

CONTENTS OF FARM OPERATING LOANS

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**REQUEST FOR DIRECT LOAN ASSISTANCE
INSTRUCTIONS FOR PREPARATION**

Purpose: This form is used to obtain information from applicants applying for FSA services.	
Handbook Reference: 3-FLP, 4-FLP, 5-FLP and 6-FLP	Number of Copies: Original only
Signatures Required: Original by Individual applicant(s), Authorized Entity Representative, and/or all entity members as individuals.	
Distribution of Copies: County Office Case File	
Automation-Related Transactions: DLS	

All loan applicants read and retain the top page of the form.

Individual applicants, not operating as a legal entity, complete Parts A, D, E and F.

Individual applicants operating as a legal entity complete Parts C, D, E and F.

Married couples, only one spouse applying, complete Parts A, D, E, and F.

Married couples applying jointly, not as a legal entity, complete Parts B, D, E, and F.

Joint operations with 2 or more persons, not married and not a legal entity, complete Parts C, D, E, and F.

All Entity Applicants and each individual Entity Member complete Parts C, D, E and F.

Part C and Part F may be replicated as necessary to include all associated entities and its members.

FSA completes Part G.

PART A – Individual Applicant, Not a Legal Entity and Married, Applying as Individual

Items 1 – 15 are completed by all individual applicants.

Fld Name / Item No.	Instruction
1A Exact Full Legal Name	Enter the applicant’s exact full legal name as shown on a state driver’s license or State ID card.
2	Enter the applicant’s email address.

Fld Name / Item No.	Instruction
Email Address	
3 Mailing Address	Enter applicant's complete mailing address. Indicate if the mailing address is different from applicant's physical address.
4A Physical Address	Enter applicant's complete physical address if different from mailing address.
4B County of Residence	Enter the county where the residence is located.
5 Contact Telephone Numbers	Enter the applicant's home, cell, and business telephone number, as applicable. Indicate applicant's best contact telephone number by selecting "Primary" in the applicable box.
6 County of Operation Headquarters	Enter the county where the operation headquarters is located.
7 Date of Birth	Enter applicant's date of birth.
8 Social Security Number	Enter applicant's social security number (9-digit number)
9 Name and Address of Employer	Enter the name, address and telephone number of the applicant's employer, if applicable.
10 Citizenship	Check applicable citizenship status. If non-citizen national, qualified alien, or refugee, as defined by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), 8 U.S.C. 1641, applicant must provide copies of appropriate documentation of immigration status, including and not limited, to a current I-551, Naturalization Certificate, or I-688B.
11 Race	Check the appropriate box indicating applicant's race. More than one box may be checked. Providing applicant's race is voluntary; however, if applying as a socially disadvantaged applicant based on race, this information is required.
12 Veteran Status	Check the appropriate box indicating applicant's veteran status.

Fld Name / Item No.	Instruction
13 Marital Status	Check the appropriate block depending on whether the applicant is unmarried, divorced, separated, legally separated or married and applying as an individual applicant.
14 Ethnicity	Check the appropriate box indicating applicant's ethnicity. Providing applicant's ethnicity is voluntary; however, if applying as a socially disadvantaged applicant based on ethnicity, this information is required.
15 Gender	Check the appropriate box indicating applicant's gender. Providing applicant's gender is voluntary; however, if applying as a socially disadvantaged applicant based on gender, this information is required.
PROCEED TO PART D	

PART B– Married Couples, Applying Jointly, Not a Legal Entity

Items 1 – 11 are completed by one spouse. Items 12 – 22 are completed by the other spouse. Items 25 -29 are shared by both parties.

1 Exact Full Legal Name	Enter the applicant's exact full legal name as shown on a state driver's license or State ID card.
2 Email Address	Enter the applicant's email address.
3 Social Security Number	Enter applicant's social security number (9-digit number).
4 Date of Birth	Enter applicant's date of birth.
5 Contact Telephone Numbers	Enter the applicant's home, cell, and business telephone number, as applicable. Indicate applicant's best contact telephone number by selecting "Primary" in the applicable box.
6 Citizenship	Check applicable citizenship status. If non-citizen national, qualified alien, or refugee, as defined by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), 8 U.S.C. 1641, applicant must provide copies of appropriate documentation of immigration status, including and not limited, to a current I-551, Naturalization Certificate, or I-688B.

Fld Name / Item No.	Instruction
7 Race	Check the appropriate box indicating applicant's race. More than one box may be checked. Providing applicant's race is voluntary; however, if applying as a socially disadvantaged applicant based on race, this information is required.
8 Name and Address of Employer	Enter the name, address and telephone number of the applicant's employer, if applicable.
9 Veteran Status	Check the appropriate box indicating applicant's veteran status.
10 Ethnicity	Check the appropriate box indicating applicant's ethnicity. Providing applicant's ethnicity is voluntary; however, if applying as a socially disadvantaged applicant based on ethnicity, this information is required.
11 Gender	Check the appropriate box indicating applicant's gender. Providing applicant's gender is voluntary; however, if applying as a socially disadvantaged applicant based on gender, this information is required.
12 Exact Full Legal Name	Enter the applicant's exact full legal name as shown on a state driver's license or State ID card.
13 Email Address	Enter the applicant's email address.
14 Social Security Number	Enter applicant's social security number (9-digit number)
15 Date of Birth	Enter applicant's date of birth.
16 Contact Telephone Numbers	Enter the applicant's home, cell, and business telephone number, as applicable. Indicate applicant's best contact telephone number by selecting "Primary" in the applicable box.
17 Citizenship	Check applicable citizenship status. If non-citizen national, qualified alien, or refugee, as defined by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), 8 U.S.C. 1641, applicant must provide copies of appropriate documentation of immigration status, including and not limited, to a current I-551, Naturalization Certificate, or I-688B.
18 Race	Check the appropriate box indicating applicant's race. More than one box may be checked. Providing applicant's race is voluntary; however, if applying as a socially disadvantaged applicant based on race, this information is required.

Fld Name / Item No.	Instruction
19 Name and Address of Employer	Enter the name, address and telephone number of the applicant's employer, if applicable.
20 Veteran Status	Check the appropriate box indicating applicant's veteran status.
21 Ethnicity	Check the appropriate box indicating applicant's ethnicity. Providing applicant's ethnicity is voluntary; however, if applying as a socially disadvantaged applicant based on ethnicity, this information is required.
22 Gender	Check the appropriate box indicating applicant's gender. Providing applicant's gender is voluntary; however, if applying as a socially disadvantaged applicant based on gender, this information is required.
23 Mailing Address	Enter applicant's complete mailing address. Indicate if the mailing address is different from applicant's physical address.
24 Physical Address	Enter applicant's complete physical address if different from mailing address.
25 County of Operation Headquarters	Enter the county where the operation headquarters is located.
26 County of Residence	Enter the county where the residence is located.
PROCEED TO PART D	

Fld Name / Item No.	Instruction
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PART C– Entity Applicants

The applicant must be the name of the Operating Entity.

The Operating Entity must complete Items 1 – 13.

All embedded entities within the Operating Entity also must complete Items 1 – 13.

All entity members must provide individual information in Items 14 - 27.

In the case of informal Joint Operations who are operating without a formal written agreement and where no formal tax ID number has been assigned by a taxing authority, the persons requesting loan assistance are to designate which tax identification number will be used as the primary to assign the case number; that number will be entered into Item 4. The remaining Items 1 – 13 will be completed, as applicable. All individual joint operation members will complete items 14-27.

Pages 3 and 4 of the FSA 2001 loan application may be reproduced as necessary.

1 Full Entity or Trust Name	Enter the entity applicant’s exact full legal name as shown on Articles of Incorporation, partnership agreement, as filed with the Secretary of State, etc. In the case of informal joint operations, if the operation is farming under an “assumed” name, please enter the name under which the joint operation farms; otherwise, leave blank.
2 Entity Address	Enter the entity applicant’s mailing address.
3 Entity Type	Check the appropriate box indicating the entity type or enter the correct entity type in “Other” if the entity type is not listed.
4 Entity Contact Number	Enter the telephone number which best fits the entity, entity representative, or authorized entity official for contact purposes.
5 State of Registration/Corporation	Enter the State where the entity is registered or incorporated.
6 Registration ID Number	Enter the entity’s registration number.

Fld Name / Item No.	Instruction
7 Date of Formation	Enter date entity was formally registered or formed.
8 Tax Identification Number	Enter the entity's tax identification number (9-digit number).
9 County of Operation Headquarters	Enter the county in which the entity maintains its base of operations.
10 Embedded Entity Identifier	If the Operating Entity has 1 or more embedded entities within its composition, check "YES" and completed Items 11 – 13. Otherwise, check "NO" and proceed to completing Items 14-28B.
11 List All Embedded Entities	If the answer to Item 10 is "YES", enter the names of all embedded entities comprised within the Operating Entity applicant.
12 Percentage of Interest	For the Operating Entity applicant, enter the percentage of interest the Operating Entity holds in the farming operation. For embedded entities within the Operating Entity, enter the percentage of interest each embedded entity holds.
13 Number of Entity Members	Enter the number of individual Operating Entity members. For embedded entities within the Operating Entity, enter the number of individual entity members within each embedded entity.
14 Exact Full Legal Name of Entity Member	Enter entity member's exact full legal name as shown on a state driver's license or State ID card.
15 Percentage of Interest	Enter individual entity member's ownership interest in the Operating Entity or embedded entity.
16 Email Address	Enter individual entity member's email address.
17 Social Security Number	Enter the individual entity member's tax identification number (9-digit number).

Fld Name / Item No.	Instruction
18 Date of Birth	Enter individual entity member's date of birth.
19 Contact Telephone Numbers	Enter the individual entity member's home, cell, and business telephone number, as applicable. Indicate best contact telephone number by selecting "Primary" in the applicable box.
20 Citizenship	Check applicable citizenship status. If non-citizen national, qualified alien, or refugee, as defined by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), 8 U.S.C. 1641, applicant must provide copies of appropriate documentation of immigration status, including and not limited, to a current I-551, Naturalization Certificate, or I-688B.
21 Race	Check the appropriate box indicating applicant's race. More than one box may be checked. Providing applicant's race is voluntary; however, if applying as a socially disadvantaged applicant based on race, this information is required.
22 Name and Address of Employer	Enter the name, address and telephone number of the applicant's employer, if applicable.
23 Veteran Status	Check the appropriate box indicating applicant's veteran status.
24 Ethnicity	Check the appropriate box indicating applicant's ethnicity. Providing applicant's ethnicity is voluntary; however, if applying as a socially disadvantaged applicant based on ethnicity, this information is required.
25 Gender	Check the appropriate box indicating applicant's gender. Providing applicant's gender is voluntary; however, if applying as a socially disadvantaged applicant based on gender, this information is required.
26 Mailing Address	Enter entity member's complete mailing address. Indicate if the mailing address is different from entity member's physical address.
27A Physical Address	Enter individual entity member's complete physical address if different from mailing address.
27B County of Residence	Enter the county where the entity member's residence is located.

Fld Name / Item No.	Instruction
PROCEED TO PART D	

PART D – General Information*Items 1 – 6 are completed by all applicants.*

1 Counties Being Farmed	Enter the names of the counties which are being farmed by the operation.
2 Acres Owned	Enter the number of acres that the individual/entity owns.
3 Acres Rented	Enter the number of acres that the individual/entity rents.
4A Purpose of Loan	Enter the purpose the loan funds will be used for the first loan requested.
4B Amount Requested	Enter the amount of loan funds for the first loan requested.
5A Purpose of Loan	Enter the purpose the loan funds will be used for the second loan requested.
5B Amount Requested	Enter the amount of loan funds for the second loan requested.
6 Description of Operation	Enter a description of the operation.

PART E – Notifications, Certification and Acknowledgement*Items 1 – 18B are completed by all applicants.*

1 Business Under Other Name	Check “YES” if you or any member of the entity ever conducted business under any other name, otherwise check “NO”. If “YES” provide names used in Item 9.
2 Previous FSA or FmHA Loans	Check “YES” if you or any member of the entity ever obtained a direct or guaranteed farm loan from FSA or the Farmers Home Administration; if not check “NO”.
3 Debt Forgiveness	If Item 2 is “YES”, check “YES” if the government ever forgave any debt through a write-down, write-off, compromise, adjustment, reduction, charge-off, paying a loss on a guarantee, or bankruptcy. If “YES”, provide details in Item 9; otherwise check “NO”.
4 Delinquent on Federal Debt	Check “YES” if you or any member of the entity is delinquent on any federal debt (i.e. “Federal Debt” includes but is not limited to education loans, delinquent taxes,

Fld Name / Item No.	Instruction
	obligations at Natural Resources Conservation Service, obligations to FCIC, etc.) If “YES,” provide details in Item 9, otherwise check "NO".
5 Pending Litigation	Check “YES” if you or any member of the entity or the entity itself is involved in any pending litigation. If “YES,” provide details in Item 9, otherwise check “NO”.
6 Bankruptcy	Check “YES” if you or any member of the entity has ever been in receivership, been discharged, or filed a petition for reorganization in bankruptcy. If “YES,” provide details in Item 9, otherwise check “NO”.
7 Employee Relationship	Check “YES” if you are an employee, related to an employee, or closely associated with an employee of the Farm Service Agency. If not, check “NO.” If “YES” provide details in Item 9.
8 Farming Experience	Check “YES” if you are currently farming or have in the past. If “YES” provide the number of years and a brief explanation of your experience in Item 9.
9 Additional Answers	Provide explanations to any “YES” responses for Items 1 – 8. Use additional sheets as necessary.
10 – 16 Statements	Read statements and certifications in Items 10 – 16.

PART F – Certifications and Signatures

All individual applicants and entity members should read and understand that by signing the FSA 2001 loan application, they become jointly and individually responsible for the information provided within the loan application and are certifying that the Notifications provided in Part E have been read and understood by all parties signing the FSA 2001.

This page may be reproduced as necessary if additional signatures are required.

1A - 6A Signature of Applicant, Spouse or Entity Member	Enter the signature of each individual applicant, entity member, or authorized entity representative.
1B - 6B Capacity	Enter a check in the box to indicate in what position the applicant is signing. Entity members will select “self” when signing as individuals. Only the Authorized Entity Representative listed in official corporate or entity documents will check the box marked “Entity Representative.” The Authorized Entity Representative also must sign as “Self.”

Fld Name / Item No.	Instruction
1C - 6C Date Signed	Enter the date the applicant signs.

PART G – FSA Use Only

1 Date Received	Enter the date FSA-2001 Received in Service Center.
2 Date Application Received	Enter the date the application is considered complete.
3A Credit Report Fee	Enter the credit report fee and the date it is received in the Service Center.
3B Date Credit Report Fee Received	Enter the date applicant paid credit report fee.
4 Type of Assistance	Enter a check in the check box to indicate the type of assistance requested. If not listed, specify in the Other space provided.
5 Agency Official	Enter the name of the Agency Official receiving the application.

**THREE-YEAR FINANCIAL HISTORY
INSTRUCTIONS FOR PREPARATION**

Purpose: This form is used to gather applicants' three years of financial history.	
Handbook Reference: 3-FLP, 5-FLP	Number of Copies: Original and one copy
Signatures Required: Applicant	
Distribution of Copies: Original to case file and copy to applicant.	
Automation-Related Transactions: FBP	

Applicants must complete all items.

Fld Name / Item No.	Instruction
1 Name	Enter the applicant's name.
	Enter the last two digits of the year for which information is provided at the beginning of each column. Complete the appropriate column for the year that information is being provided.
A	Operating Income
A1 Crop Sales	Enter the total dollar amount of all crop sales received for each of the three preceding years.
A2 Livestock & Poultry Sales	Enter the total dollar amount of all livestock and poultry sales received for each of three preceding years.
A3 Dairy Livestock Sales	Enter the total dollar amount for all dairy livestock sales received for each of three preceding years.
A4 Milk Sales	Enter the total dollar amount for all milk sales received for each of the preceding three years.
A5 Livestock Product Sales	Enter the total dollar amount of livestock product sales (wool, eggs, etc.) received for each of the preceding three years.
A6 Ag Program Payments	Enter the total dollar amount of Ag program payments received for each of the preceding three years.
A7 Crop Insurance Proceeds	Enter the total dollar amount of crop insurance proceeds received for each of the preceding three years.
A8 Custom Hire	Enter the total dollar amount of custom hire income proceeds received for each of the preceding three years.

Fld Name / Item No.	Instruction
Income	
A9 Other Income	Enter the total dollar amount of other farm-related income (gas tax refunds, rebates, etc.) received for each of the preceding three years.
A10 Total Operating Income	Enter the total income from Item A1 through Item A9 for each of the three years.
B	Operating Expenses
B1 through B24	Enter the expense amount associated with each item listed in Item B1 through Item B24 for each of the last three preceding years. Include expenses financed with 30-60 day credit, credit cards, and open store accounts. Expenses entered should reflect what is being produced in Part A (Item A1 through Item A10).
B25 Total Operating Expenses	Enter the total expenses for each of the three preceding years separately (Items B1 through B24).
C	Non Operating
C1 Owner Withdrawal	Enter the total amount of family living expenses and all non-farm debt payments for each of the three preceding years.
C2 Income Taxes	Enter the total State and Federal income taxes paid in each of the three preceding years.
C3 Non-Farm Income	Enter the total dollar amount of income received from non-farm sources for each of the preceding three years.
C4 Non-Farm Expenses	Enter the total dollar amount of non-farm expenses associated with non-farm businesses for each of the preceding three years.
D	Financing
D1 Term Principal Payment	Enter the total dollar amount of principal paid in each of the three years for farm related debts. (Do not include payments already included in C1 "Owner Withdrawal.")
D2 Operating Loan Advance	Enter the total dollar amount of the operating loan advance for each of the three preceding years.
D3 Term Loan Advance	Enter the total dollar amount received for the term loan advance for each of the three preceding years.
D4 Operating Loan Payment	Enter the total dollar amount paid for operating loans for each of the three preceding years. If you received loans from more than one source combine them to a single total.

Fld Name / Item No.	Instruction
E	Capital
E1 Capital Sales	Enter the total dollar amount received from the sale of depreciable items (equipment, breeding livestock, etc.) and real estate during each of the three preceding years.
E2 Capital Contributions	Enter the total dollar amount of the inflows of capital that are not the result of business operations or other income for each of the three preceding years. Capital contributions usually include gifts, inheritance, lottery winnings, the gift value of substantial asset purchases for less than market value, and the capital contributions of entity members. Caution: ensure that capital contributions are not double-counted in capital sales.
E3 Capital Expenditures	Enter the total dollar amount of the purchases of depreciable items (equipment, breeding livestock, etc.) and real estate during each of the preceding three years.
E4 Capital Withdrawals	Enter the total dollar amount of outflows of capital that are not the result of business operations or owner withdrawals for each of the three preceding years. Capital withdrawals usually include gifts, the gift value of substantial sales of asset for less than market value, and withdrawal of capital by entity members. Caution: ensure that capital withdrawals are not double-counted in capital expenditures.
F	Signature
F1 Signature	Enter the applicant's signature.
F2 Date	Enter the date the applicant signed the form.

THREE-YEAR PRODUCTION HISTORY

INSTRUCTIONS FOR PREPARATION

Purpose: This form is used to gather three years production history from applicants.	
Handbook Reference: 3-FLP	Number of Copies: Original and One
Signatures Required: Applicant	
Distribution of Copies: Original in case file, copy to applicant	
Automation-Related Transactions: (Instructions for writers: provide only the information required, i.e. ADPS TC 3K. If no automation actions are required, insert N/A) FBP	

Applicants must complete all items.

Fld Name / Item No.	Instruction
1 Name	Enter the applicant's name.
	Enter the last two digits of the year for which information is provided at the beginning of each column. Complete the appropriate column for the year that information is being provided.
A	Dairy Production
A1a Herd Number	Enter the average number of milk cows for each of the three preceding years.
A1b Lbs. of Milk Sold	Enter the total pounds of milk sold for each of the three preceding years.
A1c Average Production Per Cow	Enter the average milk production per cow for each of the preceding three years. The number should be the Herd Number (A1a) divided by the pounds of milk sold (A1b).
A1d Calves Sold	Enter the number of calves sold each year for the preceding three years.
A1e Calves Average Sale Weight	Enter the average weight of calves at the time they were sold for each of the three preceding years.
A1f Number of Cows Culled	Enter the number of cows culled for each of the three preceding years.

Fld Name / Item No.	Instruction
B	Livestock and Poultry Production
B1 Livestock (Type)	Enter the type of livestock being raised (cattle, hogs, sheep, etc.). For clarification purposes break down the type of livestock further, such as “brood cows,” “market animals,” “calves,” etc., when applicable. Enter each different type of livestock as a separate set of information.
B1a Units Raised	Enter the number of livestock that were raised (for the type described only) on the farm for each of the three preceding years.
B1b Units Purchased	Enter the number of livestock (for the type described only) that were purchased for each of the three preceding years.
B1c Total Units	Enter the total number (the total of units raised and units purchased) of livestock of this type for each of the preceding three years.
B1d Units Sold	Enter the total number of livestock of this type that were sold during each of the preceding three years.
B1e Death Loss	Enter the total number of loss due to death for the type of animal described in item B1 for each of the preceding three years.
B1f Purchase Weight	Enter the average weight per unit of livestock that was purchased for sale in each of the three preceding years.
B1g Sales Weight	Enter the average weight per unit of livestock that was sold in each of the three preceding years.
B2 Livestock (Type)	Enter the type of livestock being raised (cattle, hogs, sheep, etc.). For clarification purposes break down the type of livestock further, such as “brood cows,” “market animals,” “calves,” etc., when applicable. Enter each different type of livestock as a separate set of information.
B2a Units Raised	For the type described only, enter the number of livestock that were raised on the farm for each of the three preceding years.
B2b Units Purchased	For the type described only, enter the number of livestock that were purchased for each of the three preceding years.
B2c Total Units	Enter the total number of livestock (the total of units raised and units purchased) of this type for each of the preceding three years.
B2d Units Sold	Enter the total number of livestock of this type that were sold during each of the preceding three years.
B2e Death Loss	Enter the total number of loss due to death for the type of animal described in item B1 for each of the preceding three years.
B2f Purchase Weight	Enter the average weight per unit of livestock that was purchased for sale in each of the three preceding years.
B2g Sales Weight	Enter the average weight per unit of livestock that was sold in each of the three preceding years.

Fld Name / Item No.	Instruction
B3 Livestock (Type)	Enter the type of livestock being raised (cattle, hogs, sheep, etc.). For clarification purposes break down the type of livestock further, such as "brood cows," "market animals," "calves," etc., when applicable. Enter each different type of livestock as a separate set of information.
B3a Units Raised	For the type described only, enter the number of livestock that were raised on the farm for each of the three preceding years.
B3b Units Purchased	For the type described only, enter the number of livestock that were purchased for each of the three preceding years.
B3c Total Units	Enter the total number of livestock (the total of units raised and units purchased) of this type for each of the preceding three years.
B3d Units Sold	Enter the total number of livestock of this type that were sold during each of the preceding three years.
B3e Death Loss	Enter the total number of loss due to death for the type of animal described in item B1 for each of the preceding three years.
B1f Purchase Weight	Enter the average weight per unit of livestock that was purchased for sale in each of the three preceding years.
B1g Sales Weight	Enter the average weight per unit of livestock that was sold in each of the three preceding years.
C	Crop Production
C1 Crop/Unit	Enter a description for each type of crop and how that unit is marketed (bushels, pounds, etc.) for all crops raised in each of the three preceding years. Note: Complete a separate section for each type of crop raised, including crops that were only raised for a portion of the reporting period.
C1a Total Yield	Enter the total yield (bushels, pounds, etc.) for each crop described above, for each of the three preceding years.
C1b Acres	Enter the total number acres of the described crop raised in each of the three preceding years.
C1c Average Yield	Enter the average yield per acre of the described crop for each of the three preceding years. Average yield should be the total yield divided by the number of acres.
C2 Crop/Unit	Enter a description for each type of crop and how that unit is marketed (bushels, pounds, etc.) for all crops raised in each of the three preceding years.
C2a Total Yield	Enter the total yield (bushels, pounds, etc.) for each crop described above, for each of the three preceding years.
C2b Acres	Enter the total number acres of the described crop raised in each of the three preceding years.

Fld Name / Item No.	Instruction
C2c Average Yield	Enter the average yield per acre of the described crop for each of the three preceding years. Average yield should be the total yield divided by the number of acres.
C3 Crop/Unit	Enter a description for each type of crop and how that unit is marketed (bushels, pounds, etc.) for all crops raised in each of the three preceding years.
C3a Total Yield	Enter the total yield (bushels, pounds, etc.) for each crop described above, for each of the three preceding years.
C3b Acres	Enter the total number acres of the described crop raised in each of the three preceding years.
C3c Average Yield	Enter the average yield per acre of the described crop for each of the three preceding years. Average yield should be the total yield divided by the number of acres.
C4 Crop/Unit	Enter a description for each type of crop and how that unit is marketed (bushels, pounds, etc.) for all crops raised in each of the three preceding years.
C4a Total Yield	Enter the total yield (bushels, pounds, etc.) for each crop described above, for each of the three preceding years.
C4b Acres	Enter the total number acres of the described crop raised in each of the three preceding years.
C4c Average Yield	Enter the average yield per acre of the described crop for each of the three preceding years. Average yield should be the total yield divided by the number of acres.
C5 Crop/Unit	Enter a description for each type of crop and how that unit is marketed (bushels, pounds, etc.) for all crops raised in each of the three preceding years.
C5a Total Yield	Enter the total yield (bushels, pounds, etc.) for each crop described above, for each of the three preceding years.
C5b Acres	Enter the total number acres of the described crop raised in each of the three preceding years.
C5c Average Yield	Enter the average yield per acre of the described crop for each of the three preceding years. Average yield should be the total yield divided by the number of acres.
C6 Crop/Unit	Enter a description for each type of crop and how that unit is marketed (bushels, pounds, etc.) for all crops raised in each of the three preceding years.
C6a Total Yield	Enter the total yield (bushels, pounds, etc.) for each crop described above, for each of the three preceding years.
C6b Acres	Enter the total number acres of the described crop raised in each of the three preceding years.
C6c Average Yield	Enter the average yield per acre of the described crop for each of the three preceding years. Average yield should be the total yield divided by the number of acres.

Fld Name / Item No.	Instruction
C7 Crop/Unit	Enter a description for each type of crop and how that unit is marketed (bushels, pounds, etc.) for all crops raised in each of the three preceding years.
C7a Total Yield	Enter the total yield (bushels, pounds, etc.) for each crop described above, for each of the three preceding years.
C7b Acres	Enter the total number acres of the described crop raised in each of the three preceding years.
C7c Average Yield	Enter the average yield per acre of the described crop for each of the three preceding years. Average yield should be the total yield divided by the number of acres.
C8 Crop/Unit	Enter a description for each type of crop and how that unit is marketed (bushels, pounds, etc.) for all crops raised in each of the three preceding years.
C8a Total Yield	Enter the total yield (bushels, pounds, etc.) for each crop described above, for each of the three preceding years.
C8b Acres	Enter the total number acres of the described crop raised in each of the three preceding years.
C8c Average Yield	Enter the average yield per acre of the described crop for each of the three preceding years. Average yield should be the total yield divided by the number of acres.
C9 Crop/Unit	Enter a description for each type of crop and how that unit is marketed (bushels, pounds, etc.) for all crops raised in each of the three preceding years.
C9a Total Yield	Enter the total yield (bushels, pounds, etc.) for each crop described above, for each of the three preceding years.
C9b Acres	Enter the total number acres of the described crop raised in each of the three preceding years.
C9c Average Yield	Enter the average yield per acre of the described crop for each of the three preceding years. Average yield should be the total yield divided by the number of acres.
D	Signature
D1 Signature	Enter the applicant's signature.
D2 Date	Enter the date the applicant signed the form.

**AUTHORIZATION TO RELEASE INFORMATION
INSTRUCTIONS FOR PREPARATION**

Purpose: This form is completed by the applicant to authorize employers, financial institutions, and creditors to verify and provide employment, income or other financial information in connection with the submission of an application for a loan or servicing assistance.	
Handbook Reference: 3-FLP	Number of Copies: Original
Signatures Required: Applicant	
Distribution of Copies: Original in case file.	
Automation-Related Transactions: N/A	

Please read Items (1) through (4) and the Privacy Act Statement. Applicant must complete Items (5A), (5B), and (5C).

Applicants must complete all Items.

Fld Name / Item No.	Instruction
(1) – (4) General	Please read.
(5A) Name	Enter the applicant’s name.
(5B) Signature	Enter the applicant’s signature
(5C) Date	Enter the date the applicant signed.

CREDITOR LIST
INSTRUCTIONS FOR PREPARATION

Purpose: This form is used to gather creditor information from applicants.	
Handbook Reference: 3-FLP, 4-FLP, 5-FLP and 6-FLP	Number of Copies: Original
Signatures Required: Applicant	
Distribution of Copies: Original to case file	
Automation-Related Transactions: (Instructions for writers: provide only the information required, i.e. ADPS TC 3K. If no automation actions are required, insert N/A) FBP	

Applicants must complete all items.

Fld Name / Item No.	Instruction
A	Instructions to Applicant
1 Name	Enter the applicant's name.
B	Creditors (Creditors include any bank, credit card company, individual, supplier, etc. to whom the applicant owes money.)
1A Name and Address	Enter the creditor's name and address.
1B Telephone Number	Enter the creditor's telephone number (including area code).
1C Account Number	Enter the complete account number for this credit account.
1D Contact Person	Enter the contact person for this creditor (if known).
2A Name and Address	Enter the creditor's name and address.
2B Telephone Number	Enter the creditor's telephone number (including area code).
2C Account Number	Enter the complete account number for this credit account.
2D Contact Person	Enter the contact person for this creditor (if known).

Fld Name / Item No.	Instruction
3A Name and Address	Enter the creditor's name and address.
3B Telephone Number	Enter the creditor's telephone number (including area code).
3C Account Number	Enter the complete account number for this credit account.
3D Contact Person	Enter the contact person for this creditor (if known).
4A Name and Address	Enter the creditor's name and address.
4B Telephone Number	Enter the creditor's telephone number (including area code).
4C Account Number	Enter the complete account number for this credit account.
4D Contact Person	Enter the contact person for this creditor (if known).
5A Name and Address	Enter the creditor's name and address.
5B Telephone Number	Enter the creditor's telephone number (including area code).
5C Account Number	Enter the complete account number for this credit account.
5D Contact Person	Enter the contact person for this creditor (if known).
6A Name and Address	Enter the creditor's name and address.
6B Telephone Number	Enter the creditor's telephone number (including area code).
6C Account Number	Enter the complete account number for this credit account.

Fld Name / Item No.	Instruction
6D Contact Person	Enter the contact person for this creditor (if known).
7A Name and Address	Enter the creditor's name and address.
7B Telephone Number	Enter the creditor's telephone number (including area code).
7C Account Number	Enter the complete account number for this credit account.
7D Contact Person	Enter the contact person for this creditor (if known).
8A Name and Address	Enter the creditor's name and address.
8B Telephone Number	Enter the creditor's telephone number (including area code).
8C Account Number	Enter the complete account number for this credit account.
8D Contact Person	Enter the contact person for this creditor (if known).
9A Name and Address	Enter the creditor's name and address.
9B Telephone Number	Enter the creditor's telephone number (including area code).
9C Account Number	Enter the complete account number for this credit account.
9D Contact Person	Enter the contact person for this creditor (if known).
C	Signature
1 Signature	Enter the applicant's signature.
2 Date	Enter the date the applicant signed the form.

**PROPERTY OWNED AND LEASED
INSTRUCTIONS FOR PREPARATION**

Purpose: This form is completed by applicants to indicate any property, including land, equipment and livestock that are owned, or to be owned, leased or to be leased.	
Handbook Reference: 3-FLP, 4-FLP, 5-FLP	Number of Copies: Original only
Signatures Required: Applicant	
Distribution of Copies: Applicant's case file	
Automation-Related Transactions: (Instructions for writers: provide only the information required, i.e. ADPS TC 3K. If no automation actions are required, insert N/A): N/A	

Applicant must complete all items.

Item 1; Part A, Items 1A – 5J; Part B, Items 1 – 7; Part C, Items 1 and 2.

Field Name / Item No.	Instruction
1 Name of Applicant	Enter the applicant's name.
A. Land	Include all land owned, to be owned, or leased.
1A Owner of Record	Enter the name of the landlord or owner of the property.
1B Description	Enter the general description for each farm or tract rented or leased.
1C County	Enter the county in which the property is located.
1D Farm Number	Enter the farm number assigned to this property. (Obtain the farm number from the Farm Service Agency, Farm Programs Section).
1E Total Acres	Enter the total acres owned or leased.
1F Crop Acres	Enter the total crop acres owned or leased.

1G Oral/Written Agreement	Enter "Oral" if this is an oral agreement or lease. Enter "Written" if this is a written lease.
1H Crop Share	Enter the crop share amount as a percentage. If you do not crop share, enter N/A.
1I Cash Rent	Enter the cash rent payment amount.
1J Expiration	Enter the expiration date of the lease. If you are not leasing any land enter N/A.
2A Owner of Record	Enter the name of the landlord or owner of the property.
2B Description	Enter the general description for each farm or tract rented or leased.
2C County	Enter the county in which the property is located.
2D Farm Number	Enter the farm number assigned to this property. (Obtain the farm number from the Farm Service Agency, Farm Programs Section).
2E Total Acres	Enter the total acres owned or leased.
2F Crop Acres	Enter the total crop acres owned or leased.
2G Oral/Written Agreement	Enter "Oral" if this is an oral agreement or lease. Enter "Written" if this is a written lease.
2H Crop Share	Enter the crop share amount as a percentage. If you do not crop share, enter N/A.
2I Cash Rent	Enter the cash rent payment amount.
2J Expiration	Enter the expiration date of the lease. If you are not leasing any land enter N/A.
3A Owner of Record	Enter the name of the landlord or owner of the property.
3B Description	Enter the general description for each farm or tract rented or leased.
3C County	Enter the county in which the property is located.
3D Farm Number	Enter the farm number assigned to this property. (Obtain the farm number from the Farm Service Agency, Farm Programs Section).
3E Total Acres	Enter the total acres owned or leased.
3F Crop Acres	Enter the total crop acres owned or leased.

3G Oral/Written Agreement	Enter "Oral" if this is an oral agreement or lease. Enter "Written" if this is a written lease.
3H Crop Share	Enter the crop share amount as a percentage. If you do not crop share, enter N/A.
3I Cash Rent	Enter the cash rent payment amount.
3J Expiration	Enter the expiration date of the lease. If you are not leasing any land enter N/A.
4A Owner of Record	Enter the name of the landlord or owner of the property.
4B Description	Enter the general description for each farm or tract rented or leased.
4C County	Enter the county in which the property is located.
4D Farm Number	Enter the farm number assigned to this property. (Obtain the farm number from the Farm Service Agency, Farm Programs Section).
4E Total Acres	Enter the total acres owned or leased.
4F Crop Acres	Enter the total crop acres owned or leased.
4G Oral/Written Agreement	Enter "Oral" if this is an oral agreement or lease. Enter "Written" if this is a written lease.
4H Crop Share	Enter the crop share amount as a percentage. If you do not crop share, enter N/A.
4I Cash Rent	Enter the cash rent payment amount.
4J Expiration	Enter the expiration date of the lease. If you are not leasing any land enter N/A.
5A Owner of Record	Enter the name of the landlord or owner of the property.
5B Description	Enter the general description for each farm or tract rented or leased.
5C County	Enter the county in which the property is located.
5D Farm Number	Enter the farm number assigned to this property. (Obtain the farm number from the Farm Service Agency, Farm Programs Section).
5E Total Acres	Enter the total acres owned or leased.

5F Crop Acres	Enter the total crop acres owned or leased.
5G Oral/Written Agreement	Enter "Oral" if this is an oral agreement or lease. Enter "Written" if this is a written lease.
5H Crop Share	Enter the crop share amount as a percentage, if you do not crop share enter N/A.
5I Cash Rent	Enter the cash rent payment amount.
5J Expiration	Enter the expiration date of the lease. If you are not leasing any land enter N/A.
B. Equipment / Livestock	Include only equipment/livestock to be purchased, currently leased, or to be leased
1 Owner of Record	Enter the name of the owner of the property.
2 Description	Enter the description of the equipment or livestock
3 Number of Units	Enter the number of units of equipment or livestock
4 Rent	Enter the amount of rent you pay for the use of the equipment or livestock.
5 Share %	Enter the amount (as a percentage) of the share you receive from the use of the equipment or livestock
6 Type of Lease	Enter "Oral" or "Written" if a lease has been established for the use of the equipment or livestock
7 Expiration Date	Enter the date the oral or written lease expires. If there is no oral or written lease, enter N/A.
C. Certification	
1 Signature	Enter the applicant's signature. If faxing or mailing the form, print the form and manually enter your signature. This form is approved for electronic transmission. If you have established credentials with USDA to submit forms electronically, use the buttons provided on the form for transmitting the form to the USDA service office. Electronic submission may only be completed if you are the only person required to sign this form.
2 Date	Enter the date the applicant signed the form.

FARM BUSINESS PLAN WORKSHEET - Balance Sheet

INSTRUCTIONS FOR PREPARATION

Purpose: This form is used to gather information on an applicant or borrower's assets and liabilities, to be used to make loan making and servicing decisions. The agency inputs the information provided in the Farm Business Plan.	
Handbook Reference: 3-FLP, 4-FLP, 5-FLP	Number of Copies: Original
Signatures Required: Borrower	
Distribution of Copies: Original in Case File	
ADPS/DLS/FBP/GLS Related Transactions: (Instructions for writers: provide only the information required, i.e. ADPS TC 3K. If none of the systems reference is applicable, insert N/A) FBP	

Producers must complete all items.

Fld Name / Item No.	Instruction
1 Name	Enter the applicant's name.
2 Date of Balance Sheet	Enter the date of the balance sheet.

A - Current Assets (1A - 1U)

1A Cash and Equivalents	Enter cash on hand, checking, savings, and the dollar value of each. For an entity, enter the amount of cash in the farm business account.
1B Marketable Bonds and Securities	Enter other investments and the dollar value of each. Note: Enter certificates of deposit, treasury bills, or any other cash accounts maturing in less than 12 months. Enter any other cash such as hedging account equity or marketable bonds and securities. Do not include IRA or other retirement accounts.
1C Accounts Receivable	Enter all accounts and notes with dollar value that are owed to the producer from business sales or services with a due date of 12 months or less.
1D Crop Inventory	Enter the types of crops and commercial feed held in inventory on the farm or in a commercial storage facility. Enter any crops in the Commodity Credit Corporation (CCC) program with a due date of less than one year. An entry will be made later under current liabilities.
1E Measure	Enter the unit produced (i.e., weight, bushels, numbers, etc.).
1F # Units	Enter the number of units held in inventory for each crop.

Fld Name / Item No.	Instruction
1G \$/Unit	Enter the price per unit for each crop as of the balance sheet date. Use local market prices or forward contract prices after adjusting for marketing expenses. The loan rate provides a price floor for grain in the CCC loan program. Therefore, use the higher of either the loan rate or current market price.
\$ Value Column	Enter the total value of each crop. (Item 1F x Item 1G)
1H Growing Crops	Enter the types of growing crops.
1I. # Acres	Enter the number of acres growing for each crop.
1J Cost/Acre	Enter the estimated input cost per acre for each crop growing. Include costs for seed, fertilizer, fuel, etc. If actual production expenses are not known, standard budget expenses can be used.
\$ Value Column	Enter the total investment for each crop. (Item 1I x Item 1J)
1K Market Live-stock Poultry	Enter the type(s) of livestock held that will be sold within 12 months.
1L # Head	Enter the number of each type of livestock.
1M Weight	Enter the average weights for each type of livestock.
1N \$/Unit	Enter the market price per unit as of the balance sheet date. Use local market prices or forward contract prices after adjusting for marketing expenses.
\$ Value Column	Enter the total value of each type of livestock. (Items 1L x 1M x 1N)
1O Livestock Products	Enter the type of livestock product held that will be sold within 12 months.
1P Measure	Enter the unit the product is sold as, such as weight or numbers (number of culls, pounds of wool).
1Q # Units	Enter the number of units held in inventory for each type of livestock product.
1R \$/Unit	Enter the price per unit for each product as of the balance sheet date.
\$ Value Column	Enter the total value for each type of livestock product. (Item 1Q x Item 1R)
1S Prepaid Expenses and Supplies	Enter the total value of supplies on hand, prepaid expenses and other inventoried assets. The value used for fertilizers, seeds, chemicals, fuel and oil should be the cost value.
1T Other Current Assets	Enter the description and value of any other current assets which have not been accounted.

Fld Name / Item No.	Instruction
1U Total Current Assets	Enter the total of all current farm assets. (Item 1A through Item 1T).

B - Current Liabilities (2A – 2N)

2A Accounts Payable	Enter the name of the lender, dealer, bank, or individual to whom the accounts are owed.
\$ Amount Column	Enter the payment amount due for each account as of the balance sheet date.
2B Income Taxes Payable	Enter a description of taxes owed, such as State, Federal income and Social Security taxes.
\$ Amount Column	Enter the payment amount due for all taxes due, including amounts owed for employees, as of the balance sheet date.
2C Real Estate Taxes Payable	Enter a description of taxes that have accrued on real estate and personal property as of the date of the balance sheet. Include any other levied assessments or taxes that have accrued.
\$ Amount Column	Enter the payment amount due for all accounts as of the balance sheet date.
2D(1-4) Creditor	Enter the name of each creditor for notes payable due within 12 months.
2E(1-4) Purpose	Enter the purpose for each note in Item 2D (Item 1 through Item 4).
2F(1-4) Interest Rate	Enter the interest rate for each note listed in Item 2D (Item 1 through Item 4).
2G(1-4) Accrued Interest	Enter the accrued interest for each note listed in Item 2D (Item 1 through Item 4) as of the balance sheet date.
2H(1-4) Payment Amount	Enter the monthly or quarterly payment amount due, for each note listed in Item 2D (Item 1 through Item 4).
2I(1-4) Next Payment Date	Enter the next payment due date.
2J(1-4) Principal Balance	Enter the unpaid principal balance for each note listed in Item 2D (Item 1 through Item 4) as of the balance sheet date.
2K(1-3) Accrued Interest and \$ Amount Column	Enter the amount of accrued interest for (Item 1) Current Liabilities, (Item 2) Intermediate Liabilities, and (Item 3) Long Term Liabilities as of the balance sheet date.
2L(1-2) Current Portion of Principal and \$ Amount Column	Enter the current portion of principal due on (Item 1) Intermediate Liabilities, and (Item 2) Long Term Liabilities.
2M Other Current Liabilities	Enter the creditor's name for any other liability due within the next 12 months.

Fld Name / Item No.	Instruction
\$ Amount Column	Enter the dollar amount due as of the balance sheet date.
2N Total Current Liabilities	Enter the total of all \$ Amounts and Principal Balances.

C - Intermediate Assets (3A – 3I)

3A Dollar Value Column	Enter the dollar value of Machinery and Equipment (Item 11H) and Farm Vehicles (Item 12H) totaled.
3B Breeding Stock	Enter all types of breeding livestock owned.
3C Raised/Purch	Enter (R) for raised or (P) for purchased for each animal.
3D # Head	Enter the number of each type of breeding livestock.
3E \$/Head	Enter the current market price per animal for each type of livestock as of the balance sheet date.
\$ Value Column	Enter the dollar value for each type of breeding livestock. (Item 3D x Item 3E)
3F Notes Receivable	Enter notes that will not be received in the current year, but will be received within 10 years.
3G Not Readily Marketable Bonds & Securities	Enter other investments and the dollar value of each. Note: Enter certificates of deposit, treasury bills, or any other cash accounts maturing in more than 12 months. Include any other cash, such as hedging account equity or marketable bonds and securities. Do not include IRA or other retirement accounts.
3H Other Intermediate Assets	Enter co-op stock, life insurance cash value, etc.
3I Total Intermediate Assets	Enter the total of all intermediate farm assets from Item 3A through Item 3H in the \$ Value column.

D - Long Term Assets

4A Building & Improvements	List all buildings and improvements owned and \$ Value for each.
4B Real Estate-Land	Enter all of real estate-land owned. Provide brief description.
4C Total Acres	Enter total acres for land listed in Item 4B.

Fld Name / Item No.	Instruction
4D Crop Acres	Enter total crop acres for land listed in Item 4B.
4E % Owned	Enter percent of ownership you hold for land listed in Item 4B.
4F \$/Acre	Enter dollar value per acre for land in Item 4C.
\$ Value Column	Enter value of land. (Items 4C x 4E x 4F).
4G Other Long Term Assets	Enter the current market value of any other type of long term farm asset not listed. Include accounts and notes with a maturity of over 10 years.
\$ Value Column	Enter the dollar value for other long term assets as of the balance sheet date.
4H Total Long Term Assets	Enter the total of all long term assets from Item 4A through 4G in the \$ Value column.
4I Total Farm Assets	Enter the total value of all farm assets entered. (Total of Current Assets (Item 1U), Intermediate Assets (Item 3I) and Long Term Assets (Item 4H)).

E - Intermediate Liabilities (5A – 5H)

5A(1-7) Creditor	Enter each creditor's name for intermediate liabilities.
5B(1-7) Purpose	Enter the purpose for each debt listed in Item 5A.
5C(1-7) Interest Rate	Enter the interest rate for each debt listed in Item 5A.
5D(1-7) Accrued Interest	Enter the accrued interest for each debt listed in Item 5A as of the balance sheet date.
5E(1-7) Payment Amount	Enter the payment amount due for each debt listed in Item 5A.
5F(1-7) Next Payment Date	Enter the next payment due date.
5G(1-7) Principal Balance	Enter the unpaid principal balance for each debt listed in Item 5A as of the balance sheet date.
5H Total Intermediate Liabilities	Enter the total of all \$Amounts from Item 5G (Item 1 through Item 7).

Fld Name / Item No.	Instruction
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F- Long Term Liabilities (6A – 6J)

6A(1-7) Creditor	Enter each creditor’s name for long term liabilities.
6B(1-7) Purpose	Enter the purpose for each long term debt listed in Item 6A.
6C(1-7) Interest Rate	Enter the interest rate for each long term debt listed in Item 6A.
6D(1-7) Accrued Interest	Enter the accrued interest for each long term debt listed in Item 6A as of the balance sheet date.
6E(1-7) Payment Amount	Enter the payment amount due for each long term debt listed in Item 6A.
6F(1-7) Next Payment Due	Enter the next payment due date.
6G(1-7) Principal Balance	Enter the unpaid principal balance for each long term debt listed in Items 6A.
6H Total Long Term Liabilities	Enter the total long term liabilities listed in Item 6G as of the balance sheet date.
6I Total Farm Liabilities	Enter the total farm liabilities. (Item 2N + Item 5H + Item 6H).
6J Total Farm Equity	Enter the total farm equity. (Item 4I minus Item 6I).

G - Personal Assets (7A – 7M)

7A Cash and Equivalents	Enter the value of personal cash and equivalents.
7B Stocks and Bonds	Enter the value of personal stocks and bonds.
7C Cash Value Life Insurance	Enter the cash value of life insurance policies. Do not duplicate amounts included in Item 3H.
7D Other Current Assets	Enter the value of any other personal current assets.
7E Household Goods	Enter the value of all household goods.
7F Car, Recreational Vehicle, etc.	Enter the value of all personal, recreational, or non-farm vehicles.

Fld Name / Item No.	Instruction
7G Other Inter- mediate Assets	Enter the value of any other personal intermediate assets.
7H Retirement Accounts	Enter the value of retirement accounts.
7I Non-Farm Business	Enter the value of all non-farm businesses.
7J Non-Farm Real Estate	Enter value of non-farm real estate.
7K Other Long Term Assets	Enter the value of any other long term assets.
7L Total Personal Assets	Enter the total dollar value of all personal assets. (Item 7A through Item 7K)
7M Total Assets	Enter the total dollar value of all assets. Total Farm Assets (Item 4I) and Total Personal Assets (Item 7L).

H - Personal Liabilities (8A – 8K)

8A(1-4) Creditor	Enter each creditor's name for personal debts.
8B(1-4) Purpose	Enter the purpose for each personal debt.
8C(1-4) Interest Rate	Enter the interest rate of each personal debt.
8D(1-4) Accrued Interest	Enter the accrued interest for each personal debt as of the date of the balance sheet.
8E(1-4) Payment Amount	Enter the payment amount due for each personal debt.
8F(1-4) Next Payment Date	Enter the next payment due date.
8G(1-4) Principal Balance	Enter the unpaid principal balance for each personal debt as of the date of the balance sheet.
8H Other Liabilities	Enter any other personal liabilities.
8I Total Personal Liabilities	Enter the total dollar amount of all personal liabilities.
8J Total Liabilities	Enter the total amount of Total Farm Liabilities (Item 6I) and Total Personal Liabilities (Item 8I).
8K Total Equity	Enter the total equity. (Item 7M minus Item 8J).

Fld Name / Item No.	Instruction
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I - Warning

9A Signature	After reading the warning, enter signature.
9B Date	Enter the date the form is signed by the applicant.
10 Comments	Enter any comments clarifying information on this form.

J - Machinery and Equipment

11A Quantity	Enter the number of pieces of equipment to be described in Item 11B.
11B Description	Enter the description of the type of machinery or equipment.
11C Manufacturer	Enter the manufacturer's name of the equipment listed in Item 11B.
11D Size/Type	Enter the size and or type of equipment listed in Item 11B.
11E Condition	Enter the current condition of the equipment listed in Item 11B. Note: (E) Excellent, (G) Good, (A) Average, (F) Fair, (P) Poor Note: Do not list junk items.
11F Year	Enter the year of manufacture.
11G Serial Number	Enter the serial number for each item of machinery or equipment. Note: Notate if serial number is not available.
11H \$ Value	Enter the current market value as of the date of the balance sheet.
11I. Total \$ Value	Enter the total of all \$ values of 11H.

K - Farm Vehicles

12A Quantity	Enter the number of farm vehicles to be described in Item 12B.
12B Description	Enter the description of farm vehicles.
12C Manufacturer	Enter the manufacturer's name of the farm vehicle listed in Item 12B.
12D Size/Type	Enter the size, type or model of the farm vehicles listed in Item 12B.
12E Condition	Enter the current condition of the farm vehicle listed in Item 12B. Note: (E) Excellent, (G) Good, (A) Average, (F) Fair, (P) Poor Note: Do not list junk items.
12F Year	Enter the year of manufacture.

Fld Name / Item No.	Instruction
12G Serial Number/VIN	Enter the Serial Number or Vehicle Identification Number (VIN) for farm vehicles listed in Item 12B.
12H \$ Value	Enter the current market value as of the date of the balance sheet.
12I Total \$ Value	Enter the total of all \$ values of 12H.
12J Combined Total \$ Value	Enter the combined total \$ value of (Items 11I and 12I). Transfer the amount to 3A.

FARM BUSINESS PLAN WORKSHEET
Projected/Actual Income and Expense

INSTRUCTIONS FOR PREPARATION

Purpose: This form is used to gather income and expense information from applicants and borrowers and used to make loan making and servicing decisions. The agency inputs the information provided into the Farm Business Plan.	
Handbook Reference: 3-FLP, 4-FLP, 5-FLP	Number of Copies: Original
Signatures Required: Applicant	
Distribution of Copies: Original in case file	
Automation-Related Transactions: (Instructions for writers: provide only the information required, i.e. ADPS TC 3K. If no automation actions are required, insert N/A FBP	

Producers must complete all items.

Fld Name / Item No.	Instruction
1 Name	Enter the applicant's name.
2 Production Cycle	Enter the beginning and ending date of the production cycle and check the appropriate box to indicate if information provided is for projected or actual income and expense.

A – Income (Crop Production and Sales)

1A Description	Enter a description for each crop produced or sold.
1B Acres	Enter the number of acres planned or actually produced.
1C Yield	Enter the projected or actual yield per acre for each crop described in Item 1A.
1D % Share	Enter the share percent of ownership for each crop described in Item 1A.
1E # Units	Enter the number of units (<i>Item 1B x Item 1C</i>).
1F Farm Use	Enter the amount that will be used on the farm.
1G # Units	Enter the number of units for each crop to be purchased or purchased for sale.
1H \$/Unit	Enter the price per unit for each crop to be purchased or purchased for sale.
1I Total \$	Enter the total amount for each crop to be purchased or purchased for sale (<i>Item 1G x Item 1H</i>).
1J # Units	Enter the number of units to be sold or sold for each crop.

Fld Name / Item No.	Instruction
1K \$/Unit	Enter the price per unit for each crop to be sold or sold.
1L Total \$	Enter the total amount for each crop to be sold or sold. (Item 1J x Item 1K)

2. Livestock and Poultry Production and Sales

2A Description	Enter a description for each type of livestock purchased or raised.
2B Purch/Raised	Check (P) Purchased or (R) Raised for each type of livestock.
2C # Units	Enter the number of units for each livestock.
2D Weight	Enter the average weight per unit of livestock to be purchased or purchased for sale.
2E \$/Unit	Enter the \$/Unit for each type of livestock to be purchased or purchased for sale.
2F Total \$	Enter the Total \$ for each type of livestock to be purchased or purchased for sale. (Items 2C x 2D x 2E)
2G Death Loss	Enter the loss due to death for each type of livestock.
2H # Units	Enter the number of units of livestock to be sold or sold.
2I Weight	Enter the average weight per unit of livestock to be sold or sold.
2J \$/Unit	Enter the \$/Unit for each livestock to be sold or sold.
2K Total \$	Enter the Total \$ amount for each livestock to be sold or sold. (Items 2H x 2I x 2J)

3. Dairy Livestock Production and Sales

3A Description	Enter a description for each type of dairy livestock purchased or raised.
3B Purch/Raised	Check (P) Purchased or (R) Raised for each type of dairy livestock.
3C # Head	Enter # Head of dairy livestock for each type described in Item 3A.
3D Weight	Enter the average weight per unit of dairy livestock to be purchased or purchased.
3E \$/Unit	Enter the \$/Unit for each type dairy livestock to be purchased or purchased.
3F Total \$	Enter the Total \$ amount for each type of dairy livestock to be purchased or purchased. (Items 3C x 3D x 3E)

Fld Name / Item No.	Instruction
3G Death Loss	Enter the loss due to death for each type of dairy livestock.
3H # Units	Enter the number of units of dairy livestock to be sold or sold.
3I Weight	Enter the average weight per unit of dairy livestock to be sold or sold.
3J \$/Unit	Enter the \$/Unit for each type dairy livestock to be sold or sold.
3K Total \$	Enter the Total \$ amount for each type of dairy livestock to be sold or sold. <i>(Items 3H x 3I x 3J)</i>

4. Milk Sales

4A Description	Enter type of milk.
4B #Head	Enter the number of livestock to be produced or in production.
4C Production/ Head/Year	Enter the production per head per year for the operating year.
4D Total Production	Enter the total production per year. <i>(Item 4B x Item 4C)</i>
4E Price	Enter the current market price for the type of milk produced.
4F Sales \$	Enter the total annual sales. <i>(Item 4D x Item 4E)</i>

5. Livestock Product Sales

5A Description	Enter the type of livestock producing the commodity. <i>(Sheep, Goats, Poultry etc.)</i>
5B Production	Enter the type of commodity produced. <i>(Wool, Eggs etc.)</i>
5C Measure	Enter the unit the commodity is to be sold or sold, such as weight or numbers. <i>(Pounds of Wool, Dozens of Eggs)</i>
5D # Units	Enter the # Units to be sold or sold.
5E \$/Unit	Enter the \$/Unit to be sold or sold.
5F Total \$	Enter the Total \$ for livestock products to be sold or sold. <i>(Item 5D x Item 5E)</i>
6 Ag Program Payments	Enter all farm program subsidy payments to be received or received during the production cycle. <i>(Separate by program)</i>

Fld Name / Item No.	Instruction
7 Crop Insurance Proceeds	Enter all crop insurance payments to be received or received during the production cycle.
8 Custom Hire Income	Enter income from custom work performed during the production cycle.
9 Other Income	Enter any other farm income received during the production cycle. <i>(Gas tax refunds, Rebates, etc.)</i>
10 Total Income	Enter the total income from Item 1 through Item 9.

B – Expenses (11 – 33)

Enter the expense amount associated with each item listed in Item 11 through Item 31. Include expenses financed with 30-60 day credit, credit cards, and open store accounts.

Historical records should be used as a guide. Expenses should be realistic. Expenses entered should reflect what is being produced as provided in A above *(Item 1 through Item 5)*.

32 Interest	Enter the interest expense to be paid during the production cycle. <i>(Include annual operating interest and all term note interest.)</i>
33 Total Expenses	Enter the total expenses from Item 11 through Item 32.

C - Non-Operating

34 Owner Withdrawal	Enter the total for family living expenses. Include all household operating expenses and all non-farm debt payments.
35 Income Taxes	Enter the State and Federal income tax to be paid or paid during the production cycle.
36 Non-Farm Income	Enter all income from non-farm sources.
37 Non-Farm Expenses	Enter all expenses associated with non-farm businesses.

D - Capital

38 Capital Sales	Enter the dollar amount to be received or received from the sale of depreciable items <i>(equipment, breeding livestock)</i> and real estate during the production cycle.
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Fld Name / Item No.	Instruction
39 Capital Contributions	<p>Enter inflows of capital that are not the result of business operations or other income.</p> <p>Note: Capital contributions usually include gifts, inheritance, lottery winnings, the gift-value of substantial asset purchases for less than market value, and the capital contributions of entity members.</p> <p>Caution: Ensure that capital contributions are not double-counted in capital sales.</p>
40 Capital Expenditures	<p>Enter the purchase of depreciable items (<i>equipment, breeding livestock</i>) and real estate during the production cycle.</p>
41 Capital Withdrawals	<p>Enter outflows of capital that are not the result of business operations or owner withdrawals.</p> <p>Note: Capital withdrawals usually include gifts, the gift-value of substantial sales of assets for less than market value, and withdrawals of capital by entity members.</p> <p>Caution: Ensure that capital withdrawals are not double-counted in capital expenditures.</p>

E - Warning

42A Signature	After reading the warning, enter signature.
42B Date	Enter the date the form is signed by the applicant.

DESCRIPTION OF FARM TRAINING AND EXPERIENCE

INSTRUCTIONS FOR PREPARATION

Purpose: This form is used by new applicants or applicants adding a new enterprise to provide details on their farm training and experience.	
Handbook Reference: 3-FLP	Number of Copies: Original
Signatures Required: Applicant	
Distribution of Copies: Servicing Office case file	
Automation-Related Transactions: (Instructions for writers: provide only the information required, i.e. ADPS TC 3K. If no automation actions are required, insert N/A N/A	

Applicants complete Items 1 through 4B.

Fld Name Item No.	Instruction
1 Name	Enter the applicant's name.
2 Training	Enter a brief description of the training you, or any entity member, have received in farm principles such as farm financial and production management, recordkeeping, and marketing.
3 Experience	Enter a brief description of your farming experience, include the jobs, duties and responsibilities you have had in farming operations.
4A Signature	Enter the applicant's signature.
4B Date	Enter the date the applicant signed the form.

