

**INFORMATION NEEDED FOR A
COMPLETE EMERGENCY SEED LOAN APPLICATION**

Please provide the following information to the Farm Service Agency so that your application can be considered complete. If you feel that an item is not applicable, please call your local FSA representative. Your application will be processed when all the applicable information is received. If your application is submitted incomplete, you will be notified of the missing information and provided with an opportunity to provide the missing information.

NAME: _____

- Individual
 Partnership
 Corporation
 Joint Operation
 Cooperative
 Trust
 Limited Liability Company (LLC)
 Other : _____

- Completed Form FSA 2661, "Emergency Loan for Seed Producers Program Assistance."
- Complete copy of the valid proof of claim filed in AgriBioTech bankruptcy with all attachments.
- If the applicant is a corporation, cooperative, partnership, joint operation, limited liability company, or a trust:
- Complete list of members; stockholders and corporate officers; partners; trustees, beneficiaries, and trustors; limited liability company members and operating managers; and/or joint operators; showing address, citizenship, number of shares or percentage of ownership by each, and social security numbers or tax identification number of each member of the business entity.
 - Bylaws and Articles of Incorporation; Operating Agreement and Articles of Organization; Partnership Agreement; Trust Agreement; or Joint Operating Agreement.
 - "Certificate of Existence" from the Secretary of State for corporations and limited liability companies.
 - A resolution adopted by the board of directors, board of managers, members, or stockholders authorizing specific officers of the corporation, cooperative, partnership, joint operation, or trust to apply for and obtain the desired loan, and execute the required debt, security, and other instruments.
- Recently completed financial statement or balance sheet, preferably not greater than 90 days old, including the appropriate signatures. If you do not have a balance sheet, the local FSA office can provide a form for you.

- Itemized schedule of seed inventory on hand as of the date of the balance sheet including a detailed description of the lot number, pounds, price per pound, year grown, and balance due by variety grown. Seed analyses or certification reports from analysis lab to be included. The local FSA office can provide you with a sample form to use.
- Supporting documentation on which the proof of claim is based including a description, lot number, pounds, price per pound, year grown, and balance due by variety grown. Seed analyses or certification reports from analysis lab and final settlement sheets should be included (if not included with proof of claim.)
- Copies of written contracts and extensions on which the proof of claim is based.
- Itemized listing of all 1999 grass seed included on the valid proof of claim which has subsequently sold. Please include a variety description, lot number, pounds, price per pound, year grown and total amount received by the applicant.
- Credit report information and fee of \$_____ (\$13.35 per person, \$40 for entity). Please contact the local FSA office for the required fees. For entity applicant, information necessary to order a credit report on the entity and all individual members including tax identification numbers and social security numbers.
- Form AD-1026, "Highly Erodible Land and Wetland and Conservation Certification or Form AD 1026-U, "Continuous Update Form for AD-1026 and Form SCS-CPA-026, "Highly Erodible Land and Wetland Conservation Determination," completed by NRCS (for each tract of land identified on Form AD-1026A). FSA staff will review this information from your records in FSA and NRCS offices. If the forms need to be initiated or if they are not continuous, you will be required to contact the appropriate FSA or NRCS staff to initiate or update the forms.
- If other lenders hold a lien position on 1999 inventory seed, seed receivables, contract rights, or intangibles, completed Form FSA 766, "Subordination Agreement In Favor Of The Government - Emergency Loans For Seed Producers" executed by all lien holders.
- Other: _____

- Other: _____
