loan advance proceeds received by CMA or LSA.	
Action	**IF the Transaction Code [8] * * * is...**	**THEN...**
	"A"	go to subparagraph B.
	"D"	enter zeros.
	other than "A" or "D"	report the amount shown in this field on the "A" record.
Rules	***–**Do the following for correction transmissions.	
	IF correcting...	**THEN enter...**
	non-money errors	zeros.
	money errors	full correct amount that should have been reported on the original redemption record.**--***

B
Calculation

The following table provides instructions and information on how to complete Field 41.

Step	Action	Example
1	Multiply: • Net Bale Weight [20] not to exceed 600 pounds • times Adjusted Loan Rate [40].	530 x .5185 274.805
2	Round result of step 1 to 2 decimal places.	274.81
3	Enter result of step 2 without the decimal point.	27481

129 Fields 42 Through 47, Reserved

A
Completion Instructions

The following table provides instructions and information on how to complete Fields 42 through 47.

Contents	Reserved for future use.
Action	Fill field with spaces, not nulls.
Rules	

130-134 (Reserved)

135 Field 48, R/O Charge

A Completion Instructions

The following table provides instructions and information on how to complete Field 48.

Contents	All charges, except compression charges, incurred in a R/O authorized by CCC. **Notes:** Field 49 contains related compression charges. CSA storage rates apply.		
Action	**IF the Transaction Code [8] is...**	**AND cotton has...**	**THEN enter...**
	"R"		the sum of storage and receiving charges owed to the shipping warehouse.
	"A" or "D"		zeros.
	other than "R", "A", or "D"	**not** been reconcentrated	zeros.
		been reconcentrated	the amount shown in this field on the "R" transaction.
Rules	• R/O's **only** occur when authorized by CCC. • No charges are paid to the new warehouse. • Compression charges are **not** included. • Use the CSA storage rate. **Note:** CMA's refer to paragraph 35 for administrative expense reimbursement procedures.		

136 Field 49, Compression Charge

A Completion Instructions

The following table provides instructions and information on how to complete Field 49.

Contents	Compression charges incurred because of a CCC authorized R/O.		
Action	**IF the Transaction Code [8] is...**	**AND cotton has...**	**THEN enter...**
	"R"		compression charges incurred in R/O.
	"A" or "D"		zeros.
	other than "R", "A", or "D"	**not** been reconcentrated	zeros.
		been reconcentrated	amount shown in this field on the "R" transaction.
Rules	R/O's **only** occur when authorized by CCC.		

137 Fields 50 Through 53, Reserved

A
Completion Instructions

The following table provides instructions and information on how to complete Fields 50 through 53.

Contents	Reserved for future use.
Action	***--**Fill field with spaces, not nulls.**--***
Rules	

138-140 (Reserved)

141 Field 54, Outstanding Loan Principal

A
Completion Instructions

The following table provides instructions and information on how to complete Field 54.

Contents	Loan Principal [41] plus any charges previously paid by CCC.	
Action	**IF the Transaction Code [8] is...**	**THEN...**
	"D"	enter zeros.
	other than "D"	go to subparagraph B.
Rules	Updated whenever there is a change in Field 41, 48, or 49.	

B
Calculation

The following table provides instructions on how to calculate Field 54.

Step	Action	Example
1	Add: • Loan Principal [41] • plus R/O Charge [48] • plus Compression Charge [49].	 235.80 + 5.00 + 2.50 243.30
2	Enter result of step 1 without the decimal point.	24330

142 Field 55, Loan Interest Rate

A Completion Instructions

The following table provides instructions and information on how to complete Field 55.

Contents	CCC's loan interest rate in effect on the Advance/LDP Date [31]. **Note:** FMD provides CMA's and LSA's the applicable interest rate.	
Action	**IF the Transaction Code [8] is...**	**THEN enter...**
	--"C", "N", "I", "T", or "U"--	applicable interest rate.
	"P"	the interest rate applicable to the later of: • CCC-732 rejection • date payment limitation was exceeded.
	--other than "C", "N", "I", "T", "P", or "U"--	zeros.
Rules	Field is **not** changed to reflect CCC's annual January 1 interest rate changes on outstanding loans.	

143 Field 56, Principal + Interest

A Completion Instructions

The following table provides instructions and information on how to complete Field 56.

Contents	The current bale's outstanding loan principal plus interest due for the loan period.	
Action	**IF the Transaction Code [8] is...**	**THEN...**
	*--"C", "N", "I", "T", or "U"	go to subparagraph B.
	other than "C", "N", "I", "T", or "U"--*	enter zeros.
Rules	Must equal the sum of Fields 54, 62, and 70.	

Continued on the next page

B
Interest Calculations

The following table provides instructions and information on how to calculate interest due on a CCC loan.

Step	Action		Example
1	Multiply: • Loan Principal [41] • times Loan Interest Rate [55].		235.80 x 6.375% 15.03225
2	Round result of step 1 to 4 decimal places.		15.0323
3	Divide: • result of step 2 • by 365.		15.0323 ÷ 365 .041184
4	Round result of step 3 to 4 decimal places for daily interest rate.		0.0412

5	Count the number of days from:
	• Advance/LDP Date [31] to, but not including,
	• the earlier of either of the following:
	  • the repayment date
	  • January 1.
			121891
			
			010192
			14

6	Multiply: • result of step 5 • times daily interest rate.		14 x 0.0412 0.5768
7	Round result of step 6 to 2 decimal places.		0.58
8	**IF January 1 is...**	**THEN...**	
	included in the loan period	go to step 9.	
	not included in the loan period	amount in step 7 is interest due.	

Continued on the next page

B
Interest
Calculations
(Continued)

Step	Action	Example
9	Multiply: • Loan Principal [41] • times CCC's January 1 loan interest rate.	235.80 x 7.0% 16.5060
10	Round result of step 9 to 4 decimal places.	16.5060
11	Divide: • result of step 10 • by 365.	16.5060 ÷ 365 0.045221
12	Round result of step 11 to 4 decimal places for daily interest due.	0.0452
13	Count the number of days from: • January 1, include in the count, to the • Redemption/Forfeiture Date [33], not included in the count.	073192 010191 211
14	Multiply: • result of step 13 • times daily interest due.	211 x 0.0452 9.5372
15	Round result of step 14 to 2 decimal places.	9.54
16	Add: • result of step 7 • plus result of step 15. Result is total interest due CCC.	0.58 + 9.54 10.12
17	Add: • Outstanding Loan Principal [54] • plus interest due CCC for the original loan.	275.63 + 10.12 285.75
18	Enter result of step 17 without the decimal point.	28575

144 Field 57, Allowable CCA

A
Completion Instructions

The following table provides instructions and information on how to complete Field 57.

Contents	CCC's weekly announced CCA used in calculating loan repayments.		
Action	**IF the Transaction Code [8] is...**	**AND the Commodity Code [11] is...**	**THEN...**
	"C" or "D"	"U"	go to subparagraph B.
		"E"	enter zeros.
	"N"	"U"	enter full CCA.
		"E"	enter zeros.
	"U"	"U"	enter CCA reported on the original transaction.
		"E"	enter zeros.
	other than "C", "D", "N", or "U"		enter zeros.
Rules	***--**Eligible grades are in 7-CN, Part 1.**--***		

B
Allowable CCA Calculations

The following table provides instructions and information on how to calculate allowable CCA.

Step	Action		Example	
1	**IF CCC's announced AWP is...**	**THEN...**		
	equal to or less than CCC's NALR	enter announced CCA.		
	greater than CCC's NALR	go to step 2.		
2	Subtract: • announced AWP • minus announced CCA.		.5181 - .0190 .4991	.5392 - .0190 .5202
3	**IF the result of step 2 is...**	**THEN enter in Field 57...**		
	less than NALR	• NALR • minus result of step 2.	.5000 - .4991 0009	
	equal to or greater than NALR	zero.		0000

145 Field 58, Reserved

A
Completion Instructions

The following table provides instructions and information on how to complete Field 58.

Contents	Reserved for future use.
Action	Fill field with spaces, not nulls.
Rules	

146 Field 59, AWP Bale Value

A
Completion Instructions

The following table provides instructions and information on how to complete Field 59.

Contents	The bale's AWP value adjusted for premiums, discounts, CCA, and location differentials.		
Action	**IF the Transaction Code [8] is...**	**AND the Commodity Code [11] is...**	**THEN...**
	"C"	"U"	go to subparagraph B.
		"E"	enter zeros.
	"D"	"U"	go to subparagraph C.
		"E"	enter zeros.
	"A", "R", "F", "T", or "I"		enter zeros.
	"N"		go to subparagraph B.
	"U" and the bale was previously processed under the "F" transaction code		enter value submitted with "F" transaction.
	"U" and the bale was previously processed under the "C", "N", or "D" transaction code		enter AWP bale value reported on the original transaction.
Rules	• See 7-CN for the schedule of premiums and discounts and location differentials. • See subparagraph D for rules related to timing of submissions. •*****–Value for this field cannot be negative.--*****		

Continued on the next page

B
Calculations for "C" and "N" Transactions

The following table provides instructions and information on how to calculate AWP bale value for "C" and "N" transactions.

Notes: CMA's shall use AWP in effect when CMA authorizes CCB to transfer funds to CCC.

LSA's shall use AWP in effect when funds are received by LSA.

*--

Step	Action	AWP Bale Value
1	Adjust AWP for: • premiums and discounts • location differential • allowable CCA [57]. **Formula:** Location differential equals the loan rate for the warehouse where the cotton is stored minus NALR. **Note:** If result is negative, enter zeros.	0.4023 +0.0105 +0.0015 - 0.0190 0.3953
2	Multiply: • result of step 1 • times Net Bale Weight [20] not to exceed 600 pounds.	0.3953 x 500 197.65
3	This is a signed field. Enter result of step 2: • without the decimal point • with the appropriate final alpha character.	1976E

--*

Continued on the next page

C Calculations for "D" Transactions

The following table provides instructions and information on how to calculate AWP bale value for "D" transactions.

Notes: LSA's shall use AWP on Document Received/Gin Date [32] for all "D" transactions.

CMA's shall for:

- "gin direct" LDP, use AWP on Document Received/Gin Date [32].
- other than "gin direct" LDP, use AWP on Advance/LDP Date [31].

Step	Action	Example
1	Subtract: • AWP • Minus Allowable CCA [57].	 0.4023 - 0.0019 0.4004
2	Subtract: • NALR • minus, result of step 1.	 0.5077 - 0.4004 0.1073
3	Multiply: • result of step 2 • times Net Bale Weight [20] not to exceed 600 pounds.	 0.1073 x 500 53.65
4	Enter result of step 3 without the decimal point.	05365

Continued on the next page

146 Field 59, AWP Bale Value (Continued)

D
Timing of Submissions

***--**The following rules apply to timing of submissions for "C", "N", “T”, or "D" transactions and the appropriate AWP and CCA. Transmissions sent to KCAO any time:

- Thursday shall use AWP and CCA in effect on Thursday
- Friday shall use AWP and CCA in effect on Friday.**--***

147 Field 60, Storage Forgiven

A Definitions of Acquisition Value and Preliminary Forgiven

The following terms are used to determine upland cotton repayment amounts.

- Acquisition value is the sum of:

  - accrued unpaid storage charges during the loan period
  - plus Principal + Interest [56].

  Notes: For accrued storage charge calculation instructions for warehouses charging a:

    - monthly storage rate, see subparagraph C
    - daily storage rate, see subparagraph D.

    Accrued storage applies to the time period between the Storage Stop Date [34] and the:

    - Advance/LDP Date [31] for CMA's
    - Document Received/Gin Date [32] for LSA's.

- Preliminary forgiven is the total amount of all forgiven fields (storage, interest, and principal). The following table provides instructions on how to calculate preliminary forgiven.

*--

Step	Action	AWP Bale Value
1	Accrued unpaid storage charges for the initial loan period plus Principal plus Interest [56] equals **Acquisition Value**	24.61 +245.92 270.53
2	Acquisition Value minus AWP Bale Value [59] equals **Preliminary Forgiven**	270.53 - 233.60 36.93

--*

Continued on the next page

B
Completion Instructions

The following table provides instructions and information on how to complete Field 60.

Contents	Unpaid accrued storage charges forgiven by CCC for the loan period when the AWP Bale Value [59] is less than acquisition value.			
Action	**Step**	**Action**		
	1	***--IF the Commodity Code [11] is...**	**AND the Transaction Code [8] is...**	**THEN...**
		"U"	"C" or "N"	go to step 2.
			other than "C" or "N"	enter zeros.
		"E"**--***		enter zeros.
	2	**IF preliminary forgiven is...**	**THEN...**	
		equal to or greater than storage accrued	enter the total amount of storage due; **all** is forgiven. **Note:** See subparagraph C for monthly rate calculations and subparagraph D for daily rate calculations.	
		less than storage accrued	enter the amount of preliminary forgiven in this field.	
Rules	•***--**Applies **only** to upland cotton.**--*** • Tariff rates are used in calculations. • When the AWP Bale Value [59] is less than Loan Principal [41], **all** storage is forgiven. • Applies **only** to storage between the Storage Stop Date [34] and the: • Advance/LDP Date [31] for CMA's • Document Received/Gin Date [32] for LSA's.			

Continued on the next page

147 Field 60, Storage Forgiven (Continued)

C
Storage Calculations, Monthly Rate

The following table provides instructions and information on how to calculate storage accrued on cotton stored in a warehouse charging a monthly storage fee.
***–**A loan period may cover more than 1 tariff rate. Calculate and round once per tariff rate.

Note: The following table covers 2 tariff rates.**--***

Step	Action	Example
	First Partial Month Calculation	
1	Subtract the earlier of the following: • end of first loan month • Storage Stop Date [34] minus: • Advance/LDP Date [31] for CMA's • Document Received/Gin Date [32] for LSA's add 1 day.	 083192 - 082592 6 + 1 7
2	Divide: • result of step 1 • by number of days in the month.	7 ÷ 31 0.22580
3	Round result of step 2 to 4 decimal places.	0.2258
	Add Full Month Storage at First Tariff Rate (if applicable)	
4	Count number of full months in storage at the rate in step 3.	0
5	Add: • first partial month (step 3) • plus full months in storage (step 4).	 0.2258 + 0.0000 0.2258
6	Multiply: • the result of step 5 •***--**times the applicable tariff rate, when a rate change exists.**--***	 .02258 x 2.30 0.51934
7	Round result of step 6 to 2 decimal places.	0.52

Continued on the next page

C
Storage
Calculations,
Monthly Rate
(Continued)

Step	Action	Example
--Last Partial Month Calculation + Full Months at Second Tariff Rate (if applicable)--		
8	Divide: • day number of Storage Stop Date [34] • by number of days in storage stop month.	22 ÷ 30 0.73333
9	Round result of step 8 to 4 decimal places.	0.7333
10	Count number of complete months in storage at the rate in step 9.	2
11	Add: •***--**last partial month (step 9) • plus complete months (step 10)**--***.	0.7333 + 2. 2.7333
12	Multiply: • the result of step 11 • times applicable tariff rate.	2.7333 x 2.60 7.10658
13	Round result of step 12 to 2 decimal places.	7.11
***--Total Storage**		
14	Add: • result of step 7 • plus result of step 13.	0.52 + 7.11 7.63**--***

Continued on the next page

147 Field 60, Storage Forgiven (Continued)

D
Storage Calculations, Daily Rate

The following table provides instructions and information on how to calculate storage accrued on cotton stored in a warehouse charging a daily storage fee.

Step	Action		Example
1	**IF the tariff rate during the loan period...**	**THEN follow steps...**	
	changes	2 through 8.	
	does not change	2 through 4.	
2	Subtract the earlier of the following: •*--date prior to rate change • Storage Stop Date [34] minus: • Advance/LDP Date [31] for CMA's • Document Received/Gin Date [32] for LSA's add 1 day.		 083101 - 041801 135 + 1 136
3	Multiply: • result of step 2 • times the applicable daily tariff rate.		 136 x .092 12.512
4	Round result of step 3 to 2 decimal places.		12.51
5	Subtract: • Storage Stop Date [34] • minus date of rate change add 1 day.		 090701 - 090101 6 +1 7
6	Multiply: • result of step 5 • times the applicable tariff rate.		 7 x .11 .77
7	Round result of step 6 to 2 decimal places.		.77
8	Add: • result of step 4 • plus result of step 7.		 12.51 + .77 13.28--*

148 Field 61, Other Charges Forgiven

A
Completion Instructions

The following table provides instructions and information on how to complete Field 61.

Contents	The portion of the sum R/O Charge [48] and Compression Charge [49] previously paid by CCC, which are forgiven when AWP Bale Value [59] is less than acquisition value.		
Action	**IF the Transaction Code [8] is...**	**AND the Commodity Code [11] is...**	**THEN...**
	"C"	"U"	go to subparagraph B.
		"E"	enter zeros.
	other than "C"		enter zeros.
Rules			

B
Calculation

The following table provides instructions on how to calculate Field 61.

IF AWP Bale Value [59] is...	**THEN...**	
greater than or equal to acquisition value	enter zeros.	
less than or equal to Loan Principal [41]	enter the sum of: • plus R/O Charge [48] • plus Compression Charge [49].	
greater than Loan Principal [41] and less than acquisition value	Subtract acquisition value: • minus AWP Bale Value [59] • minus accrued charges from the loan period.	
	IF the result is...	**THEN enter...**
	equal to or greater than other charges previously paid by CCC	*--the amount of other charges previously paid by CCC.--*
	less than other charges previously paid by CCC	amount from subtraction above.

Continued on the next page

C
Example The following table provides an example of how to determine Field 61.

Situation	Example	
AWP greater than or equal to acquisition value.	AWP Bale Value [59] Acquisition value Enter zeros	177.50 175.00 0
AWP less than or equal to Loan Principal [41].	AWP Bale Value [59] Loan Principal [41] Enter sum of: plus R/O Charge [48] plus Compression Charge [49]	160.00 170.00 +7.00 +5.00 12.00
AWP greater than Loan Principal [41] and less than acquisition value.	AWP Bale Value [59] Loan Principal [41] Acquisition value Compression charges Enter result of: acquisition value minus AWP Bale Value [59] minus Storage Forgiven [60]	177.50 175.00 200.50 12.50 200.50 -177.50 -15.00 8.00

149 Field 62, Interest Forgiven

A
Completion Instructions

The following table provides instructions and information on how to complete Field 62.

Contents	Loan period interest forgiven.		
Action	***--IF the Commodity Code [11] is...**	**AND the Transaction Code [8] is...**	**THEN...**
	"U"	"C" or "N"	go to subparagraph B.
		other than "C" or "N"	enter zeros.
	"E"		enter zeros.
Rules	• Applies only to upland cotton.**--*** • When AWP Bale Value [59] is less than Loan Principal [41], **all** interest is forgiven.		

B
Calculation

The following table provides instructions on how to calculate Field 62.

Step	Action		Example
1	Preliminary forgiven: • minus Storage Forgiven [60] • minus Other Charges Forgiven [61].		38.18 - 32.01 - 0.00 6.17
2	**IF the result of step 1 is...**	**THEN enter...**	
	less than or equal to zero	zero.	
	greater than zero and less than interest due CCC	result of step 1.	6.17
	equal to or greater than interest due CCC	total interest due CCC.	

150 Fields 63 and 64, Reserved

A
Completion Instructions

The following table provides instructions and information on how to complete Fields 63 and 64.

Contents	Reserved for future use.
Action	***--Fill field with spaces, not nulls.--***
Rules	

151 (Reserved)

152 Field 65, Principal Forgiven

A
Completion Instructions

The following table provides instructions and information on how to complete Field 65.

Contents	Principal, authorized by CCC, which is forgiven when the AWP Bale Value [59] is less than Loan Principal [41].		
Action	***--IF the Transaction Code [8] is...**	**AND the Commodity Code [11] is...**	**THEN...**
	"C"	"U"	go to subparagraph B.
		"E"	enter zeros.
	other than "C"**--***		enter zeros.
Rules	Applies **only** to upland cotton.		

B
Calculation

The following table provides instructions on how to calculate Field 65.

IF AWP Bale Value [59] is...	**THEN...**	***--AWP Bale Value**
less than Loan Principal [41]	subtract: • Loan Principal [41] • minus AWP Bale Value [59] enter result [65] without the decimal point.	 275.63 - 267.60 8.03 803
equal to or greater than Loan Principal [41]	enter zeros.	000--*

153 Field 66, Reserved

A
Completion Instructions

The following table provides instructions and information on how to complete Field 66.

Contents	Reserved for future use.
Action	***--Fill according to paragraph 67.--***
Rules	

154 Field 67, Denied Benefits

A
Completion Instructions

The following table provides instructions and information on how to complete Field 67.

Contents	Amount of benefits denied because of producer's PCF or PE of less than 100.		
Action	**IF the Commodity Code [11] is...**	**AND the Transaction Code [8] is...**	**THEN...**
	"U"	*--"C", "N", or "D"	go to subparagraph B.
		other than "C", "N", or "D"	enter zeros.
	"E"		enter zeros.
Rules	• Applies **only** to upland cotton.--* • Filled with zeros when Principal Forgiven [65] is zero.		

Continued on the next page

B
Calculation

The following table provides instructions on how to calculate Field 67.

Step	Action		Example
1	**IF the Transaction Code [8] is...**	**THEN use...**	
	--"C" or "N"--	Principal Forgiven [65].	100.00
	"D"	AWP Bale Value [59].	
2	**IF...**	**THEN...**	
	for any of the producers of this bale of cotton, any of their PCF or PE factors are less than 1	go to step 3.	
	for all of the producers of this bale of cotton, all of their PCF and PE factors equal 1	enter zeros.	
3	Multiply each producer's: • PCF • times PE.		.50 x .50 .250
4	Subtract: • 1 • minus result of step 3. **Note:** Record this value as this producer's PCF or PE denied benefit.		1 - .250 .750
5	Multiply each producer's: • PCF or PE denied benefit share • times that producer's CMA or LSA share in the bale. **Note:** This share may not equal the "share" reported by County FSA Offices. ***--Example:** For a farm with two 50 percent share producers, the share used would be: • 100 percent for either one if only 1 producer used CMA or LSA • 50 percent if both producers used CMA or LSA.--*		0.750 x 0.50 0.375
6	Round result of step 5 to 2 decimal places.		37.50
7	Add all producer's individual denied benefits and enter the result without the decimal point.		3750
8	Add results of step 5 for all producers on the bale.		

155 Field 68, Reserved

A
Completion Instructions

The following table provides instructions and information on how to complete Field 68.

Contents	Reserved for future use.
Action	Fill field with spaces, not nulls.
Rules	

156 Field 69, Net Market Gain

A
Completion Instructions

The following table provides instructions and information on how to complete Field 69.

Contents	The net market gain after adjustments for Denied Benefits [67].		
Action	**IF the Commodity Code [11] is...**	**AND the Transaction Code [8] is...**	**THEN...**
	"U"	"C", "N", or "D"	go to subparagraph B.
		other than "C", "N", or "D"	enter zeros.
	"E"		enter zeros.
Rules	Applies **only** to upland cotton.		

B
Calculation

The following table provides instructions on how to calculate Field 69.

*--

Step	Action		AWP Bale Value
1	**IF the Transaction Code [8] is...**	**THEN...**	
	"D"	enter LDP [75].	
	"C" or "N"	subtract Loan Principal [41] minus AWP Bale Value [59].	65.00 -60.00 5.00
2	**IF result of step 1 "C" or "N" Transaction Code is...**	**THEN...**	
	negative or zero	enter zeros.	
	positive	subtract the result of step 1 minus Denied Benefits [67].	5.00 -0.00 5.00

--*

157 Field 70, Interest Collected

A
Completion Instructions

The following table provides instructions and information on how to complete Field 70.

Contents	Interest collected for the loan.		
Action	**IF the Transaction Code [8] is...**	**AND the Commodity Code [11] is...**	**THEN...**
	--"C" or "N"--	"U"	go to subparagraph B.
		"E"	enter total interest due CCC.
	I" or "T"		enter total interest due CCC.
	"U"		*--enter cumulative of total Interest Paid [70] and Interest Forgiven [62] as reported on corresponding redemption transaction.
	other than "C", "N", "I", "T",--* or "U"		enter zeros.
Rules	When AWP Bale Value [59] is greater than Loan Principal [41], some or all interest from the loan period will be collected.		

B
Calculation

The following table provides instructions on how to calculate Field 70.

Step	**Action**	**Example**
1	Subtract: •*--interest due CCC (step 16, subparagraph 143 B)--* • minus Interest Forgiven [62]. Result is interest collected.	 12.87 - 6.17 6.70

158 Field 71, Reserved

A
Completion Instructions

The following table provides instructions and information on how to complete Field 71.

Contents	Reserved for future use.
Action	*--Fill field with spaces, not nulls.--*
Rules	

159 Field 72, Interest Penalty

A
Completion Instructions

The following table provides instructions and information on how to complete Field 72.

Contents	Additional interest collected by CCC when a bale that was pledged as collateral for a loan and later removed from loan or for which LDP was obtained is discovered to have been ineligible for loan or LDP.			
Action	**Step**	**Action**		
	1	**IF the Transaction Code [8] is...**	**AND bale was previously processed under...**	**THEN...**
		"U"	"C", "F", or "N" transaction	go to step 2.
			"D" transaction	go to subparagraph C.
		other than "U"		enter zeros.
	2	***--IF, when bale was removed from loan, Net Repayment/Liquidation Amount [74] was...--***		**THEN...**
		less than Principal + Interest [56]		go to subparagraph B.
		equal to or greater than Principal + Interest [56]		enter zeros.
Rules	CCC's program interest rate applies. **Definition of Program Interest Rate:** Program interest rate is CCC's interest rate in effect on the Advance/LDP Date [31] adjusted for any applicable January 1 rate changes.			

Continued on the next page

B
"C", "N", and "F" Interest Penalty Calculations

The following table provides instructions for calculating interest penalty associated with the "U" transaction code for bales previously under loan.

Step	Action		Example
1	**IF bale was removed from loan under transaction code...**	**THEN using information recorded when bale was removed from loan...**	
	--"C" or "N"--	add: • Storage Forgiven [60] • plus Interest Forgiven [62] • plus Net Market Gain [69].	27.11 +10.12 +0.55 37.78
	* * *	* * *	* * *
	"F"	subtract: • Acquisition Value (see paragraph 147) • minus AWP Bale Value [59]. **Note:** If result is negative, enter "0".	245.92 -233.60 12.32
2	Multiply: • result of step 1 • times CCC's program interest rate.		37.78 x7.00% 2.6446

Continued on the next page

B
"C", "N", and
"F" Interest
Penalty
Calculations
(Continued)

Step	Action	Example
3	Divide: • result of step 2 • by 365.	2.6446 ÷ 365 0.007245
4	Round result of step 3 to 4 decimal places.	0.0072
5	Subtract: •*--the day of the "U" transaction • minus the date of the removal from loan	090192 -073192 32--*
6	Multiply: • result of step 4 • times result of step 5.	0.0072 x 32 0.2304
7	Round result of step 6 to 2 decimal places.	0.23
8	Enter result of step 7, without the decimal point, in Field 72.	0023

Continued on the next page

159 Field 72, Interest Penalty (Continued)

C
"D" Interest Penalty Calculations

The following table provides instructions for calculating interest penalty associated with the "U" transaction code for bales for which LDP's were obtained.

Step	Action	Example
1	Multiply: • "D" transaction record's LDP [75] • times CCC's program interest rate.	37.78 x .07 2.6446
2	Divide: • result of step 1 • by 365.	2.6446 ÷ 365 0.007245
3	Round result of step 2 to 4 decimal places.	0.0072
4	• Subtract: •*--the day of the "U" transaction • minus the date LDP was obtained.	090192 - 073192 32--*
5	Multiply: • result of step 3 • times result of step 4.	0.0072 x 32 0.2304
6	Round result of step 5 to 2 decimal places.	0.23
7	Enter result of step 6, without the decimal point, in Field 72.	0023

160 Field 73, Reserved

A
Completion Instructions

The following table provides instructions and information on how to complete Field 73.

Contents	Reserved for future use.
Action	*--Fill field with spaces, not nulls.--*
Rules	

161 Field 74, Net Repayment/Liquidation Amount

A
Completion Instructions

The following table provides instructions and information on how to complete Field 74.

Contents	Loan liquidation amount.		
Action	**IF the Transaction Code [8] is...**	**AND the Commodity Code [11] is...**	**THEN Net Repayment/Liquidation Amount [74] is...**
	"C"	"U"	computed according to subparagraph B.
		"E"	Principal + Interest [56].
	"N"		computed according to subparagraph B.
	"I" or "T"		Principal + Interest [56].
	"U"		computed according to subparagraph C.
	other than "C", "N", "I", "T", or "U"		zero.
Rules			

B
"C" and "N" Calculations
***--**

The following table provides instructions for calculating net repayment/liquidation amounts for upland cotton cash loan repayments.

IF AWP Bale Value [59] is...	**THEN Net Repayment/Liquidation Amount [74] is the sum of...**	**AWP Bale Value**	**Single Field Entry**
less than Loan Principal [41] or Principal + Interest [56]	• AWP Bale Value [59] • minus Storage Forgiven [60] • plus Denied Benefits [67] • plus Compression Charge [49].	197.65 -7.63 +0.00 +0.00 190.02	1900B
greater than or equal to Principal + Interest [56] and Loan Principal [41], but less than acquisition value	• Principal + Interest [56] • minus Storage Forgiven [60].	190.45 -7.63 182.82	1828B
greater than acquisition value	Principal + Interest [56].	285.75	2857E

--*

Continued on the next page

161 Field 74, Net Repayment/Liquidation Amount (Continued)

C
"U" Calculations The following table provides instructions for calculating net repayment amounts for "U" transactions.

IF the original transaction code was...	THEN using information recorded when bale was removed from loan or LDP was obtained, for subsequent "U" transaction, Net Repayment/ Liquidation Amount [74] is...
***--**"C" or "N"	• Principal + Interest [56] • plus Interest Penalty [72].
"D"	• LDP [75] from the "D" transaction • plus Interest Penalty [72].
"F"	the amount determined by KCAO.**--***

162 Field 75, LDP

A Completion Instructions

The following table provides instructions and information on how to complete Field 75.

Contents	Payments issued to producers who choose not to pledge their cotton as collateral for loan but still want benefits.	
Action	**IF the Transaction Code [8] is...**	**THEN...**
	"D"	go to subparagraph B.
	*--"U" for a previously submitted "D"	record the amount from the "D" transaction.
	other than "D" or "UD"--*	enter zeros.
Rules	Cotton may be eligible for either a "D" or an "A" transaction, but **not both**.	

B Calculation

The following table provides instructions on how to calculate Field 75.

*--

Step	Action		Example
1	Calculate LDP Rate	NALR minus AWP equals LDP Rate	.5200 -.3800 .1400
2	Calculate Loan Rate	Base Loan Rate plus/minus Premiums & Discounts equals Loan Rate	.5240 -.4000 .1240
3	Calculate the LDP value using the lower rate of steps 1 and 2	Loan Rate times bale weight [20] equals LDP payment	.1240 x 500 .6200
4	Enter result of step 3 without the decimal point.		6200

--*

163 Field 76, Reserved

A Completion Instructions

The following table provides instructions and information on how to complete Field 76.

Contents	Reserved for future use.
Action	Fill field with spaces, not nulls.
Rules	

164 Field 77, Liquidated Damages

A
Completion Instructions

The following table provides instructions and information on how to complete Field 77.

Contents	Specific damages assessed by CCC for program violations.	
Action	**IF the Transaction Code [8] is...**	**THEN enter...**
	"I" or "U" and CCC is assessing liquidated damages	the amount CCC is assessing.
	other than "I" or "U" for which CCC is assessing liquidated damages	zeros.
Rules		

165 Field 78, Net Correction Amount

A
Completion Instructions

The following table provides instructions and information on how to complete Field 78.

Contents	The amount of funds transferred because of a loan or bale record correction.
Action	Enter the difference between the amount previously reported and the corrected amount shown in the fields in subparagraph B.

Rules	For "U" transactions, report:
	• new Net Repayment/Forfeiture Amount [74]
	• minus old Net Repayment/Forfeiture Amount [74] reported on original "C", "N", "D", or "F" transaction
	• corrections:
	  • increasing the previously reported amounts are positive
	  • decreasing the previously reported amounts are negative.
	Note: This is a signed field. Enter the appropriate final alpha character.

B
Fields Related to Correction

The following table shows the fields being corrected for each transaction code classification.

IF the affected Transaction Code [8] is...	THEN the field being corrected is...
"A"	41.
"C", "N", "I", "T", or "U"	74.
"R"	48.
"F"	54.
"D" or "UD"	75.

166 Fields 79 Through 83, Reserved

A
Completion Instructions

The following table provides instructions and information on how to complete Fields 79 through 83.

Contents	Reserved for future use.
Action	***--**Fill field with spaces, not nulls.**--***
Rules	

167-170 (Reserved)

171 Field 84, Prior Warehouse Code

A
Completion Instructions

The following table provides instructions and information on how to complete Field 84.

Contents	The warehouse code from the "A" transaction when the warehouse code changes because of R/O.	
Action	**IF the Transaction Code [8] is...**	**THEN enter...**
	"R"	warehouse code for the warehouse where the cotton was stored before R/O.
	other than "R"	zeros.
Rules		

172 Field 85, Prior Warehouse Receipt Number

A Completion Instructions The following table provides instructions and information on how to complete Field 85.

Contents	Prior warehouse receipt number when a replacement receipt is issued in an R/O.	
Action	**IF the Transaction Code [8] is...**	**THEN enter...**
	"R"	applicable warehouse receipt number before R/O.
	other than "R"	zeros.
Rules	Warehouse receipt numbers **are** only changed when bale is reconcentrated.	

173 Field 86, New Bale Weight

A Completion Instructions The following table provides instructions and information on how to complete Field 86.

Contents	New bale weight of a bale under loan after it has been reconcentrated.	
Action	**IF the Transaction Code [8] is...**	**THEN enter...**
	"R"	the bale's new net weight after R/O.
	other than "R"	zeros.
Rules		

*--174 Fields 87 Through 90, Reserved

A Completion Instructions The following table provides instructions and information on how to complete Fields 87 through 90.**--***

Contents	Reserved for future use.
Action	Fill field with spaces, not nulls.
Rules	

175, 176 (Reserved)

177 (Withdrawn--Amend. 8)

178 Field 91, CCC-709 Flag

A

Completion Instructions

The following table provides instructions and information on how to complete Field 91.

Contents	A flag indicating an LSA "D" transaction involving CCC-709.	
Action	**IF the transaction is...**	**THEN enter...**
	gin-direct “D”: • processed by LSA • for which CCC-709 has been approved	"01".
	other than gin-direct “D”: • processed by LSA • for which CCC-709 has been approved	"00".
Rules	CMA's must enter zeros.	

179 Field 92, Compression Code

A Completion Instructions

The following table provides instructions and information on how to complete Field 92.

Contents	Code indicating the bale's compression status.		
Action	**Step**	**Action**	
	1	**IF the Transaction Code [8] is...**	**THEN...**
		"A", "R", or "F"	go to step 2.
		other than "A", "R", or "F"	enter spaces.
	2	***--**Enter the bale's applicable compression code.	
Rules	7-CN, paragraph 184 provides compression status requirements and valid compression codes for loans.**--***		

180 Field 93, "U" Transaction Indicator

A Completion Instructions

The following table provides instructions and information on how to complete Field 93.

Contents	The original Transaction Code [8] for a bale of cotton that had been processed under either a "C", "N", "F", or "D" transaction code and is now being reported under the "U" transaction code.
Action	Enter the original Transaction Code [8] for a bale of cotton that had been processed under either a "C", "N", "F", or "D" transaction code and is now being reported under the "U" transaction code.
Rules	

181 Field 94 * * *, Reserved

A
Completion Instructions

The following table provides instructions and information on how to complete Field 94 *** * ***.

Contents	Reserved for future use.
Action	Fill field with spaces, not nulls.
Rules	

*--182 Field 95, Classing Remarks

A
Completion Instructions

The following table provides instructions and information on how to complete Field 95.

Contents	Remarks reported by AMS on the bale's classing record.	
Action	**IF the Transaction Code [8] is…**	**THEN…**
	"A" or "D"	enter the AMS remarks recorded.
	"C" or "N"	report the remarks from the "A" transaction record.
	other than "A", "D", "C", or "N"	enter zeros.
Rules	Procedures for obtaining class data from AMS are specified in 7-CN, Part 5.	

183 Fields 96 Through 99, Reserved

A
Completion Instructions

The following table provides instructions and information on how to complete Fields 96 through 99.

Contents	Reserved for future use.
Action	Fill field with spaces, not nulls.
Rules	

--*

184-195 (Reserved)

Section 4 (Reserved)

196-215 (Reserved)

.--

216 CCC-719 Trailer Record Descriptor

A
Completion

The following table provides a summary of data requirements for CCC-719 submissions processed by ACRS. The rules in subparagraph 67 B apply.

*--

Field	Name	Position	Size	Type	Format	Transaction Code S	Transaction Code P
1	CMA or LSA Code	1	6	N	9(06)	•	•
2	Transmission Number	7	3	N	9(03)		
3	Crop Year	10	2	N	9(02)	•	•
4	Transaction Date	12	6	N	MMDDYY	•	•
5	Transaction Code	18	2	A	X(02)	•	•
6	Batch Sequence Number	20	4	N	9(04)		
7	Number of Records	24	7	N	9(07)		
8	Loan Quantity	31	7	N	S9(07)		
9	Loan Principal	38	11	N	S9(09)V99		
10	Loan Principal-Cash	49	11	N	S9(09)V99		•
11	Loan Principal-Certificate	60	11	N	S9(09)V99		
12	Loan Principal-Forfeiture	71	11	N	S9(09)V99		
13	CCC Payment	82	9	N	S9(07)V99		
14	Charges	91	9	N	S9(07)V99	•	
15	Interest	100	9	N	S9(07)V99		
16	Damages	109	9	N	S9(07)V99		
17	Reserved	118	5	N	zeros		
18	Total Certificate Amount	123	11	N	S9(09)V99		
19	Reserved	134	9	N	zeros		
20	"U" Transaction Indicator	143	1	A	X		
21	Net Correction Amount	144	9	N	S9(07)V99	•	•
22	CCC-719 Trailer Indicator	153	6	A	X(06)	•	•
23	Invoice Number	159	13	N	9(13)	•	
24	Reserved	172	279		Spaces		

B
Rules

CCC-719 trailers are not required in ACRS. If a CCC-719 trailer is transmitted with a Bale Detail Record, it must be formatted correctly or the entire transmission will be rejected. Properly formatted trailers for all transactions except "S" or "P" shall be discarded and the valid Bale Detail Records processed.

ACRS will process trailers for "S" and "P" transactions. Since these transactions have no detail, the trailer must be submitted with another Bale Detail Record. The authorization code will include the total of both the valid detail and trailer records. Process manual "S" and "P" transactions according to instructions in paragraphs 433 and 434.--*

217 Field 1, CMA/LSA Code

A Completion Instructions

The following table provides instructions and information on how to complete Field 1.

Contents	Code number assigned to CMA or LSA by CCC.
Action	Enter the individual CMA's or LSA's code number.
Rules	* * *

218 Field 2, Transmission Number

A Completion Instructions

The following table provides instructions and information on how to complete Field 2.

Contents	Identification number assigned by CMA or LSA to a single transmission.
Action	Enter a number.
Rules	* * * • Multiple crop years may be reported on a single transmission. • Must match Transmission Number [6] on bale detail record. •*--Numbers restart at 1 with the first submission each crop year. • Continue in unbroken sequence until the first submission in the next crop year.--*

219 Field 3, Crop Year

A Completion Instructions

The following table provides instructions and information on how to complete Field 3.

Contents	Crop year in which the cotton was produced.
Action	Enter the last 2 digits of the crop year of production.
Rules	* * * Must match Crop Year [10] on bale detail record.

220 Field 4, Transaction Date

A Completion Instructions

The following table provides instructions and information on how to complete Field 4.

Contents	Date documents are processed by CCB.	
Action	**IF the Transaction Code [5] is...**	**THEN this field shall...**
	"A" or "D"	match Advance/LDP Date [31] or Document Received/Gin Date [32] in the bale detail record.
	"C", "T", "N", "F", or "I"	match Redemption/Forfeiture Date [33] in the bale detail record.
	"R"	match R/O Date [36] in the bale detail record.
	"U"	match Unqualified Redemption/Forfeiture Date [35] in the bale detail record.
	"S" or "P"	be the date funds are received by CCB.
	"X"	be the same date as the Correction Date [37] entered in the bale detail record.
	Rules	

221 Field 5, Transaction Code

A Completion Instructions

The following table provides instructions and information on how to complete Field 5.

Contents	***--**Code indicating the type of transaction being reported.**--***
Action	Enter 1 of the following transaction codes: • "A" • "C" • "D" • "F" • "I" • "T" • "N" • "R" • "S" • "U" • "P".
Rules	

222 Field 6, Batch Sequence Number

A
Completion Instructions

The following table provides instructions and information on how to complete Field 6.

Contents	A number assigned by CMA or LSA that identifies a single transaction code's activity being reported to CCC.
Action	Enter a number.
Rules	•***--**Shall include activity for 1 day only.**--*** • All transaction codes except "S" and "P" must match Batch Sequence Number [9] on the bale detail record.

223 Field 7, Number of Records

A
Completion Instructions

The following table provides instructions and information on how to complete Field 7.

Contents	Total number of bales for each Batch Sequence Number [9] reported on the bale detail record.
Action	Enter the total number of bales for each Batch Sequence Number [9] reported on the bale detail record.
Rules	Must equal the sum of all records in each batch sequence.

224 Field 8, Loan Quantity

A
Completion Instructions

The following table provides instructions and information on how to complete Field 8.

Contents	Number of bales for each Batch Sequence Number [9] reported on bale detail record that affects the loan principal quantity.	
Action	**IF the Transaction Code [5] is...**	**THEN enter...**
	*--"A", "C", "N", "F", "T", or "I"	the total number of bales for each Batch Sequence Number [9] reported on bale detail record that affects loan principal quantity.
	other than "A", "C", "N", "F", "T", or "I"--*	zeros.
Rules	Must equal the sum of all records in each batch sequence.	

225 Field 9, Loan Principal

A
Completion Instructions

The following table provides instructions and information on how to complete Field 9.

Contents	Amount of loan principal affected by the transaction.	
Action	**IF the Transaction Code [5] is...**	**THEN enter...**
	"A"	cumulative total of Loan Principal [41] from bale detail records.
	--"C", "N", "F", "T", or "I"--	cumulative total of Outstanding Loan Principal [54] from bale detail records.
	"R"	cumulative total from bale detail records for: • R/O Charge [48] • plus Compression Charge [49].
	"D", "U", "S", or "P"	zeros.
Rules	Must equal the sum of all records in each batch sequence.	

226 Field 10, Loan Principal-Cash

A Completion Instructions

The following table provides instructions and information on how to complete Field 10.

Contents	Amount of cash being applied to loan principal by the transaction.	
Action	**IF the Transaction Code [5] is...**	**THEN enter...**
	"N", "F", "D", or "S"	zeros.
	"A"	cumulative total from bale detail record of Loan Principal [41].
	"C"	cumulative total from bale detail record of the result of: • Net Repayment/Liquidation Amount [74] • minus Interest Collected [70].
	"R"	cumulative total from bale detail record of the sum of: • R/O Charge [48] • plus Compression Charge [49].
	"T" or "I"	cumulative total from bale detail record of Outstanding Loan Principal [54].
	"P"	amount of cash being applied to loan principal in transaction.
	"U" for bales previously processed under "C" * * *	cumulative total from bale detail record of the result of: • Net Correction Amount [78] • minus Interest Collected [70] • minus Interest Penalty [72].
	* * *	* * *
Rules	*--Must equal the sum of all records in each batch sequence, except for "P" transaction codes.--*	

227 *--Field 11, Loan Principal-Certificate--*

A Completion Instructions

The following table provides instructions and information on how to complete Field 11.

Contents	***--**Amount of loan principal being liquidated by certificate.	
Action	**IF the Transaction Code [5] is...**	**THEN enter...**
	"N"	cumulative total from bale detail record of the result of: • Net Repayment/Liquidation Amount [74] • minus Interest Collected [70].
	"UN"	cumulative total from bale detail record of the result of: • Net Correction Amount [78] • minus Interest Collected [70] • minus Interest Penalty [72].**--***
	other than "N"	zeros.
Rules	Must equal the sum of Outstanding Loan Principal [54] in bale detail records for the batch sequence.	

228 Field 12, Loan Principal-Forfeiture

A Completion Instructions

The following table provides instructions and information on how to complete Field 12.

Contents	Amount of loan principal being liquidated by forfeiture.	
Action	**IF the Transaction Code [5] is...**	**THEN enter...**
	"F"	amount of loan principal being forfeited by transaction.
	***--**UF"	cumulative total from bale detail record of the result of: • Principal plus Interest [56] • plus Interest Penalty [72]. **Note:** Contact KCAO before transmitting.**--***
	other than "F"	zeros.
Rules	Must equal the sum of Outstanding Loan Principal [54] in bale detail records for the batch sequence.	

229 Field 13, CCC Payment

A
Completion Instructions

The following table provides instructions and information on how to complete Field 13.

Contents	Amount of LDP.	
Action	**IF the Transaction Code [5] is...**	**THEN enter...**
	--**"D" or "UD"**--	amount of LDP.
	other than "D"	zeros.
Rules	Must equal the sum of LDP [75] in bale detail records for the batch sequence.	

230 Field 14, Charges

A
Completion Instructions

The following table provides instructions and information on how to complete Field 14.

Contents	***--**Amount of warehouse (storage and receiving) charges accrued between Storage Start Date [30] and Advance/LDP Date [31] shown on the COPS invoice for prior "F" transactions.	
Action	**IF the Transaction Code [5] is...**	**THEN enter...**
	"S"	amount of warehouse charges associated with the batch.
	other than "S"	zeros.
Rules	Must equal the amount stated on the Producer Collection Letter on the COPS website. COPS generates an e-mail to CMA/LSA providing an invoice number [23], which ties to the appropriate Producer Collection Letter.**--***	

231 Field 15, Interest

A

Completion Instructions

The following table provides instructions and information on how to complete Field 15.

Contents	Amount of interest collected by CCC.	
Action	**IF the Transaction Code [5] is...**	**THEN enter for the batch sequence...**
	"C", "N", "T", "I", or "U" * * *	the sum of bale detail records for: • Interest Collected [70] • Interest Penalty [72].
	"D"	the sum of bale detail records for Interest Penalty [72].
	--"F", "R", “S”, or "P"--	zeros.
Rules	Must equal the sum of Interest Collected [70] and Interest Penalty [72] in bale detail records for associated batch sequences.	

232 Field 16, Damages

A
Completion Instructions

The following table provides instructions and information on how to complete Field 16.

Contents	Amount of liquidated damages assessed by CCC.	
Action	**IF the Transaction Code [5] is...**	**THEN enter...**
	"I" or "U"	the sum of Liquidated Damages [77] for the batch sequence bale detail records.
	other than "I" or "U"	zeros.
Rules	Must equal the sum of Liquidated Damages [77] in bale detail records for associated batch sequences.	

--233 Field 17, Reserved--

A
Completion Instructions

The following table provides instructions and information on how to complete Field 17.

Contents	***--**Reserved for future use.
Action	Fill field with spaces**.--***
Rules	*** * ***

234 Field 18, Total Certificate Amount

A
Completion Instructions

The following table provides instructions and information on how to complete Field 18.

Contents	***--**Dollar amount of certificates used for redemption in the batch sequence.	
Action	**IF the Transaction Code [5] is...**	**THEN enter...**
	"N" or "UN"	the total dollar amount of certificates submitted to CCB for the batch.
	other than "N"	zeros.
Rules	Must equal Loan Principal - Certificate [11] on same trailer.	

235 Field 19, Reserved--*

A
Completion Instructions

The following table provides instructions and information on how to complete Field 19.

Contents	***--**Reserved for future use.
Action	Fill field with spaces.**--***
Rules	

236 Field 20, "U" Transaction Indicator

A Completion Instructions

The following table provides instructions and information on how to complete Field 20.

Contents	The original Transaction Code [8] from the bale detail record that had been processed under a "C", "N", "F", or "D" transaction code and is now being reported under the "U" transaction code.	
Action	**IF the Transaction Code [5] is...**	**THEN enter...**
	"U"	the original Transaction Code [8] in the bale detail record ("C", "N", "F", or "D"), which is now being reported under the "U" transaction code.
	other than "U"	zeros.
Rules		

237 Field 21, Net Correction Amount

A Completion Instructions

The following table provides instructions and information on how to complete Field 21.

Contents	Difference between original CCC-719 and corrected CCC-719.
Action	Enter sum of all net correction fields for the batch.
Rules	

238 Field 22, CCC-719 Trailer Indicator

A Completion Instructions

The following table provides instructions and information on how to complete Field 22.

Contents	Code established to indicate record as a trailer record.
Action	Enter “CCC719".
Rules	Must be reported for all transactions.

*--239 Field 23, Invoice Number

A Completion Instructions The following table provides instructions and information on how to complete Field 23.

Contents	The COPS-generated producer collection invoice number for use in Repayment of Forfeiture Storage Charges [14].	
Action	**IF the transaction code [5] is...**	**THEN enter...**
	"S"	the 13-byte number from the COPS e-mail referencing the associated Producer Collection Letter on the COPS website. **Example:** 2001000999999
	other than "S"	zeros or spaces.
Rules	For use only if the "S" processing is automated at the CMA/LSA. Otherwise, FAX CCC-719 with this number included, according to paragraph 418.	

240 Field 24, Reserved

A Completion Instructions The following table provides instructions and information on how to complete Field 24.

Contents	Reserved for future use.
Action	Fill field with spaces.
Rules	

241-247 (Reserved)--*

Section 6 AWP Lock-In Trailer Record Requirements

248 AWP Lock-In Trailer Record

A
Reporting Requirements

Producers may submit an AWP Lock-In Trailer to lock in the current AWP (at time of receipt) for the purpose of a subsequent LDP calculation for harvested 1999 and subsequent crop years upland seed cotton stored in modules, ricks, or trailers before ginning. *** * ***

•***--**An AWP Lock-in Trailer record must be transmitted before the Bale Detail record to receive benefits based on an earlier AWP.

- Once an AWP Lock-In Trailer has been submitted to ACRS, production evidence must be provided on associated module bales. If not, liquidated damages shall be assessed.

- All LDP requests for bales from 1 module must be transmitted in the same batch.

- Production evidence shall not exceed 20 bales per module.–*

B
Record Descriptor

The following table provides a summary of data requirements for fields related to the AWP Lock-In Trailer record. The rules in subparagraph 67 B apply.

Field	Name	Position	Size	Type	Format
1	CMA/LSA Code	1	6	N	9(06)
2	Gin Code	7	5	N	9(05)
3	Module Number	12	10	X	X(10)
4	Lock-In Date	22	8	N	yyyymmdd
5	Reserved	30	101		spaces

249 Field 1, CMA/LSA Code

A
Completion Instructions

The following table provides instructions and information on how to complete Field 1.

Contents	Number assigned to CMA or LSA by CCC.
Action	Enter the individual CMA's or LSA's code number.
Rules	

250 Field 2, Gin Code

A Completion Instructions

The following table provides instructions and information on how to complete Field 2.

Contents	USDA's code for the gin where the cotton will be baled.
Action	Enter the applicable code.
Rules	***--**Cotton must be baled at this gin. This gin code number must match the gin code reported on the Bale Detail record for subsequent LDP requests.**--***

251 Field 3, Module Number

A Completion Instructions

The following table provides instructions and information on how to complete Field 3.

Contents	The number assigned by gins for 1999 and subsequent crop year upland seed cotton stored in modules, ricks, or trailers before ginning.
Action	***--**Enter the gin-assigned number (alpha/numeric) right justified with leading spaces or zeros.
Rules	This module number must be used on the Bale Detail record [29] when submitting production evidence on subsequent LDP requests.**--***

252 Field 4, Lock-In Date

A Completion Instructions

The following table provides instructions and information on how to complete Field 4.

Contents	Date trailer received by ACRS.
Action	Enter applicable date.
Rules	• Cannot be before June 1 each crop year. • In the event of duplicate lock-ins for an individual module or bale, the earliest lock-in date will apply. * * *

253 Field 5, Reserved

A Completion Instructions

The following table provides instructions and information on how to complete Field 5.

Contents	Reserved for future use.
Action	Fill field with spaces.
Rules	

254-267 (Reserved)

Section 7 (Withdrawn--Amend. 6)

268-282 (Withdrawn--Amend. 6)

283-292 (Reserved)

--

293 Supplying Special LDP's to CCC

A
Overview

Eligible cotton stored in an approved warehouse is sometimes shipped before classing data is received. This cotton is eligible for LDP although it is not covered by normal or "gin direct" LDP procedures in Section 3. This section provides instructions on how these special LDP's shall be initially supplied to CCC.

B
Procedures

The following table lists the steps to complete to obtain an LDP on eligible cotton stored in an approved warehouse and shipped before classing data is available.

Step	Action
1	Obtain warehouse, warehouse receipt, gin code, and gin tag information.
2	***--**Submit an e-mail to KCAO with a separate transmission attachment using "Z" transaction according to subparagraph 294 A.
3	Obtain class information.
4	Submit "D" transaction as instructed in subparagraph 294 B.**--***
5	Obtain LDP funds from CCB.

C
Special Instructions

The following special instructions apply when the "D" transaction is submitted:

- Advance/LDP Date [31] shall not be before the storage start date or after the shipment date

- AWP Bale Value [59] for the subsequent "D" transaction shall be based on ***--**AWP in effect on Advance/LDP Date [31] on this special "Z" submission

- **all** submissions must be sent to NITC using instructions in paragraph 66**--***

- subsequent "D" transactions must be submitted within 60 calendar days.

294 Special LDP Processing

A
***--"Z" Instructions**

The following table provides bale detail field instructions for "Z" records sent as e-mail attachments to KCAO.

Notes: Position, size, type, and format instructions in Section 3 shall be followed for all fields reported on this 450-byte record.

Fields not specified in the following table shall be "reserved" on "Z" transactions.

Field		Contents
Number	**Name**	
1	CMA/LSA Code	Code number assigned to CMA or LSA by CCC.
8	Transaction Code	Code "Z" indicating the special submission.
10	Crop Year	Crop Year in which the bale of cotton was produced.
13	Current Warehouse	ID number for the warehouse where the cotton is stored.
14	Warehouse Receipt Number	ID number for the specific bale of cotton.
16	Gin Code	USDA's code for the gin where the cotton was baled.
17	Gin Tag Number	ID number assigned to the bale at the gin.
31	LDP Date	Date e-mail and "Z" bale detail attachment are sent to KCAO. This locks in the AWP date to be used later for LDP processing.

B
Subsequent "D" Instructions

When submitting "D" records for previously submitted "Z" transactions, prepare according to paragraph 67 with 1 addition, complete Module Number [29] by entering "Z12345678Z".**--***

295-304 (Reserved)

Section 9 (Reserved)

305-324 (Reserved)

Section 10 LSA Name and Address Trailer Record Requirements

325 Name and Address Record Descriptor

A
Reporting Requirement

CCC is required to report all market gains and LDP's obtained by a producer to IRS each year. LSA's are required to provide information needed to generate these IRS reports through ACRS. This section provides LSA's the procedures they need to follow to meet this requirement.

B
When to Submit

LSA's shall submit the name and address record:

- when it is known that a producer will participate in either a loan or LDP through LSA during the crop year
- no later than the first loan or LDP the LSA processes for the producer for the crop year.

C
Record Descriptor

The following table provides a summary of data requirements for fields related to the name and address record. The rules in subparagraph 67 B apply.

Field	Name	Position	Size	Type	Format
1	LSA Code	1	6	N	9(06)
2	Action Code	7	1	A	X
3	ID Number	8	9	N	9(09)
4	ID Type	17	1	A	X
5	Last Name	18	20	A	X(20)
6	First Name	38	10	A	X(10)
7	Second Name	48	10	A	X(10)
8	Name Suffix	58	5	A	X(05)
9	Street Address-One	63	26	A/N	X(26)
10	Street Address-Two	89	26	A/N	X(26)
11	City	115	20	A	X(20)
12	State	135	2	A	X(02)
13	ZIP Code	137	9	N	9(09)
14	Reserved	146	15		Spaces

326 Field 1, LSA Code

A Completion Instructions

The following table provides instructions and information on how to complete Field 1.

Contents	Code number assigned to LSA by CCC.
Action	Enter the individual LSA's code number.
Rules	

327 Field 2, Action Code

A Completion Instructions

The following table provides instructions and information on how to complete Field 2.

Contents	Code indicating name, address, or both.	
Action	**IF name, address, or both is being...**	**THEN enter...**
	added	"A".
	changed	"C".
	deleted	"D".
Rules		

328 Field 3, ID Number

A Completion Instructions

The following table provides instructions and information on how to complete Field 3.

Contents	Records the producer's ID number.
Action	Enter the producer's ID number from the CMA process.
Rules	Must be the producer's 9 digit ID number used for tax purposes.

329 Field 4, ID Type

A Completion Instructions The following table provides instructions and information on how to complete Field 4.

Contents	Records the producer's ID number type.
Action	Enter the producer's ID type from the CMA process.
Rules	

330 Field 5, Last Name

A Completion Instructions The following table provides instructions and information on how to complete Field 5.

Contents	Producer's last name.
Action	Enter the producer's last name.
Rules	• Use abbreviations and drop punctuation to make name fit space. • Business names must have part of the name in this field. **Example:** "City of Lubbock" would be reported by entering "City of" in the "First Name" field and "Lubbock" in the "Last Name" field.

331 Field 6, First Name

A Completion Instructions The following table provides instructions and information on how to complete Field 6.

Contents	Producer's first name.
Action	Enter the producer's first name.
Rules	Use abbreviations and drop punctuation to make name fit space.

332 Field 7, Second Name

A Completion Instructions The following table provides instructions and information on how to complete Field 7.

Contents	Producer's middle name or initial.
Action	Enter the producer's middle name or initial.
Rules	Use abbreviation and drop punctuation to make name fit space.

333 Field 8, Name Suffix

A Completion Instructions The following table provides instructions and information on how to complete Field 8.

Contents	Producer's name title.
Action	Enter the producer's name suffix, if applicable.
Rules	Use abbreviation or drop punctuation to make suffix fit space.

334 Field 9, Street Address-One

A Completion Instructions The following table provides instructions and information on how to complete Field 9.

Contents	The producer's street, P.O. Box, or route address.
Action	Enter the producer's street, P.O. Box, or route address.
Rules	• Use address to which CCC's income statement is mailed. • Use abbreviation or drop punctuation to make address fit space.

335 Field 10, Street Address-Two

A Completion Instructions

The following table provides instructions and information on how to complete Field 10.

Contents	Used to continue street address, if needed.
Action	Enter portion of address that exceeds Field 9.
Rules	Use abbreviation or drop punctuation to make address fit space.

336 Field 11, City

A Completion Instructions

The following table provides instructions and information on how to complete Field 11.

Contents	Producer's city name.
Action	Enter the producer's city name.
Rules	Use abbreviation or drop punctuation to make city fit space.

337 Field 12, State

A Completion Instructions

The following table provides instructions and information on how to complete Field 12.

Contents	Standard abbreviation for the State in producer's address.
Action	Enter the 2-letter abbreviation for the State in producer's address.
Rules	

338 Field 13, ZIP Code

A
Completion Instructions

The following table provides instructions and information on how to complete Field 13.

Contents	Producer's address ZIP Code.
Action	Enter the producer's address ZIP Code.
Rules	Use zeros for ZIP+4 Code, if unknown.

339 Field 14, Reserved

A
Completion Instructions

The following table provides instructions and information on how to complete Field 14.

Contents	Reserved for future use.
Action	Fill field with spaces.
Rules	

340-349 (Reserved)

Section 11 LSA IRS Trailer Record Requirements

350 IRS Trailer Record

A
When Required

LSA's shall submit an IRS trailer record each time a producer:

- receives a market gain through a "C", "D", or "F" transaction

* * *

- has a change made in a market gain already reported through:
  - a correction to the "C", "F", or "D" transaction
  - repayment of all or part of the market gain by a "U" or "P" transaction.

***--Note:** The IRS trailer shall include only valid bales. Therefore, the trailer should be transmitted after receipt of the ACRS Transmission Report, which will indicate any bales that may get rejected from the transmission.--*

B
Record Descriptor

The following table provides a summary of data requirements for fields related to the IRS trailer record.

Notes: The electronic rules in paragraph 66 also apply to IRS trailer record submissions.

Fields 9, 10, and 11 are repeated for each producer involved in a loan or LDP.

The maximum number of producers that can be involved in a loan or LDP ***--**is 14. If more exist, contact KCAO, APD, COPSS for instructions.**--***

Field	Name	Position	Size	Type	Format
1	LSA Code	1	6	N	9(06)
2	Correction Indicator	7	1	A	X
3	Transaction Code	8	1	A	X
4	Batch Sequence Number	9	4	N	9(04)
5	Crop Year	13	2	N	9(02)
6	Loan/LDP Number	15	5	N	9(05)
7	Transaction Date	20	6	N	9(06)
8	Farm Number	26	7	N	9(07)
9	ID Number	33	9	N	9(09)
10	ID Type	42	1	A	X
11	Amount Reported to IRS	43	9	N	S9(07)V99
12	Reserved	273	28		Spaces

351 Field 1, LSA Code

A
Completion Instructions

The following table provides instructions and information on how to complete Field 1.

Contents	Code number assigned to LSA by CCC.
Action	Enter the individual LSA's code number.
Rules	Must match code reported on: • bale detail record for "C", "D", "F", or "U" transactions • CCC-719 for "P" transactions • name and address record.

352 Field 2, Correction Indicator

A
Completion Instructions

The following table provides instructions and information on how to complete Field 2.

Contents	Identifies a correction to a prior record.	
Action	**IF a correction is made to...**	**THEN a corrected trailer record is...**
	a previous IRS trailer record	required. Enter "X" in this field.
	bale detail record in which a market gain or LDP is affected	
	bale detail record in which market gain or LDP **is not** affected	not required.
Rules		

353 Field 3, Transaction Code

A Completion Instructions

The following table provides instructions and information on how to complete Field 3.

Contents	A code indicating the type of transaction being reported.		
Action	**IF the bale detail record transaction code is...**	**AND...**	**THEN...**
	"C" or "D"	bale detail record Field 69 or 75, is greater than zero	enter the detail record's transaction code.
	"U"	bale detail record Field 78 contains a repayment for Field 69 or 75	
	"F"		
	"P"	CCC-719 contains a "P" transaction and amount	enter "P".
	"C", "D", or "U"	Fields 69, 75, and 78 are all zero	no trailer record is required.
	"P"	CCC-719 does not contain "P"	
Rules	Must be the same as reported on the bale detail record.		

354 Field 4, Batch Sequence Number

A Completion Instructions

The following table provides instructions and information on how to complete Field 4.

Contents	A number assigned by LSA that identifies a single transaction code's activity being reported to CCC.	
Action	**IF the transaction code is...**	**THEN enter the number from...**
	"C", "D", "F", or "U"	bale detail record Field 9.
	"P"	CCC-719, block 6.
Rules	Batch sequence numbers must be the same as recorded on the bale detail record, CCC-719, or both.	

355 Field 5, Crop Year

A Completion Instructions

The following table provides instructions and information on how to complete Field 5.

Contents	Crop year in which the bale of cotton was produced.
Action	Enter the last 2 digits of the crop year of production.
Rules	Must be the same as: • Field 10 on the bale detail record for "C", "D", "F", or "U" transactions • CCC-719 for "P" transactions.

356 Field 6, Loan/LDP Number

A Completion Instructions

The following table provides instructions and information on how to complete Field 6.

Contents	ID number assigned by LSA to all bales included in a single "A" or "D" transaction.	
Action	**IF the Transaction Code [3] is...**	**THEN enter...**
	"C", "D", "F", or "U"	the number in Field 12 of the bale detail record.
	"P"	zeros.
Rules		

357 Field 7, Transaction Date

A Completion Instructions

The following table provides instructions and information on how to complete Field 7.

Contents	*--Date documents are received at CCB	
Action	**IF the Transaction Code is...**	**THEN enter...**
	"C" or "F"	Redemption/Forfeiture Date [33] in the bale detail record.
	"D"	Advance/LDP Date [31] or Document Received/Gin Date [32] in the bale detail record.
	"U"	Unqualified Redemption/Forfeiture Date [35] in the bale detail record.
	"P"	Date funds are received by CCB.--*
Rules		

358 Field 8, Farm Number

A Completion Instructions

The following table provides instructions and information on how to complete Field 8.

Contents	USDA's code assigned to the farm where the cotton was grown.
Action	Enter ID number for the farm where the cotton was grown.
Rules	Add zeros to farm numbers of less than 7 digits in front of number to fill field.

359 Field 9, ID Number

A Completion Instructions

The following table provides instructions and information on how to complete Field 9.

Contents	ID number for producer receiving a share of loan or LDP proceeds.	
Action	**IF loan or LDP has...**	**THEN enter the ID number...**
	multiple producers	for each producer associated with loan or LDP.
	only 1 producer	from Field 5 of the bale detail record.
Rules	• Field is repeated for each producer until all producers have been reported. • Producer ID number must match that submitted in the name and address file.	

360 Field 10, ID Type

A
Completion Instructions

The following table provides instructions and information on how to complete Field 10.

Contents	Records the producer's ID number type.
Action	Enter producer's ID number type from the CMA process.
Rules	Field is repeated for each producer until all producers have been reported.

361 Field 11, Amount Reported to IRS

A
Completion Instructions

The following table provides instructions and information on how to complete Field 11.

Contents	Net market gain or LDP for each producer on a specific loan or LDP.	
Action	**IF Field 2 or 3 is...**	**THEN enter applicable amount related to...**
	"C"	Field 69 of the bale detail record.
	"D"	Field 75 of the bale detail record.
	"F"	Field 54 of the bale detail record.
	"P" or "U"	applicable transaction code reported on CCC-719.
	"U"	• Field 69 of the bale detail record for prior "C" transactions. • Field 75 on the bale detail record for prior "D" transactions.
	"X"	bale detail correction amount.
Rules	For multiple producers, each producer must be reported individually and the sum for all producers reported must equal the applicable ACRS data.	

362 Field 12, Reserved

A
Completion Instructions

The following table provides instructions and information on how to complete Field 12.

Contents	Reserved for future use.
Action	Fill field with spaces.
Rules	

363-372 (Reserved)

Section 12 (Reserved)

373-392 (Reserved)

Section 13 (Withdrawn--Amend. 4)

393-398 (Withdrawn--Amend. 4)

399-417 (Reserved)

Part 5 Document Submissions

418 Overview

A
Purpose

This part describes how CMA's and LSA's submit ACRS-related documents to CCC.

*** * ***

B
FAX Numbers

*****--CMA's and LSA's shall FAX "S" and "P" CCC-719's to Connie Saulka, KCFO, FAD, CLIB at 816-926-5940.--*****

419 ACRS Procedures

A
Overview

The following table provides ACRS procedures for CMA's, LSA's, ACRS, and CCB's. These procedures apply to all transaction codes, except as specified.

Step	Action
1	CMA or LSA: • prepares individual Bale Detail records according to Part 4 • transmits Bale Detail records to NITC per paragraph 66 instructions • FAXes to KCFO a signed CCC-719 for "S" and "P" transactions •***--**prepares, if applicable, SF-LLL or CCC-674 per paragraph 422 instructions.**--***

2	ACRS:
	
	• performs up-front edits on Bale Detail record to determine valid bales by confirming that:
	
	  • CCC is the holder on EWR
	  • no duplicate bale is in COPS
	  • transactions are sequential and are not duplicated ("A" before redemption)
	  • correction corresponds to prior transactions
	  • fields are formatted correctly
	
	• creates Failed Output Report as described in subparagraph 66 H
	
	• processes Bale Detail records in the nightly batch cycle according to this handbook
	
	• totals money for accepted bales plus any "S" and "P" trailers, then sends a corresponding authorization code to the CMA or LSA for CCB use
	
	• creates an Error Report on valid bales.

3	CMA and LSA authorizes its CCB to electronically transfer funds to or from CCC's account at FRB using the authorization code and amount provided by ACRS. **Note:** CMA's and LSA's must designate a single bank account that will be used at CCB for all transfers to ACRS.
4	CCB transfers funds to or from CMA's or LSA's bank account from or to CCC's FRB using the authorization codes provided by the applicable CMA or LSA.

Continued on next page

419 ACRS Procedures (Continued)

B
Signature Authorizations Required

CMA's and LSA's shall provide CCB's and KCAO, APD sample signatures of officials authorized to certify CCC-719's.

* * *

420 Formatting and Transmitting CCC-719's

A
Rules

For all Bale Detail records, ACRS creates a Transmission Report (OZXMTRPT) that provides CMA's and LSA's an authorization code and dollar amount based on bales that have passed all up-front edits.

If a CCC-719 trailer is transmitted with a Bale Detail record, it must be formatted correctly or the entire transmission will be rejected. Properly formatted trailers for all transactions except "S" or "P" will be discarded and the valid Bale Detail records processed.

ACRS will process trailers for "S" and "P" transactions. Since these transactions have no detail, the trailer must be submitted with another Bale Detail record. The authorization code will include the total of both the valid detail and trailer records.

When manually processing "S" and "P" transactions, call APD or FAD for a manual authorization code. FAX to KCFO, FAD CCC-719 with the following:

- date
- transaction code
- amount
- authorization code
- Producer Collection Invoice number ("S" transactions only).

420.5 (Withdrawn--Amend. 8)

421 (Withdrawn--Amend. 2)

422 Lobbying Certifications

A

"A" Transaction Certifications

The following table provides information on lobbying certifications that must accompany loan advance submissions.

Note: See Exhibit 9 for an example of SF-LLL and Exhibit 10 for an example of CCC-674.

Step	Action	
1	**IF the "A" transaction is for...**	**THEN go to...**
	more than $150,000	step 2.
	$150,000 or less	paragraph 424.
2	**IF proceeds from the "A" transaction...**	**THEN...**
	will be used for lobbying activities	CMA's shall sign SF-LLL.
		LSA's shall have producers sign SF-LLL.
	will not be used for lobbying activities	CMA's shall sign CCC-674.
		LSA's shall have producers sign CCC-674.
3	**IF...**	**THEN enter on the first line in...**
	SF-LLL is used	Field 8: • CMA or LSA code number • comma • loan advance number. **Example:** 999999,99999
	CCC-674 is used	Transaction Document cell: • CMA or LSA code number • comma • loan advance number. **Example:** 999999,99999
4	*--File the original, completed CCC-674.--*	
* * *	* * *	

Continued on the next page

422 Lobbying Certifications (Continued)

B
"D" Transaction Certifications

The following table provides information on lobbying certifications that must accompany LDP submissions.

Note: See Exhibit 9 for an example of SF-LLL and Exhibit 10 for an example of CCC-674.

Step	Action	
1	**IF the "D" transaction is for...**	**THEN go to...**
	more than $100,000	step 2.
	$100,000 or less	paragraph 431.
2	**IF proceeds from the "D" transaction will...**	**THEN...**
	be used for lobbying activities	CMA's shall sign SF-LLL.
		LSA's shall have producers sign SF-LLL.
	not be used for lobbying activities	CMA's shall sign CCC-674.
		LSA's shall have producers sign CCC-674.
3	**IF...**	**THEN enter on the first line in...**
	SF-LLL is used	Field 8: • CMA or LSA code number • comma • batch sequence number. **Example:** 999999,99999
	CCC-674 is used	Transaction Document cell: • CMA or LSA code number • comma • batch sequence number. **Example:** 999999,99999
4	*--File the original, completed CCC-674.--*	
* * *	* * *	

423 (Withdrawn--Amend. 8)

424 Loan Advances, Transaction Code "A"

A

Submissions

The following table provides instructions for CMA's and LSA's to follow when preparing and submitting loan advance records.

Step	Action
1	Amend EWR's to show CCC as holder and receive confirmation of holdership change.
2	Transmit electronic Bale Detail record to NITC after confirmation received from the Provider that CCC is the current receipt holder.
3	If either SF-LLL or CCC-674 is applicable, complete according to paragraph422. *** * ***

425 Cash and Commodity Certificate Redemptions, Transaction Codes "C" and "N"

A
Submissions

The following table provides instructions for CMA's and LSA's to follow when preparing and submitting cash and certificate redemption records.

Step	Action
1	Transmit electronic Bale Detail record to NITC.
2	If either SF-LLL or CCC-674 is applicable, complete according to paragraph 422. * * *

426 (Withdrawn--Amend. 6)

427 Trust Redemptions, Transaction Code "T"

A
Policies

The following policies apply to "T" transactions:

- used to correct the receipt errors
- principal plus interest and all charges associated with a bale shall be paid to CCC
- bales removed from ACRS records with the "T" transaction code are eligible for further loan and LDP activity
- CCC will automatically release the corresponding EWR to CMA or LSA.

B
Submissions

The following table provides instructions for CMA's and LSA's to follow when preparing and submitting trust redemption records.

Step	Action
1	Transmit electronic Bale Detail record to NITC.
2	If either SF-LLL or CCC-674 is applicable, complete according to paragraph 422. *** * ***

428 R/O Charges, Transaction Code "R"

A
Submissions

The following table provides instructions for CMA's and LSA's to follow when preparing and submitting R/O records.

Step	Action
1	Receive notification of R/O from KCCO. **Notes:** CMA's conduct R/O's under CCC-Cotton G4. See Exhibit 12. LSA's conduct R/O's under CCC-912.
2	*--Transmit electronic Bale Detail record to NITC.--*
* * *	* * *

429 Forfeitures, Transaction Code "F"

A
Submissions

--On the maturity date (last day of the maturity month), transmit the electronic Bale Detail record to NITC. If the month end falls on a weekend or holiday, the transmission can be sent the preceding Friday or following Monday, but the Redemption/Forfeiture Date [33] must equal the maturity date.–

430 Ineligible Bales Under Loan, Transaction Code "I"

A
Policies

The following policies apply to "I" transactions.

- Bales of cotton under loan that are discovered to be ineligible for loan for any
--reason are to be repaid using the "I" transaction code on the Bale Detail record.--

- Principal plus interest and all charges associated with an ineligible bale shall be paid to CCC.

- Bales removed from ACRS records with the "I" transaction code are **not** eligible for any further loan or LDP activity.

- CCC, at its discretion, **may** assess liquidated damages on bales processed under the "I" transaction code.

* * *

431 Loan Deficiency Payments, Transaction Code "D"

A Introduction

CMA's may obtain LDP's for their members on upland cotton when AWP is below NALR. Eligible cotton is eligible for either loan or LDP, **not both**.

LSA's may process LDP's for producers of upland cotton after CCC-Cotton AA is completed by the producer.

B Submissions

The following table provides instructions for CMA's and LSA's to follow when preparing and submitting loan deficiency records.

Step	Action
1	Transmit electronic Bale Detail record to NITC.
2	If either SF-LLL or CCC-674 is applicable, complete according to paragraph 422. *** * ***

432 Unqualified Bales After Loan Removal, Transaction Code "U"

A
Policies

The following policies apply to "U" transactions.

- A "U" transaction shall be completed upon discovery that bales of cotton were ineligible for loan or LDP benefits, for any reason, for bales:
  - under loan through ACRS, which have already been removed from ACRS by the "C", "N", or "F" transaction codes
  - processed by CMA under the "D" transaction code.

  Note: See subparagraph B for repayment amount policies.

- Bales whose records on ACRS are updated with the "U" transaction code are **not** eligible for any further loan or LDP activity.
- CCC, at its discretion, **may** assess liquidated damages on bales processed under the "U" transaction code.

B
Repayment Policies

Pay CCC for "U" transactions according to the following table.

IF bales were processed under...	THEN...
"C" or "N" transaction code	• pay CCC principal plus interest and all charges associated with bale on the original date of repayment of ineligible bale • interest at original loan's rate shall also be due CCC on difference between principal plus interest and all charges associated with bale on the original date of repayment and amount that was actually paid on original repayment date.
"D" transaction code	• pay CCC the deficiency payment • interest at CCC's loan interest rate on date of "D" transaction shall also be due CCC on deficiency payment.
"F" transaction code	• pay CCC the equivalent of principal plus interest and all charges associated with the bale • interest at original loan's rate shall also be due CCC on any loss incurred between principal plus interest and all charges associated with bale and the AWP bale value.

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* * *

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433 Loan Forfeiture Charges, Transaction Code "S"

A Introduction

--Loan forfeiture charges are any unpaid storage charges for the time period before the cotton was pledged for loan. They occur when loan bales have been forfeited. COPS will send the applicable CMA or LSA an e-mail notification-- that a statement of charges due is on the COPS website.

Note: LSA's should refer to 1-CMA for additional information on how to collect these funds from producers.

B Timing of Payment

Payment shall be made within 3 workdays of when:

- CMA's receive the e-mail from COPS
- LSA's receive payment from producers.

C Submissions

The following table provides instructions for CMA's and LSA's to follow when preparing and submitting loan forfeiture warehouse repayment records.

Step	Action
1	*–If automated, transmit the CCC-719 Trailer record with another Bale Detail record to NITC. Include the COPS Invoice Number [23] obtained from the COPS website.--*
2	Obtain authorization code (either manual or automated) for repayment of warehouse charges.
3	*--FAX a completed CCC-719 to KCFO, FAD with the following information: • charges to be repaid as indicated on the COPS Producer Collection Invoice • number of bales forfeited • Producer Collection Invoice number • authorization code • date of wire transfer.--*

434 PL, Transaction Code "P"

A
Introduction

PL repayments arise when CMA and LSA producers exceed their payment limit.

B
Timing of Payment

Payment shall be made within 5 workdays when:

- *** * *** the final payment limitation for the producer assigned through CMA has been determined
- LSA's receive payment from producers.

Note: 1-CMA provides procedures for CMA's and LSA's to follow related to obtaining and monitoring producer payment limitations.

C
Submissions

The following table provides instructions for CMA's and LSA's to follow when ***--**preparing and submitting PL repayment records.

Step	Action
1	If automated, transmit the CCC-719 Trailer record with another Bale Detail record to NITC.**--***
2	Obtain authorization code (either manual or automated) for PL repayment.
3	***--**FAX a completed CCC-719 to KCFO, FAD with the following information: • PL repayment amount • authorization code • date of wire transfer.**--***

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports This table lists all required reports of this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
PSL-71R	ACRS Error and Volume Report	Weekly		Required	2

Forms This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-6 1/	CCC Commodity Certificate		Text
CCC-674	Certification for Contracts, Grants, Loans, and Cooperative Agreements	Ex. 10	Text
CCC-709	Direct Loan Deficiency Payment Agreement		67, 178
CCC-719	ACRS Transaction Report		Text
CCC-732	CMA or LSA Producer Payment Limitation Request		Parts 4 and 5

1/ CCC-6 is obsolete. It is referenced because the 1996 Act authorizes cotton user marketing certificates which may be issued as CCC-6's or other similar form.

Continued on the next page

Forms
(Continued)

Number	Title	Display Reference	Reference
CCC-912	Agreement of Authorized Loan Servicing Agent		1, 428, Ex. 2
CCC-Cotton AA	Upland Cotton Producer's Loan Deficiency Payment Application and Certification		431
CCC-Cotton G	Cotton Cooperative Loan Agreement	Ex. 4	1
CCC-Cotton G4	Cotton Reconcentration Agreement	Ex. 12	428
SF-LLL	Disclosure of Lobbying Activities	Ex. 9	Text
SF-LLL-A	Disclosure of Lobbying Activities Continuation Sheet	Ex. 9	

Continued on the next page

Abbreviations This table lists all abbreviations used in this handbook.

Approved Abbreviation	Term	Reference
ACOF	Administrative County Office	67, 89, 90
ACRS	Automated Cotton Reporting System	Text, Ex. 2
ADP	automated data processing	35
AMS	Agricultural Marketing Service	109-115, 118
APD	Analysis and Procedures Division, KCAO	350, 418-420
AWP	adjusted world market price	Text, Ex. 2
CCA	coarse count adjustment	67, 144, 146, Ex. 2
CCB	Cotton Commercial Bank	Text, Ex. 2
CCC	Commodity Credit Corporation	Text, Ex. 2
CFR	Code of Federal Regulations	1, Ex. 2
CLIB	Commodity Loan and Inventory Branch, FAD, KCFO	418
CMA	Approved Cooperative Marketing Association	Text, Ex. 2
COPS	Cotton On-line Processing System	229, 230, 239, 419, 433
COPSS	Cotton Operations and Price Support Staff, APD, KCAO	350, 418
CPARB	Corporate Programs Analysis and Reports Branch	418
CPU	central processing unit	35
CRTS	Cotton Receipt Tracking System	102
CSA	Contract Service Agreement	135
DAFP	Deputy Administrator, Farm Programs	2
DSN	data set name	66
ELS	extra long staple	Text
e.t.	eastern time	66, 146

Continued on the next page

Abbreviations (Continued)

Approved Abbreviation	Term	Reference
EWR	electronic warehouse receipt	Text, Ex. 2
FAD	Financial Accounting Division, KCFO	Text
FAX	facsimile	Text
FMD	Financial Management Division	2, 142, 419
FRB	Federal Reserve Bank	2, 419
FSA	Farm Service Agency	1, 21, 66, 154, 418
FSN	farm serial number	Ex. 2
FTP	file transfer protocol	66
GDG	generation data group	66
ID	identification	Text
IRS	Internal Revenue Service	Text
ISDN	Integrated Services Digital Network	66
ISP	Internet Service Provider	66
KCAO	Kansas City Administrative Office	Text, Ex. 2
KCCO	Kansas City Commodity Office	2, 428
KCFO	Kansas City Finance Office	Text
LDP	loan deficiency payment	Text, Ex. 2
LSA	Authorized Loan Servicing Agent	Text, Ex. 2
NALR	national average loan rate	Text, Ex. 2
NITC	National Information Technology Center	Text

Continued on the next page

Abbreviations (Continued)

Approved Abbreviation	Term	Reference
PL	payment limitation	434, Ex. 2
PLM	"PA/PS" payment limitation	1
PCF	percent of cropland factor	Text, Ex. 2
PE	permitted entity share	Text, Ex. 2
PSD	Price Support Division	2, 27
R/O	reconcentration	Text
TCP/IP	Transmission Control Protocol/Internet Protocol	66
USDA	United States Department of Agriculture	Text, Ex. 2

Redelegations of Authority

None

Continued on the next page

Transaction Codes

This table lists all transaction codes used in this handbook.

Transaction Code	Term	Reference
A	Loan advances	Text
C	Cash redemptions	Text
D	Loan deficiency payments	Text
F	Forfeitures	Text
I	Ineligible bales under loan	Text
N	Redemptions with CCC-6's	Text
P	Payment limitation repayments	Text
R	R/O charges	Text
S	Loan forfeiture charges	Text
T	EWR Trust Redemption	Text
U	Unqualified bales after loan removal or unqualified LDP	Text
Z	Special LDP Submission before classing is obtained	293, 294

Definitions of Terms Used in This Handbook

Acquisition Value	Acquisition value is the sum of accrued unpaid storage charges for the loan period plus Principal + Interest [56].
Administrative County Office (ACOF)	An administrative County Office is the County Office where the FSN records are maintained.
Adjusted Loan Rate	Adjusted loan rate is the loan rate per pound of cotton established by USDA, plus or minus premiums and discounts and location differentials.
Adjusted World Market Price (AWP)	Adjusted world market price is the prevailing world market price for upland cotton adjusted to reflect an average U.S. quality and location.
Approved Cooperative Marketing Association (CMA)	Approved cooperative marketing association is a cooperative approved by CCC to participate in the Cotton Loan and LDP Program for its members according to 7 CFR Part 1425.
Authorization Code	Authorization Code is a 14-digit date/time stamp provided to CMA's and LSA's acknowledging receipt of a transmission in ACRS. It is required to wire transfer cotton price support funds and repayments.
Authorized Loan Servicing Agent (LSA)	Authorized loan servicing agent is an entity approved by CCC to act as its agent in rendering service to producers for Cotton A loans and LDP's under the CCC Cotton Loan and LDP Program according to CCC-912.
Bale Error Report	Bale error report is a report generated by KCAO for CMA's and LSA's that lists incorrect individual bale records.
CMA Process	The CMA process is an automated system to provide CMA's and LSA's producer eligibility and payment limitation. 1-CMA provides procedures related to the CMA process.
Coarse Count Adjustment (CCA)	Coarse count adjustment is the adjustment factor used to adjust prices of certain grades of upland cotton to a Northern European price basis.

Continued on the next page

Definitions of Terms Used in This Handbook (Continued)

Color Grade, Staple, Micronaire, Strength, Leaf, Uniformity, *--Remarks, and Other	Color Grade, staple, micronaire, strength, leaf, uniformity, remarks, and--* other are quality factors shown on a Cotton Classification Memorandum Form 1 and Cotton Classification Memorandum Form A3 or electronic media prepared by a USDA board of cotton examiners.
Component Member	Component member is a member of a general partnership or joint venture.
Compression Charge	Compression charge is the charge for compressing cotton bales.
Cotton Commercial Bank (CCB)	Cotton Commercial Bank is a bank serving as CCC's agent for handling and servicing CCC cotton loans, redemptions, and other transactions for CMA's and LSA's.
Crop Year	A crop year begins on June 1 and ends on May 31 of the following year.
Electronic Warehouse Receipt (EWR)	Electronic warehouse receipt is a receipt electronically filed in a central filing system by an approved provider as provided in an executed "Farm Service Agency Provider Agreement to Electronically File and Maintain Cotton Warehouse Receipts."
Electronic Warehouse Receipt (EWR) Provider	EWR provider is an entity that has entered into an "Farm Service Agency Provider Agreement to Electronically File and Maintain Cotton Warehouse Receipts."
Excess Benefits	Excess benefits are payments denied because of: • PCF or PE shares of less than 100 percent • realized benefits exceeding the established PL.
Gin Direct	Gin direct is cotton under a contract that specifies that the control of the cotton is transferred to the buyer or mill immediately after the cotton is removed from the gin box. Producers who have these contracts and do not receive an advance payment are eligible for LDP's according to 7-CN, Part 5.

Continued on the next page

Definitions of Terms Used in This Handbook (Continued)

Market Gain	Market gain occurs when the AWP bale value is less than the net loan principal and is that difference.
National Average Loan Rate (NALR)	National average loan rate is the announced CCC loan rate for a commodity for a crop year. This rate must be adjusted to reflect the quality and location of a commodity pledged as collateral for a CCC loan.
Percent of Cropland Factor (PCF)	Percent of cropland factor indicates the status for each farming operation from which the commodity was produced for each individual, member of a joint operation, or entity.
Permitted Entity (PE)	Permitted entity is an entity designated annually by an individual that is to receive a payment, loan, or benefit under a program.
Preliminary Forgiven	Preliminary forgiven is the total amount of all forgiven fields (storage, interest, and principal).
Principal Producer	Principal producer is the producer who receives the largest share of the proceeds from the bale of cotton, or any 1 of the producers who all receive equal shares of the proceeds from the bale of cotton.
Program Interest Rate	Program interest rate is CCC's interest rate in effect on the Advance/LDP Date [31] adjusted for any applicable January 1 rate changes.

Continued on the next page

Definitions of Terms Used in This Handbook (Continued)

Reasonable Out-of-Pocket Expenses	Reasonable out-of-pocket expenses are expenses that are above normal day-to-day costs of doing business.
***--Rejected Bales**	Rejected bales are not processed into ACRS. They occur when: • CCC is not the holder on EWR • duplicate gin tag or warehouse receipt has received benefits • field formatting is incorrect.
Rejected Transmissions	Rejected transmissions are entire transmissions returned to CMA's and LSA's because of a duplicate transmission number.**--***
Reporting Periods	Reporting periods start with the opening of business each Friday and end at the close of business each Thursday.
Tare Weight	Tare weight is the weight of bale bindings and ties in whole pounds.
Transmission	***--**Transmission is an electronic communication of loan data reported to KCAO through NITC.**--***
Warehouse Receipt Number	Warehouse receipt number is a number assigned by the storing warehouse identifying the specific bale of cotton. The warehouse receipt must comply with 7 CFR 1427.19. *** * ***

REPRODUCE LOCALLY. Include form number and date on all reproductions. Form Approved - OMB No. 0560-0040

CCC-Cotton G
(10-09-96)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

COTTON COOPERATIVE LOAN AGREEMENT

1. Date of Agreement *(Day, Month, Year)*	2. Name of Cooperative

NOTE: *The following statements are made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1980, as amended. The authority for requesting the information to be supplied on this form is the Agricultural Act of 1949, as amended, the Federal Agriculture Improvement and Reform Act of 1996, the Commodity Credidt Corporation Charter Act, as amended, and regulations (CFR 1425 and 7 CFR 1427). The information requested is necessary in order to participate in the loan and loan deficiency payment (LDP) program. No further monies or other benefits may be paid out under this program unless this form is completed and filed as required by existing law and regulations (7 CFR Part 1427.19) This information may be furnished to any agency responsible for enforcing the provisions of this program. This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.*

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Agriculture, Clearance Office, OIRM (OMB No. 0560-0040), Stop 7630, Washington, D.C. 20250. ***RETURN COMPLETED FORM TO THE DIRECTOR, PRICE SUPPORT DIVISION, USDA, FSA, STOP 0512, WASHINGTON, D.C. 20013***

This agreement is entered into on the date indicated above by and between the Commodity Credit Corporation, Washington, DC, an agency of the United States (hereinafter called "CCC") and the authorized cooperative indicated above (hereafter referred to as the "Cooperative").

WITNESSETH:

WHEREAS, loans and LDP's for upland cotton and loans for extra long staple cotton of any crop will be made available by CCC under applicable program regulations; and

WHEREAS, on the basis of represenations by the Cooperative pursuant to 7 CFR Part 1425, the Cooperative has been approved to enter into a Cotton Cooperative Loan Agreement with CCC under which the Cooperative may utilize a Servicing Agent Bank to obtain loans and loan deficiency payments on behalf of its members with respect to cotton produced by its members.

NOW THEREFORE, in consideration of the premises, the parties hereto agree as follows:

1. Basis for CCC Loan. CCC, or an agent of CCC acting on behalf of CCC, shall make a loan to the cooperative with respect to eligible cotton, as defined in 7 CFR 1427.5, which is pledged as collateral for such a loan. The amount of the loan shall be determined in accordance with 7 CFR Part 1427. The terms and conditions of this Agreement incorporate by reference the regulations set forth in title 7 of the Code of Federal Regulations.

2. Tender of Loan Documents. In order to obtain advances on cotton of a particular crop under this Agreement, the Cooperative shall tender warehouse receipts, or amend electronic warehouse receipts (EWR) to show CCC as holder, and other such documents as directed by CCC.

3. Loan Indebtedness. The loan indebtedness payable by the Cooperative to CCC shall consist of: (A) principal advances; (B) all charges and expenses set forth in 7 CFR Part 1427 including handling, compression, transportation, reconcentration, and storage charges; and (C) interest which has accrued with respect to such advances and charges as provided in 7 CFR Part 1427.

Continued on the next page

4. Right to Redeem.

   (a) Prior to maturity of the loan indebtedness with respect to cotton of a particular crop, the Cooperative shall have the right to redeem all or any part of the cotton of such crop upon payment to CCC of the loan indebtedness with respect to the cotton being redeemed and providing such documents as directed by CCC. The Cooperative shall not enter into any agreement limiting its right to redeem and market any cotton pledged to CCC under this Agreement. Cotton redeemed by the Cooperative will be ineligible for retender to CCC for any loan or LDP.

   (b) CCC may release warehouse receipts to the Cooperative or amend EWR's to show Cooperative as holder against trust receipts acceptable to CCC provided the Cooperative has furnished to CCC, to assure performance by the Cooperative of its obligations under the trust receipts, a certified or cashier's check payable to CCC or irrevocable commercial letter of credit acceptable to CCC in an amount equal to the estimated loan indebtedness with respect to the cotton represented by the warehouse receipts to be released on trust. Warehouse receipts released against trust receipts shall be returned or EWR's amended to show CCC as holder within the period provided in the trust receipts unless the Cooperative has redeemed such cotton.

5. Obligation to Redeem.

   (a) If any lien (other than a warehouseman's lien authorized by 7 CFR Part 1427) is asserted against CCC in connection with cotton pledged to CCC under this Agreement, CCC will notify the Cooperative. The Cooperative shall redeem such cotton by payment of the loan indebtedness with respect to such cotton within 30 days after the lien is asserted against CCC, if the Cooperative has not reached a settlement with the person asserting such lien. The Cooperative shall notify CCC promptly after reaching any such agreement. The Cooperative agrees to hold CCC harmless from any liability to anyone asserting such a lien and to defend any action filed against CCC by anyone asserting such a lien. The Cooperative likewise agrees to hold purchasers of such cotton from CCC harmless from any liability to anyone asserting a lien on such cotton (other than a warehouseman's lien authorized in the storage agreement between CCC and the warehouseman) and to defend any action filed against a purchaser of such cotton by anyone asserting such a loan.

   (b) If the Cooperative does not fulfill its obligations with respect to any cotton pledged to CCC under this Agreement or makes any fraudulent representation with respect to such cotton, the Cooperative shall, upon demand by CCC, redeem such cotton by payment of the loan indebtedness with respect to such cotton.

6. Performance Security. When the number of bales of any crop tendered to CCC and not redeemed multiplied by $6.40 exceeds the Cooperative's net worth, the Cooperative shall furnish CCC with a certified or cashier's check payable to CCC, an irrevocable commercial letter of credit in the form approved by CCC, or a bond conditioned on the Cooperative fully discharging all of its obligations under this Agreement or such other manner as determined by CCC. Such security shall be in such an amount as is determined by CCC to be necessary to protect CCC.

7. Cooperative to Bear All Servicing Fees. All fees assessable by the Servicing Agent Bank shall be borne by the Cooperative.

8. Reimbursement for Charges. CCC may specifically authorize the Cooperative to pay charges incurred in the handling, compression, transportation, reconcentration and storage of cotton under loan to CCC. The amount of such reimbursed charges shall be added to the loan amount.

9. Notification of Ineligible Cotton. If the Cooperative obtains evidence that any cotton on which it has obtained a loan advance from CCC was not eligible for a loan advance from CCC, the Cooperative shall immediately make a report to the Price Support Division, Farm Service Agency, and upon demand by CCC, the Cooperative shall redeem such cotton.

Continued on the next page

10. Liquidated Damages. Failure of the Cooperative to comply with the eligibility requirements of this Agreement will cause serious and substantial program damages to CCC, such as damage to its loan and LDP program and the incurring of certain administrative and other special costs which are not part of the loan indebtedness, in addition to any amounts for which the Cooperative may be liable under this Agreement. Inasmuch as it will be difficult, if not impossible, to prove the exact amount of such program damages, the Cooperative shall pay to CCC as liquidated damages an amount equal to $13.00 for each bale of cotton on which an advance or LDP is obtained under this Agreement, but which is not eligible cotton. It is agreed by the Cooperative and CCC that such liquidated damages are reasonable estimates of the probably actual damages that would be incurred by CCC. Such liquidated damages shall be paid by the Cooperative promptly upon demand. Also, the Cooperative shall redeem such cotton upon demand by CCC, as provided in this Agreement, and, upon its failure to redeem such cotton, whether or not demand for redemption is made by CCC, shall be liable for any additional amounts provided in this Agreement. Notwithstanding the foregoing provisions of this paragraph, if it is determined by CCC that the Cooperative did not have knowledge of the ineligibility of the cotton when it was tendered to CCC and that the Cooperative followed a procedure which reasonably could be expected to prevent the tender of ineligible cotton to CCC, liquidated damages shall not be payable to CCC and, if the cotton is made eligible for loan within 90 days from the date notification that it is ineligible is given to the Cooperative by CCC, the cotton need not be redeemed.

11. Accounts and Records. The Cooperative shall keep such accounts and records and shall furnish such information and reports in connection with transactions relating to this Agreement as may be prescribed or requested by CCC subject to the approval of the Office of Management and Budget in accordance with the Paperwork Reduction Act of 1980. Duly authorized representatives of the U.S. Department of Agriculture may examine the accounts and records of the Cooperative for any crop at all reasonable times. All records must be kept for 5 years.

12. Continuing Agreement. This Agreement shall become effective for the 1996 crop of cotton and remain effective for each subsequent crop for which the Cooperative remains approved by CCC in accordance with 7 CFR 1425.

IN WITNESS THEREOF, the parties hereto have executed this Agreement, in duplicate to be executed on the date in Item 1.

COMMODITY CREDIT CORPORATION

By _____
(Contracting Officer)

Date _____

_____
(Cooperative)

ATTEST:

_____

By _____

Date _____

Title _____

Date _____

SF-LLL, Disclosure of Lobbying Activities, and SF-LLL-A, Disclosure of Lobbying Activities Continuation Sheet

Approved by OMB
0348-0046

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action:
☐ a. contract
b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance

2. Status of Federal Action:
☐ a. bid/offer/application
b. initial award
c. post award

3. Report Type:
☐ a. initial filing
b. material change
For Material Change Only:
year _____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity:
☐ **Prime** ☐ **Subawardee**
Tier _____, *if known*

Congressional District, *if known:*

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

Congressional District, *if known:*

6. Federal Department/Agency:

7. Federal Program Name/Description:

CFDA Number, *if applicable:* _____

8. Federal Action Number, *if known:*

9. Award Amount, *if known:*
$

10. a. Name and Address of Lobbying Entity
(if individual, last name, first name, MI):

b. Individuals Performing Services *(including address if different from No. 10a)*
(last name, first name, MI):

(attach Continuation Sheet(s) SF-LLL-A, if necessary)

11. Amount of Payment *(check all that apply):*
$ _____ ☐ actual ☐ planned

12. Form of Payment *(check all that apply):*
☐ a. cash
☐ b. in-kind, specify: nature _____
value _____

13. Type of Payment *(check all that apply):*
☐ a. retainer
☐ b. one-time fee
☐ c. commission
☐ d. contingent fee
☐ e. deferred
☐ f. other, specify: _____

14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:

(attach Continuation Sheet(s) SF-LLL-A, if necessary)

15. Continuation Sheet(s) SF-LLL-A attached: ☐ **Yes** ☐ **No**

16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: _____
Print Name: _____
Title: _____
Telephone No.: _____ **Date:** _____

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Continued on the next page

SF-LLL, Disclosure of Lobbying Activities, and SF-LLL-A, Disclosure of Lobbying Activities Continuation Sheet (Continued)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. Enter the amount of compensation paid or reasonable expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.

12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.

13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.

14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.

15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.

16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

Continued on the next page

SF-LLL, Disclosure of Lobbying Activities, and SF-LLL-A, Disclosure of Lobbying Activities Continuation Sheet (Continued)

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Approved by OMB
0348-0046

Reporting Entity: _____ Page _____ of _____

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Standard Form - LLL-A

CCC-674, Certification for Contracts, Grants, Loans, and Cooperative Agreements

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CCC-674
(05-17-90)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

NAME AND ADDRESS OF RECIPIENT

TRANSACTION DOCUMENT *(Loan No., Contract No., CCC-6 No(s)., Check No., etc.)*
PROGRAM YEAR

To comply with lobbying disclosure requirements (31 U.S.C. 1352), applicants for and recipients of: 1) A Federal loan exceeding $150,000; or 2) A Federal contract, grant, or cooperative agreement payment exceeding $100,000 must file, with the disbursing office:

A. If they have not or will not use monies received for lobbying purposes, CCC-674.
B. If they have or will use monies received for lobbying purposes, SF-LLL.

CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

RECIPIENT SIGNATURE

DATE

Public reporting burden for this collection is estimated to average 5 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or handicap.

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CCC-Cotton G4
(10-09-96)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

COTTON RECONCENTRATION AGREEMENT

1. Date of Agreement *(Day, Month, Year)*	2. Name of Cooperative

NOTE: *The following statements are made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1980, as amended. The authority for requesting the information to be supplied on this form is the Agricultural Act of 1949, as amended, the Federal Agriculture Improvement and Reform Act of 1996, the Commodity Credit Corporation Charter Act, as amended, and regulations (7 CFR 1425 and 7 CFR 1427). The information requested is necessary in order to participate in the loan and loan deficiency payment (LDP) program. No further monies or other benefits may be paid out under this program unless this form is completed and filed as required by existing law and regulations (7 CFR Part 1427.19) This information may be furnished to any agency responsible for enforcing the provisions of this program. This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.*

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Agriculture, Clearance Office, OIRM (OMB No. 0560-0040), Stop 7630, Washington, D.C. 20250. ***RETURN COMPLETED FORM TO THE DIRECTOR, PRICE SUPPORT DIVISION, USDA, FSA, STOP 0512, WASHINGTON, D.C. 20013.***

This agreement is entered into on the date indicated above by and between the Commodity Credit Corporation, Washington, DC, an agency of the United States (hereinafter called "CCC") and the authorized cooperative indicated above (hereafter referred to as the "Cooperative").

WITNESSETH:

WHEREAS, Cooperatives approved to participate in the cotton loan and LDP program on behalf of their members place cotton under loan to CCC which may be reconcentrated from one location to another.

WHEREAS, these same Cooperatives possess individual detailed bale information for bales of cotton that must be reconcentrated; and

WHEREAS, detailed bale information is necessary for the reconcentration of cotton.

NOW THEREFORE, in consideration of the premises, the parties hereto agree as follows:

1. CCC will notify the Cooperative of the scheduled number of bales of cotton to be reconcentrated, the shipping warehouse(s), and the receiving warehouse(s).

2. The Cooperative may redeem any cotton selected for reconcentration within ten (10) days after receiving a notification of reconcentration.

3. Unredeemed cotton will be reconcentrated in the following manner:

   (a) CCC will furnish the Cooperative and shipping warehouse with a shipping order (KC-1659) which will be the authorization for reconcentration, and it will include shipping instructions for the Cooperative. The shipping order will show the number of bales to be shipped, shipping warehouse, receiving warehouse, intermediate warehouse (if applicable), carrier, freight rate, and reconcentration order (R/O) number. The R/O number will cover the complete reconcentration.

Continued on the next page

(b) CCC will provide written authorization to the servicing agent bank to release a specified number of individual warehouse receipts to the Cooperative, to exchange block receipts with the Cooperative for new block receipts (minus a number of bale tag numbers specified by CCC), or instruct applicable EWR provider to amend EWR's to show warehouse as holder for reconcentration.

(c) As a condition to release or exchange warehouse receipts the Cooperative must furnish a trust receipt to cover the reconcentration and, at CCC's option may provide an irrevocable letter of credit, in the form approved by CCC, or bond. Such performance security shall be in an amount as determined by CCC, based upon the number of bales to be reconcentrated, to be sufficient to protect CCC in the event the Cooperative fails to fully discharge all of its obligations under this agreement. CCC shall reimburse the Cooperative for the cost of the letter of credit or bond.

(d) The Cooperative will use batch sequence numbers from completed CCC-719 as lot numbers to control the shipments. It will also prepare bale tag lists of the cotton to be transported and send them to the shipping, intermediate (if applicable), and receiving warehouses and to the servicing agent bank.

(e) The Cooperative will send the new individual warehouse receipts, block receipt, or EWR numbers for EWR's that have been amended to show CCC as holder to the servicing agent bank. The Cooperative will obtain a shipping and receiving list showing the old and new warehouse receipt numbers or bale tag numbers when individual receipts are not used and bale weights from the receiving warehouse.

(f) The Cooperative may redeem all bales of cotton damaged to the extent that they would otherwise be ineligible to be placed under loan to CCC. The Cooperative will immediately forfeit and initiate claims action against the responsible party for all lost and unredeemed damaged bales of cotton. Any amount obtained from such claim action for a bale of cotton up to and equal to the loan value plus accumulated interest for such bale of cotton will be relinquished to CCC. Any additional amount will be retained by the Cooperative.

(g) The Cooperative will initiate a claims action against the responsible party for any weight loss in excess of ten (10) pounds for a bale of cotton. All amounts obtained from such claims action will be relinquished to CCC and credited to the Cooperative's account.

(h) The Cooperative will pay all contract charges resulting from the reconcentration. These may include, but not be limited to, receiving, loadout, storage, compression, and freight charges. Evidence of such payment shall be maintained for five years to allow a subsequent review of such action.

4. The Cooperative will obtain reimbursement for all contract charges (except administrative costs) as provided in 21-CN.

5. CCC will reimburse the Cooperative for reasonable out-of-pocket expenses incurred as a result of making payments of reconcentration charges that are above the normal day-to-day cost of doing business. Reasonable out-of-pocket expenses exclude normal expenses the Cooperative would have incurred in the absence of reconcentration activity.

(a) Itemized expenses must be invoiced to the Controller, CCC, Stop 2415, Washington, DC 20013, for reimbursement. Each invoice must contain the following certification:

"The Cooperative certifies that the expenses listed in this invoice are out-of-pocket expenses over and above the normal cost of doing business incurred by the Cooperative during the reconcentration of cotton as directed by CCC."

_____
(Signature of Cooperative Officer)

(b) Out-of-pocket expenses claimed will be subject to audit and records must be maintained for five years. If the expenses are found to be excessive and an overpayment occurs, the overpayment will be refunded to CCC plus interest from the date of disbursement using the CCC loan interest rate in effect at the time of disbursement. Late payment charges will be added for refunds not made within 30 days from the date of notice.

Continued on the next page

IN WITNESS THEREOF, the parties hereto have executed this Agreement, in duplicate to be executed on the date in Item 1.

COMMODITY CREDIT CORPORATION

By _____
(Contracting Officer)

Date _____

_____(Cooperative)

ATTEST:

_____

By _____

Date _____

Title _____

Date _____