

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Common Management and
Operating Provisions
1-CM (Revision 3)**

Amendment 32

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

A recent policy change has made to accept letters signed by authorized representatives of an entity as an acceptable signature authorization when the entity is **not** receiving monetary benefits

B Reason for Amendment

Subparagraph 171 A has been amended to include information about letters signed by authorized representatives of an entity as acceptable signature authorization when the entity is **not** receiving monetary benefits.

Page Control Chart		
TC	Text	Exhibit
	25-74.5, 25-74.6	1, pages 1, 2

710 Joint Venture (Continued)

C Examples of Signature Requirements for Joint Ventures (Continued)

Note: Because RST Joint Venture does not have a permanent ID number, payments cannot be issued to the joint venture. When a joint venture does not have a permanent ID number, payments must be issued to the individual members using their respective ID numbers.

Each member (Mr. Jackson, Mrs. Doe, and Mrs. Green) must sign for their individual interest on CCC-509.

D Acceptable Signatures

The signature for an individual authorized to sign for a joint venture shall consist of 1 of the following:

- individual’s name
- individual’s name and capacity
- individual’s name, capacity, and name of the joint venture.

Signatures shall also consist of an indicator, such as "by" or "for", illustrating that the individual is signing in a representative capacity.

E Joint Venture Signature Examples

The following are examples of signatures that may be accepted for joint ventures.

Name on Document	Acceptable Signatures
Bob and Bill Joint Venture	<ul style="list-style-type: none"> • <i>by Joe Black</i> • <i>Joe Black for Bob and Bill Joint Venture</i>
Jones and Smith Joint Venture	<ul style="list-style-type: none"> • <i>by Jim Smith</i> • <i>Mary Brown, POA for Jones and Smith Joint Venture</i>

F Husband and Wife Joint Ventures

Spouses may sign documents on behalf of each other for a husband and wife joint venture with a permanent tax ID number, effective August 1, 1992, unless written notification denying a spouse this authority has been provided to the County Office.

711 Corporations, Limited Partnerships, Limited Liability Partnerships, Limited Liability Companies, and Other Similar Entities

A Authorization

A copy of any of the following applicable documents will authorize an officer, manager, *--member, or representative to sign:--*

- the corporate charter, bylaws, articles of organization, operating agreement, or partnership papers executed according to State law, that designates the officer, member, or manager
- resolution by the corporation's board of directors, signed by the corporation's secretary or an officer other than the signatory being extended signature authority

Note: If the intent of the resolution is to extend signature authority to all officers of a corporation, then all officers must sign the resolution.

Exception: For a **1 person corporation**, that person is authorized to sign for the corporation by default if documentation, such as a corporate charter, is on file in the County Office which **both:**

- identifies the "one person"
- validates that 100 percent of the corporation's shares are held by that "one person".
- signed corporate minutes
- *--letter signed by an authorized representative of the entity designating who may sign for the entity.

Note: This letter may only be used as valid documentation when the entity is **not** receiving monetary benefits from FSA.

Example: XYZ Chemical Company contracts with producers to test their products on special acreages on farms participating in DCP. There are instances when these producers do not have 100 percent risk in all of the base acres. XYZ Chemical Company then, has to be on CCC-509 for a share of the payments even if they are ineligible or do not wish to receive the payments. XYZ Chemical Company is required to sign CCC-509 and therefore, signature authorization is required. --*

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		750, 753
AD-2017	Service Center Information Management System (SCIMS) Access Form	141	Ex. 2
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		177, 178
CCC-36	Assignment of Payment		211, 934
CCC-37	Joint Payment Authorization		211, 934
CCC-64	Surety Bond (Minor)	677	
CCC-184	CCC Check		679, 779
CCC-501A	Member's Information		753
CCC-502	Farm Operating Plan for Payment Eligibility Review		753
--CCC-509	Direct and Counter-Cyclical Program Contract		709, 710--
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		72, 753
CCC-605	Designation of Agent - Cotton		728, 731
CCC-1099-G	Report of Payments to Producers		276
CRP-1	Conservation Reserve Program Contract		211

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
FFAS-12	Electronic Funds Transfer (EFT) Hardship Waiver Request		728
FSA-211	Power of Attorney	Ex. 60	Part 25, 178, 709, Ex. 2
FSA-211-1 <u>1/</u>	Power of Attorney for Husband and Wife		728
FSA-211A	Power of Attorney Signature Continuation Sheet	Ex. 60	728
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent	779	
FSA-410-1	Request for Direct Loan Assistance		177, 178
FSA-476	Notice of Acreage Bases, Payment Yields and CRP Reduction		83
FSA-570	Waiver of Eligibility for Emergency Assistance	802	801
FSA-2301	Request For Youth Loan		177, 178
I-151	Alien Registration Receipt Card		178, 932
I-551	Alien Registration Receipt Card		178, 932
SF-256	Self-Identification of Handicap	Ex. 13	179
SF-1055	Claim Against the United States for Amounts Due in the Case of a Deceased Creditor	780	
SF-1199A	Direct Deposit Sign-Up Form		728
SF-3881	ACH Vendor/Miscellaneous Payment Enrollment Form		728
UCC-1	UCC Financing Statement		681
UCC-1F	Effective Financing Statement		681
W-7	Application for IRS Individual Taxpayer Identification Number		127

1/ FSA-211-1 is obsolete.