FSA HANDBOOK

CCC Automated Cotton Loan Reporting for CMA's and LSA's

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
Washington, DC 20250

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CCC Automated Cotton Loan Reporting for CMA's and LSA's 21-CN (Revision 3)	Amendment 18

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 1 A has been amended to add the American Taxpayer Relief Act of 2012.

Subparagraph 23 A has been amended to update the contact for obtaining a manual authorization code for repayments and LDP disbursements.

Subparagraph 66 E has been amended to update the information for obtaining a NITC user ID and password.

Subparagraph 67 A has been amended to update the requirement for Field 55.

Subparagraph 142 A has been amended to update the completion instructions for transaction code Field 55.

Page Control Chart		
TC	**Text**	**Exhibit**
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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
- ***--**Food, Conservation, and Energy Act of 2008 as amended by the American Taxpayer Relief Act of 2012**--***
- 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 and CMA and LSA producer eligibility
- 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 KC-ADC/PSCAO/CLG.--*****

2 Responsibilities (Continued)

*--F KC-ADC/PSCAO/CLG Responsibilities

KC-ADC shall:

- coordinate the flow of data and documents between CMA's, LSA's, CCB's, PSCAO,--* 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

2 Responsibilities (Continued)

F KC-ADC/PSCAO/CLG 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

  Note: CMA's must resolve errors within 15 workdays or request an extension from PSD. PSD will consider extensions depending on the type of error and whether the error is within the control of CMA. Failure to resolve errors within the timeframes imposed by PSD could become a basis for suspending or terminating CMA status or demand for a refund of applicable benefits.

- 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. *** * ***

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.

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 PSCAO or FADB--
- 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

*** * ***

- 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

  *** * ***
- repay amounts owed CCC for:
  - redeeming loans with cash *** * ***
  - errors in document submissions
  - cotton found to be ineligible for loan
  - charges associated with loan forfeiture
  - excess benefits received for their members.

22 CMA or LSA Requests for Exceptions to Policy and Procedures

A Background

To be consistent with other MAL and LDP delivery systems for other commodities, CMA's and LSA's shall request waivers for exceptions to established policy and program procedures. Situations that require a request for waiver include, but are not limited to, requests for:

- exceptions to cotton MAL and LDP policy in 7-CN
- exceptions to ACRS processing procedures in 21-CN
- exceptions to CMA policies in 1-CMA
- exceptions to LSA policy and procedures in 22-CN

*** * ***

- situations requiring manual processing for an ACRS transaction
- exceptions to established duplicate benefit policy.

B CMA and LSA Action

All requests for waivers shall be submitted in writing. CMA's and LSA's shall:

- submit requests by memorandum to PSD providing the following information as applicable:
  - explanation of why the request for waiver is being submitted
  - the exact request
  - specific reasons why the particular erroneous transaction occurred
  - MAL or LDP numbers, disbursement dates, and EWR numbers
  - CMA codes or producer names and identifying numbers
- provide supporting documentation as applicable
- e-mail memorandum to the following:

  •*--frankie.coln@wdc.usda.gov
  - **shayla.watson@wdc.usda.gov**
  - **shannon.fulghem@kcc.usda.gov--***
  - **fred.gustafson@kcc.usda.gov**.

22 CMA or LSA Requests for Exceptions to Policy and Procedures (Continued)

C PSCAO Action

PSCAO staff shall:

- review requests for waivers
- provide recommendations to PSD.

D PSD Action

PSD shall:

- review requests promptly
- reply to requests in writing informing all interested parties.

23 Processing ACRS Transactions Requested by CCC-734

A CCC-734 Policy

The CCC-734 process shall be implemented when:

- NITC or Cotton Management Systems are not operational
- ACRS is unable to process transactions before midnight on Thursday and CMA's and LSA's are advised to delay file submission.

KC, PSCAO shall:

- advise PSD that applicable systems are not operational or there will be ACRS processing delays
- authorized CCC-734 process
- notify CMA's and LSA's
  - that for processing delays; file submission may be delayed until after the normal submission deadline of 8 p.m. c.t.
  - of the authorization

    Note: If KC's e-mail systems are down, KC shall request that the National Office send notification.
- when the system becomes fully operational, request CMA or LSA to transmit the file.

CMA's and LSA's shall:

- FAX a completed CCC-734 for each tape number to FAX numbers shown on CCC-734 when advised to do so by KC, PSCAO, or when CMA's or LSA's feel CCC-734 is justified
- for loan repayments
- *****--contact Shannon Fulghem, KC, at 816-926-1533 to obtain a manual authorization--***** code for repayments
  - initiate wire transfer of funds for the calculated amount of repayment on date of CCC-734

23 Processing ACRS Transactions Requested by CCC-734 (Continued)

A CCC-734 Policy (Continued)

- for LDP's:

  - *****--contact Shannon Fulghem, KC, at 816-926-1533 to obtain a manual authorization--***** code for LDP disbursement

  - initiate wire transfer of funds for the calculated amount of LDP using LDP rate applicable to CCC-734.

B ACRS Business Rules

The following business rules apply to ACRS repayments or LDP requests represented by CCC-734.

- Each ACRS transmission will require a separate CCC-734; the bale count in the transmission must equal the bale count on CCC-734.

- AWP applicable to CCC-734 will apply to valid bales only; rejected bales will require a new transmission based on AWP effective at the time of the new transmission.

- CCC-734's are binding for valid bales and cannot be cancelled.

- A file must be submitted for each CCC-734 request.

  Note: CCC-734's are binding for valid bales and cannot be cancelled.

- CCC approval is **not** automatic and requests may be rejected.

24-26 (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 on bales with paper receipts must contact PSD.

28, 29 (Withdrawn--Amend. 8)

30-34 (Reserved)

35 (Withdrawn--Amend. 17)

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.

When exchanging data with ACRS, all files transmitted will be encrypted using Secure PKWARE application.

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 "**3**", "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.

B ACRS Input File

When creating the bale detail input file:

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

66 Electronic Communications Requirements (Continued)

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 through point-to-point protocol or serial line Internet protocol.

*--D Establishing a Secure Zip Password

Secure zip password:

- is a file encryption password separate from the NITC/COPS password
- may be reset anytime by the user.

Establish a secure zip password according to the following. The pass phrase:

- must contain a single word, several words, a phrase, special characters, and numbers
- may be any length up to 250 characters
- **must** be left justified and right filled with zeroes, if it contains fewer than 250 characters.

Create a file that contains the “new1” secure zip password and 1 record 250 bytes long. Zip and encrypt the file that contains the “new1” secure zip password using the “old2” secure zip password.

Note: This will be the password change file.

FTP the password change file to the following dataset name at NITC:

MFO900.CMSPPDT.AC.CMA*nnnnn*.IZPSWORD (+1).

Note: In the dataset name (“*nnnnn*” = the CMA/LSA number).**--***

66 Electronic Communications Requirements (Continued)

E 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 1 time only) by accessing COPS at ***--www.fsa.usda.gov/cotton** or by calling Shannon Fulghem at 816-926-1533.

If experiencing password difficulties, contact the Security Support Desk at 800-255-2434, and listen for the appropriate option for NITC.**--***

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.

F Password Change Instructions

Follow instructions in the 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
	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")

66 Electronic Communications Requirements (Continued)

G FTP Connection Instructions

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

Step	Action
1	Initiate an FTP session with the ACRS FTP server using 1 of the IP addresses in subparagraph F. **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 using PKZIP, ENTER "**BINARY**".
6	Upload or download fields as applicable.

H 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.

66 Electronic Communications Requirements (Continued)

I 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 or LSA	"**CMA**".
	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 "ACRS Test Calculation Record"...**	**THEN replace "recordid" with...--***
		ACRS Upload Record	"**BLEDTL**".
		AWP Lock-In Trailer	"**AWPLOK**".
		IRS Trailer (LSA's)	"**IRSTRL**".
		Name and Address Trailer (LSA's)	"**NADDR**".
		ACRS Rejected Bale Report	"**FAILED**".
		ACRS Error Report	"**ERRPT**".
		ACRS Transmission Report	"**XMTRPT**".
		Denied Storage Credit	*** * * "DENIED"**.
		***--**ACRS Test Calculation Record	"**BLTEST**"**--***

66 Electronic Communications Requirements (Continued)

I 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)**".
		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**".	

J Production GDG Filename Examples

Using the filename standards from subparagraphs H and I, 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	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	Reserved	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	Reserved	92	2	N	9(02)								
23	Reserved	94	2	N	9(02)								
24	Reserved	96	2	N	9(02)								
25	Reserved	98	3	N	9(03)								
26	Reserved	101	1	N	9								
27	Reserved	102	2	N	9(02)								
28	Reserved	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 Date	147	6	N	MMDDYY						•		•
36	Reserved	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.

67 Record Descriptor (Continued)

A Data Requirements (Continued)

Field	Name	Position	Size	Type	Format	Transaction Code							
						A	C	T	F	I	U	D	UD
48	Reserved	212	4	N	S9(02)V99								
49	Reserved	216	4	N	S9(02)V99								
50-53	Reserved	220	18		Spaces								
54	Outstanding Loan Principal	238	5	N	S9(03)V99	•	•	•	•	•	•		
55	*--Reserved--*	243	5		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	Reserved	261	5	N	S9(03)V99								
60	Storage Forgiven	266	4	N	S9(02)V99		•				•		
61	Reserved	270	4	N	S9(02)V99								
62	Interest Forgiven	274	4	N	S9(02)V99		•				•		
63	ACRE Indicator	278	1	A	X	•	•	•	•	•	•	•	•
64	Reserved	279	6		Spaces								
65	Principal Forgiven	285	5	N	S9(03)V99		•						
66	Reserved	290	3	N	Spaces								
67	Reserved	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	322	5	N	S9(03)V99		•	•		•	•		•
75	LDP	327	5	N	S9(03)V99						•	•	•
76	Reserved	332	4	N	9(04)								
77	Reserved	336	4	N	S9(02)V99								
78	Net Correction Amount	340	5	N	S9(03)V99	√	√	√	√	√	•	√	•
79-83	Reserved	345	20		Spaces								
84	Reserved	365	6	N	9(06)								
85	Reserved	371	7	N	9(07)								
86	Reserved	378	3	N	9(03)								
87-90	Reserved	381	16		Spaces								
91	CCC-633 EZ 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	Reserved	403	2	N	9(02)								
96	Reserved	405	3	N	9(03)								
97	Transmission Number	408	5	N	9(05)	•	•	•	•	•	•	•	•
98-99	Reserved	413	38		Spaces								

67 Record Descriptor (Continued)

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 which are:

  - without a decimal point
  - with the appropriate final alpha character as shown in the following table.

IF the last character is...	THEN replace with...	IF the last character is...	THEN replace with...
+0	{	-0	}
+1	A	-1	J
+2	B	-2	K
+3	C	-3	L
+4	D	-4	M
+5	E	-5	N
+6	F	-6	O
+7	G	-7	P
+8	H	-8	Q
+9	I	-9	R

--*

- 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".

67 Record Descriptor (Continued)

B Rules (Continued)

- 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.

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

- "N" transaction applied to crop year 2009 and prior years **only**; for 2010 and subsequent crop years, "N" transaction is **no** longer valid.**--***

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 completing 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	*--Enter zeros.--*	
	* * *	* * *
Rules		

93 Field 6, Transmission Number

A Completion Instructions

The following table provides instructions and information on completing Field 6.

Contents	Identification number assigned by CMA or LSA to a single transmission.
Action	*--Enter spaces.
Rules	Use Field 97 for transmission number.--*

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" * * * * * * • "U" **Note:** See Exhibit 1 for an explanation of transaction code abbreviations.

Rules	• * * * Transaction Code "D" applies only to upland cotton.
	
	* * *
	
	• Use Transaction Code "T" 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", * * * and "D", if CCC is the holder.
	
	• "I" occurs only on bales under loan.
	
	•*--"U" occurs only on bales previously processed as "C" and/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 contain activity for 1 crop year only • shall include activity for 1 day only • shall begin with "0001" on June 1 for **each** transaction code for new crop year ***--**activity • can be sequential or non-sequential until all crop year activity is completed but will reject if duplicated**--*** • shall continue in unbroken sequence until all crop year activity is completed • shall include loans involving only 1 commodity code • 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 KC-ADC/PSCAO/CLG 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	ID number for the specific bale of cotton.	
Action	***--IF the transaction is...**	**THEN...**
	gin-direct "D"	ENTER "**999999999**".
	all other	enter EWR number.
Rules	• Once entered under Transaction Code "A", 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 COPS **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", *** * *** or "T"	report the true net bale weight. **Note:** Bales less than 325 pounds are ineligible for benefits.
	"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 enter...**
	"F"	the official tare weight.
	other than "F"	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 enter...**
	"A", "C", "D", "F", "I", * * * "T", "U", or "UD"	zeros.
Rules	COPS receives classing directly from AMS.	

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 enter...**
	"A", "C", "D", "F", "I", * * * "T", "U", or "UD"	zeros.
Rules	COPS receives classing directly from AMS.	

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 enter...**
	"A", "C", "D", "F", "I", * * * "T", "U", or "UD"	zeros.
Rules	COPS receives classing directly from AMS.	

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 enter...**
	"A", "C", "D", "F", "I", * * * "T", "U", or "UD"	zero.
Rules	COPS receives classing directly from AMS.	

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 enter...**
	"A", "C", "D", "F", "I", * * * "T", "U", or "UD"	zeros.
Rules	COPS receives classing directly from AMS.	

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 enter...**
	"A", "C", "D", "F", "I", * * * "T", "U", or "UD"	zeros.
Rules	COPS receives classing directly from AMS.	

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 enter...**
	"A", "C", "D", "F", "I", * * * "T", "U", or "UD"	zeros.
Rules	COPS receives classing directly from AMS.	

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...**
	"D"	AWP Lock-In Trailer	enter the gin-assigned number (alpha/numeric) right justified with leading spaces or zeros, **not** nulls.
		current AWP	enter spaces only.
		prior "Z"	ENTER "**Z12345678Z**".
	other than "D"		enter 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 KC-ADC/PSCAO/CLG 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", * * * "T", or "I"	date of "C", * * * "T", or "I" transaction.
	"F"	last day of loan maturity month
	"U"	date of original "C" * * * or "D" * * * record.
	"A", "D", or "S" * * *	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. • Redemptions on loans that mature on weekends or holidays may only be redeemed on the maturity date or the next workday. **Note:** If not redeemed on the next workday, the redemption must be redeemed at principal plus interest.	

121 Field 34, Storage Stop Date

A Completion Instructions

The following table provides instructions and information for completing Field 34 when loan transfers occur.

Contents	Date of anticipated release of warehouse receipt. Storage credit is calculated through this date.			
Action	**IF the Transaction Code (8) is…**	**AND cotton…**		**THEN enter…**
	"C" * * *	has not been transferred		*--the date of the "C" transaction minus outside stored cotton days.--*

		has been transferred and the 75-calendar-day storage indicator is…	"Y"	the lesser of:
				• EWR issue date at the receiving warehouse plus 74 days
				  • minus 2 days fixed transit period
				  • minus outside stored cotton days
				• redemption date:
				  • minus 2-day fixed transit period
				  • minus outside stored cotton days.

			"N"	• the redemption date minus 2-day fixed transit period •*--minus outside-stored cotton days.--*
		transfer was terminated		date provided by PSD.
	"U" for which "C" * * * was previously submitted			the date recorded on the "C" * * * transaction.
	other than "C" * * * or other than "U" for which "C" * * * was previously submitted			zeros.
Rules	*--See subparagraph C. Cooperatives are provided a Denied Storage Credit Download File. Storage stop date cannot be less than the date docs received date or advance date.--*			

121 Field 34, Storage Stop Date (Continued)

B Examples of Determining Storage Stop Date

The following table provides examples of determining the storage stop date for ACRS transactions when cotton has been transferred.

*--

Date Documents Received or Advance Date for CMA's	New EWR Issue Date	Redemption Date	Storage Stop Date
2/1/10	2/10/10	2/20/10	2/18/10
2/1/10	2/10/10	2/11/10	2/9/10
2/1/10	2/10/10	2/10/10	2/8/10
2/1/10	3/1/10	7/2/10	If indicator is: • "Y" – 5-12-10 (3/1/10+ 72 days) • "N" – 6/29/10.

C Example Calculations

The number of days a bale is eligible/ineligible for storage credits will be based on the bale's CCC storage-start date and the loan-notification date; both dates are CCC-determined. Both the warehouse-reported as-of dates for inside-stored and yard-stored loan bales will also be used. Storage credits will:

- be provided for all days the bale is inside-stored including the storage-start date
- not be provided for all days the bale is yard-stored including the storage-start date, except the 15-calendar-day grace period.

IF yard-stored bale was…	THEN software will calculate storage credits from the storage-start date to the repayment date, and subtract storage credits for all yard-stored periods…
inside-stored on the last day of the 15-calendar-day grace period	after the end of the 15-calendar-day grace period.
yard-stored during the 15-calendar-day grace period	from the storage-start date.
inside-stored during the 15-calendar-day grace period, but not inside-stored on the last day of the 15-calendar-day grace period	

--*

122 Field 35, Unqualified Redemption * * * 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, Reserved

A Completion Instructions

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

Contents	Reserved for future use.
Action	Fill field with spaces, **not** nulls.
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 Commodity Code [11] is…**	**AND the Transaction Code [8] is…**	**AND ACRE Indicator [63] is…**	**THEN…**
	"U"	"A"	"N"	go to subparagraph B, Upland Cotton table.
	"U"	"A"	"Y"	go to subparagraph D, Upland Cotton table.
	"E"	"A"	"N"	go to subparagraph C, ELS Cotton table.
	"E"	"A"	"Y"	go to subparagraph E, ELS Cotton table.
	"U" or "E"	"C", "T", or "I"	"Y" or "N"	enter the "A" transaction's loan rate.
	"U" or "E"	other than "A", "C", "T", or "I"		zeros.
Rules	• See 7-CN for specific warehouse loan rates. • Under Transaction Code "A", if anything other than "Y", the ACRE indicator defaults to "N".			

B Calculation for Upland Cotton--*

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

Step	Action	Example
1	Adjust the bale's warehouse per pound loan rate for: • color grade, leaf, and staple • extraneous matter (other) • micronaire • strength • uniformity.	0.5310 - 0.0400 0.0000 - 0.0180 0.0030 0.0000 0.4760
2	This is a signed field. Enter step 1 result: • without the decimal point • with the appropriate final alpha character.	476{

127 Field 40, Adjusted Loan Rate (Continued)

--C Calculation for ELS Cotton--

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

Step	Action	Example
1	Determine the bale's loan rate per the schedule in 7-CN, Exhibit 10 for color grade, leaf, and staple.	0.6545
2	Adjust the premiums/discounts as follows: • extraneous matter (other) • micronaire • strength.	 0.0000 - 0.0330 - 0.0500 0.5715
3	This is a signed field. Enter step 1 and 2 results: • without the decimal point • with the appropriate final alpha character.	571E

*--D Calculation With ACRE for Upland Cotton

The following table provides instructions and information on how to complete Field 40 for upland cotton affected by ACRE.

Step	Action	Example
1	Adjust the bale's warehouse per pound loan rate for: • color grade, leaf, and staple • extraneous matter (other) • micronaire • strength • uniformity.	0.5200 - 0.0400 0.0000 - 0.0180 0.0030 0.0000 0.4650
2	Multiply: • adjusted loan rate from step 1 • time 30 percent less loan rate.	 0.4650 x .30 0.1395
3	Subtract: • adjusted loan rate from step 1 • minus step 2 result • result rounded to .0649.	 0.4650 x .1395 0.06486
4	This is a signed field. Enter step 3 result: • without the decimal point • with the appropriate final alpha character.	325E

--*

127 Field 40, Adjusted Loan Rate (Continued)

*--E Calculation With ACRE for ELS Cotton

The following table provides instructions and information on how to complete Field 40 for ELS cotton affected by ACRE.

Step	Action	Example
1	Determine the bale's loan rate according to the schedule in 7-CN, Exhibit 10 for color grade, leaf, and staple.	0.6545
2	Adjust the premiums/discounts as follows: • extraneous matter (other) • micronaire • strength.	 0.0000 - 0.0330 - 0.0500 0.5715
3	Multiply: • adjusted loan rate from step 2 • time 30 percent less loan rate.	 0.5715 x .30 0.1715
4	Subtract: • adjusted loan rate from step 2 • minus step 3 result.	 0.5715 - .1715 0.4000
5	This is a signed field. Enter step 4 result: • without the decimal point • with the appropriate final alpha character.	400{

--*

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...**
	* * *	* * *
	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 0.4760 252.28
2	This is a signed field. Enter step 1 result: • without the decimal point • with the appropriate final alpha character.	2522H

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, Reserved

A Completion Instructions

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

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

136 Field 49, Reserved

A Completion Instructions

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

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

--*

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 enter...**
	"D"	zeros.
	other than "D"	***--**Loan Principal [41]**.--***
Rules	Updated whenever there is a change in Field 41. *** * ***	

***--**This is a signed field. Enter loan principal:

- without the decimal point
- with the appropriate final alpha character.

Example: "**2522H**".**--***

*** * ***

*--142 Field 55, Reserved

A Completion Instructions

The following table provides instructions and information on completing Field 55.

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

--*

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", * * * "I", "T", or "U"	go to subparagraph B.
	other than "C", * * * "I", "T", or "U"	enter zeros.
Rules	Must equal the sum of Fields 54, 62, and 70.	

143 Field 56, Principal + Interest (Continued)

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].		 252.28 x 0.0225 5.6763
2	Round step 1 result to 4 decimal places.		5.6763
3	Divide: • step 2 result, by • 365.		 5.6763 ÷ 365 0.0155515
4	Round step 3 result to 4 decimal places for daily interest rate.		0.0156
5	Figure the number of days in loan during year 1. From the earlier of: • Redemption Date [33] • year-end (December 31 Julian +1; i.e., 366), minus • the Advance/LDP Date [31].		 366 - 283 83
6	Multiply: • year 1 loan days (step 5), times • daily interest rate (step 4).		 83 x 0.0156 1.2948
7	Round step 6 result to 2 decimal places.		1.29
8	**IF January 1 is...**	**THEN...**	
	included in the loan period	go to step 9.	
	not included in the loan period	interest equals amount in step 7.	

--*

143 Field 56, Principal + Interest (Continued)

B Interest Calculations (Continued)

*--

Step	Action	Example
9	Multiply: • Loan Principal [41], times • CCC's January 1 loan interest rate.	 252.28 x 0.02375 5.99165
10	Round step 9 result to 4 decimal places.	5.9917
11	Divide: • step 10 result, by • 365.	 5.9917 ÷ 365 0.0164156
12	Round step 11 result to 4 decimal places for daily interest rate.	0.0164
13	Figure the number of days in loan during Year 2. • From the Redemption Date [33], subtract • January 1.	 (Jan 15) 015 (Jan 1) - 001 14
14	Multiply: • Year 2 loan days (step 13), times • daily interest rate (step 12).	 14 x 0.0164 0.2296
15	Round step 14 result to 2 decimal places.	0.23
16	Add: • Year 1 interest (step 7), plus • Year 2 interest (step 15). Result is total interest due CCC.	 1.29 + 0.23 1.52
17	Add: • Outstanding Loan Principal [54], plus • interest due CCC (step 16).	 252.28 + 1.52 253.80
18	This is a signed field. Enter step 17 result: • without the decimal point • with the appropriate final alpha character.	2538{

--*

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.
	* * *	* * *	* * *
		* * *	* * *
	"U"	"U"	enter CCA reported on the original transaction.
		"E"	enter zeros.
	other than "C", "D", * * * 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, Reserved--

A Completion Instructions

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

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

146.5 AWP Bale Value

A Calculating AWP Value

The following example is for **informational purposes only**.

Contents	The bale's AWP value adjusted for premiums, discounts, FCA, and CCA.			
Action	**IF the Transaction Code [8] is…**	**AND the Commodity Code [11] is…**	**AND ACRE Indicator [63] is…**	**THEN…**
	"C"	"U"	"Y" or "N"	go to subparagraph B.
		"E"	"Y" or "N"	zero entry.
	"D"	"U"	"N"	go to subparagraph C.
		"E"	"N"	zero entry.
		"U"	"Y"	go to subparagraph D.
		"E"	"Y"	zero entry.
	"A", "F", "T", or "I"			zero entry.
	"U" and the bale was previously processed under "C" or "D" transaction code			use AWP bale value reported on the original transaction.
Rules	• See 7-CN for schedule of premiums and discounts. • See subparagraph E for rules about timing of submissions. • Value for this cannot be negative. • Under Transaction Code "C" or "D", if anything other than "Y" or "N", including spaces or left blank, the ACRE indicator defaults to "N".			

--*

--146.5 AWP Bale Value (Continued)--

B Calculations for "C" * * * Transactions

The following table provides instructions and information for calculating AWP bale value for "C" *** * *** transactions.

Step	Action	AWP Bale Value
1	Adjust AWP for: • (+/-) premiums and discounts • FCA, if applicable, or • allowable CCA [57], if applicable. **Note:** If result is negative, enter zeros.	0.3245 +0.0550 -0.0106 0.0000 0.3689
2	Multiply: • step 1 result • times Net Bale Weight [20] not to be less than 325 pounds or exceed 600 pounds net weight.	 0.3689 x 530 195.517
3	This is a signed field. Enter step 2 result: • without the decimal point • with the appropriate final alpha character.	1955B

Rules

- CMA shall use AWP in effect when CMA authorizes CCB to transfer funds to CCC.
- LSA shall use AWP in effect when funds are received by LSA
- Loan repayment and LDP transactions shall both check for CCA and FCA.

  Note: CCA and FCA apply to bales of different qualities and cannot both apply to the same bale.

- For terminated transfer bales, CMA/LSA shall use AWP as provided by PSD.

--146.5 AWP Bale Value (Continued)--

C Calculations for "D" Transactions

The following table provides instructions and information for calculating 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 rate (+/- premiums and discounts), minus**--*** • allowable CCA [57] or FCA (.0106), if applicable. Adjusted AWP Rate	 0.3245 0.0106 0.3139
2	Subtract: • NALR, minus • step 1 result.	 0.5200 - 0.3139 0.2061
3	Multiply: • step 2 result, times • Net Bale Weight [20] not to be less than 325 pounds or exceed 600 pounds net weight.	 0.2061 x 530 109.233
4	This is a signed field. Enter step 3 results **only** if lower than the loan rate figured in Field 75. If the loan rate is lower, the loan ***--**rate should be used.**--***	1092C
Rules		
Loan repayment and LDP transactions shall both check for applicable CCA and FCA adjustments. CCA and FCA apply to bales of different qualities and cannot both apply to the same bale.		

*--146.5 AWP Bale Value (Continued)

D Calculations for "D" Transactions Affected by ACRE

The following table provides instructions for calculating AWP bale value for "D" transactions affected by ACRE.

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

Step	Action	Example
1	Subtract: • AWP rate, minus • (+/-) premiums and discounts • minus allowable CCA [57] or FCA (0.106), if applicable. Adjusted AWP Rate	 .3245 -.0550 -.0106 .2589
2	Multiply: • adjusted AWP rate from step 1 • times Net Bale Weight [20], not to be less than 325 pounds or exceed 600 pounds net weight.	 .2589 x 530 137.217
3	Round step 2 result to 2 decimal places.	137.22
4	This is a signed field. Enter step 2 result: • without the decimal point • with the appropriate final alpha character.	1372B

Rules	IF adjusted AWP rate is…	THEN…
	greater than ACRE adjusted loan rate	use zero LDP rate.
	less than ACRE adjusted loan rate	subtract adjusted AWP rate from ACRE adjusted loan rate.
	Note: The result of this table calculation will **not** affect the net repay. The result is being used to extract the calculation of the adjusted AWP rate to field 75 in determining the ACRE LDP.	

--*

E Timing of Submissions

The following rules apply to timing of submissions for "C", * * * "T", or "D" transactions and the appropriate AWP and CCA. Transmissions sent to KC-ADC/PSCAO/CLG 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 + Interest [56], equals • **Acquisition Value**	5.75 +253.80 259.55
2	• Acquisition Value, minus • AWP Bale Value *** * ***, equals • **Preliminary Forgiven**	259.55 - 148.67 110.88

147 Field 60, Storage Forgiven (Continued)

B Completion Instructions

The following table provides instructions and information on completing Field 60.

Contents	Unpaid accrued storage charges forgiven by CCC for the loan period when the AWP Bale Value *** * *** 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 "U"	go to step 2.
			other than "C" *** * ***	enter zeros.
		"E"		enter zeros.
	2	**IF preliminary forgiven is...**	**THEN...**	**Example**
		equal to or greater than storage accrued (108.32 > 5.75)	enter the total amount of storage due; **all** is forgiven.	57E
		less than storage accrued (4.56 < 5.75)	enter the amount of preliminary forgiven.	45F
		Note: See subparagraph C for monthly rate calculations and subparagraph D for daily rate calculations for total accrued storage.		

Rules	• Applies **only** to upland cotton.
	• Tariff rates are used in calculations.
	• When the AWP Bale Value *** * *** 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.			

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	Storage Stop Date [34] • minus total number of denied (outside) storage credit days • equals adjusted storage stop date. **Note:** Storage costs are to be adjusted from the latest storage tariff rate for denied (outside) storage credit days.	(Oct. 31) 304 (Oct. 26) - 5 299--*
2	From the earlier of the following: • date before rate change, if applicable • end of first loan month • adjusted storage stop date. Minus: • for CMA's, Advance/LDP Date [31] • for LSA's, Document Received/Gin Date [32] for LSA's. Add 1 day.	(Oct. 31) 304 (Oct. 10) -283 21 + 1 22
3	Divide number of: • loan days in the first month (step 2), by • days in the month.	22 ÷ 31 0.709677
4	Round step 2 result to 4 decimal places.	0.7097
	Last Partial Month Storage at First Tariff Rate (if applicable)	
5	Divide: • last day of storage at first tariff rate (adjusted storage stop date, if only 1 tariff used), by • the number of days in this month.	(Jan. 15) 15 ÷ 31 0.4838709
6	Round step 5 result to 4 decimal places.	0.4839

147 Field 60, Storage Forgiven (Continued)

C Storage Calculations, Monthly Rate (Continued)

Step	Action		
	Total First Tariff Rate Storage		
7	Add: • first partial month (step 4), plus • number of full months in storage at first tariff, plus • last partial month (step 6).		0.7097 2.0000 +0.4839 3.1936
8	Multiply: • total storage at first tariff rate (step 7), times • applicable tariff rate.		3.1936 x 1.80 5.74848
9	Round step 8 result to 2 decimal places.		5.75
	Total Storage		
10	**IF…**	**THEN…**	
	additional tariff rates apply during the loan period	• repeat Steps 1 through 9 as applicable, rounding to 2 decimal places for each tariff rate • add each tariff result to obtain total storage costs • go to step 11.	
	additional tariff rates do not apply during the loan period	go to step 11.	
11	This is a signed field. Enter step 9 or 10 result: • without the decimal point • with the appropriate final alpha character.		57E

147 Field 60, Storage Forgiven (Continued)

D Storage Calculations, Daily Rate

The following 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, 3, 4, and 8.	
*--2A	Storage Stop Date [34]:		365 + 15 (Jan. 15) 380
2B	If denied storage credit: • applies: • minus total number of denied (outside) storage credit days from original Storage Stop Date [34] • which will equal adjusted storage stop date • does **not** apply, go to step 3. **Note:** Storage costs are to be adjusted from the latest storage tariff rate for denied (outside) storage credit days.		Jan. 15 - 5 denied storage days 380 (Jan. 10) + 10 375--*
First Tariff Rate Calculation			
3	From the earlier of the following: • date prior to rate change, if applicable • adjusted storage stop date minus • for CMA's, Advance/LDP Date [31] • for LSA's, Document Received/Gin Date [32]. Add one day.		365 + 15 (Jan. 15) 380 (Oct. 10) -283 97 + 1 98
4	Multiply: • the number of days in storage (step 3), times • the warehouse daily tariff rate. Round the result to 2 decimal places.		98 x0.063 6.17

147 Field 60, Storage Forgiven (Continued)

D Storage Calculations, Daily Rate (Continued)

	Second Tariff Rate Calculation	
5	Subtract: • the adjusted storage stop date, minus • the date of rate change. Add 1 day.	(Mar. 1) 060 (Jan. 16) -016 44 + 1 45
6	Multiply • the number of days in storage (step 5), times • the warehouse daily tariff rate.	45 x0.06 2.70
	Total Storage Charges	

7	If either:
	
	• 1 tariff rate applies during loan period, then charges equal step 4 results
	
	• multiple rates are applicable during loan period, charges equal:
	
	  • first tariff rate charges (step 4), plus
	  • second tariff rate charges (step 6), plus
	  • any additional tariff charges applicable to the loan bale.
		6.17
		+2.70
		8.87

8	This is a signed field. Enter step 4 or 7 results: • without the decimal point • with the appropriate final alpha character.	88G

*--148 Field 61, Reserved

A Completion Instructions

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

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

--*

* * *

149 Field 62, Interest Forgiven

A Completion Instructions

The following table provides instructions and information on completing Field 62.

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

B Calculation

The following table provides instructions on calculating Field 62.

Step	**Action**		**Example**
1	Interest Forgiven equals: • preliminary forgiven, minus • Storage Forgiven [60]. * * *		 110.88 - 5.75 116.63
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.	
	equal to or greater than interest due CCC	total interest due CCC.	1.52
3	This is a signed field. Enter result of step 2: • without the decimal point • with the appropriate final alpha character.		15B

*--150 Field 63, ACRE Indicator

A Completion Instructions

The following table provides instructions and information on completing Field 63.

Contents	If the producer is signed up for ACRE, the loan rate amount is reduced by 30 percent.		
	IF the producer is…		**THEN indicator should be…**
	participating under ACRE		"**Y**".
	not participating under ACRE		"**N**".
Action	**IF the Commodity Code [11] is…**	**AND the Transaction Code [8] is…**	**THEN in the ACRE indicator [63]…**
	"U"	"A" or "D"	ENTER "**N**".
	"U"	"A" or "D"	ENTER "**Y**".
	"E"	"A"	ENTER "**N**".
	"E"	"A"	ENTER "**Y**".
	"U" or "E"	"C", "T", "I", "F", or "U"	enter the "A" transaction's indicator entry.
Rules	Under Transaction Code "A" or "D", if anything other than "Y", including spaces or left blank, the ACRE indicator defaults to "N".		

151 Field 64, Reserved

A Completion Instructions

The following table provides instructions and information on completing Field 64.

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

--*

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 *** * *** 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 * * * is...	**THEN...**	**AWP Bale Value**
less than Loan Principal [41]	subtract: • Loan Principal [41] • minus AWP Bale Value. *** * ***	 252.28 - 148.67 103.61
equal to or greater than Loan Principal [41]	enter zeros.	00000

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 field with spaces, **not** nulls.
Rules	

*--154 Field 67, Reserved

A Completion Instructions

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

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

--*

*** * ***

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	***--**Net market gain received by CMA/LSA.**--***		
Action	**IF the Commodity Code [11] is...**	**AND the Transaction Code [8] is...**	**THEN...**
	"U"	"C" *** * *** or "D"	go to subparagraph B.
		other than "C" *** * *** 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**		**New Market Gain**
1	**IF the Transaction Code [8] is...**	**THEN...**	
	"D"	enter LDP [75].	
	"C"	subtract: • Loan Principal [41] • minus AWP Bale Value.	252.28 - 148.67 103.61
2	**IF result of step 1 "C" Transaction Code is...**	**THEN enter...**	
	negative or zero	zeros.	
	positive	step 1 result.	103.61
3	This is a signed field. Enter step 2 result: • without the decimal point • with the appropriate final alpha character.		1036A

--*

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" * * *	"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 *--Calculated [70] and Interest--* Forgiven [62] as reported on corresponding redemption transaction.
	other than "C", * * * "I", "T", or "U"		enter zeros.
Rules	When AWP Bale Value * * * 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, step 16), minus • Interest Forgiven [62]. Result equals interest collected.	 1.52 - 1.52 0.00
2	This is a signed field. Enter step 1 result: • without the decimal point • with the appropriate final alpha character (unless zero).	0000

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" * * * 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 * * * [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 means CCC's interest rate in effect on the Advance/LDP Date [31] adjusted for any applicable January 1 rate changes.		

159 Field 72, Interest Penalty (Continued)

B "C" * * * Interest Penalty Calculations

The following table provides instructions for calculating interest penalty associated with Transaction Code "U" for bales previously under loan.

Step	Action		Example
1	**IF bale was redeemed with Transaction Code...**	**THEN using information from the redemption...**	
	"C" * * *	add: • Storage Forgiven [60] • plus Interest Forgiven [62] • plus Net Market Gain [69].	5.75 + 1.52 + 60.09 67.36
	* * *	* * *	* * *
2	Multiply: • benefits received at time of redemption (step 1), times • CCC's program interest rate(s).		67.36 x 0.02375 1.5998
3	Divide: • step 2 result, by • 365.		1.5998 ÷ 365 0.00438
4	Round step 3 result to 4 decimal places.		0.0044

159 Field 72, Interest Penalty (Continued)

B "C" * * * Interest Penalty Calculations (Continued)

Step	Action	Example
5	Subtract: • the "U" transaction date, minus • the redemption date.	 (Apr. 01) 091 (Jan. 15) - 015 76
6	Multiply: • step 4 result, times • step 5 result.	 0.0044 x 76 0.3344
7	Round step 6 result to 2 decimal places.	0.33
8	This is a signed field. Enter step 7 result: • without the decimal point • with the appropriate final alpha character.	003C

159 Field 72, Interest Penalty (Continued)

C "D" Interest Penalty Calculations

The following table provides instructions for calculating interest penalty associated with Transaction Code "U" for bales for which LDP's were obtained.
*--

Step	Action	Example
1	Multiply: • LDP [75] amount, times • CCC's program interest rate.	 103.62 x 0.2375 2.460975
2	Divide: • step 1 result, by • 365.	 2.460975 ÷ 365 0.006742
3	Round step 2 result to 4 decimal places for interest rate.	0.0067
4	Subtract: • the unqualified date, minus • the LDP date.	 (Apr. 1: 365+ 91) 456 (Oct. 10) - 283 173
5	Multiply: • the daily interest rate (step 3), times • number of days since LDP (step 4).	 0.0067 x 173 1.1591
6	Round step 5 result to 2 decimal places.	1.16
7	This is a signed field. Enter step 6 result: • without the decimal point • with the appropriate final alpha character.	011F

--*

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 * * *

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 * * * [74] is...**
	"C"	"U"	computed according to subparagraph B.
		"E"	Principal + Interest [56].
	* * *		* * *
	"I" or "T"		Principal + Interest [56].
	"U"		computed according to subparagraph C.
	other than "C", * * * "I", "T", or "U"		zero.
Rules			

B "C" * * * Calculations

The following table provides instructions for calculating net repayment * * * amount for upland cotton cash loan repayments.

IF AWP Bale Value * * * is...	**THEN Net Repayment * * * [74] is the sum of...**	**AWP Bale Value**	**Signed Field Entry**
less than Loan Principal [41] * * *	• AWP Bale Value * * * • minus Storage Forgiven [60]. * * *	197.65 - 7.63 190.02	1900B
greater than or equal to 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

161 Field 74, Net Repayment * * * (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 * * * [74] is...
"C" * * *	• Principal + Interest [56] • plus Interest Penalty [72].
"D"	• LDP [75] from the "D" transaction • plus Interest Penalty [72].
* * *	* * *

162 Field 75, LDP

A Completion Instructions

The following table provides instructions and information for completing Field 75.

*--

Contents	Payments issued to producers who choose not to pledge their cotton collateral for loan, but still want benefits.		
Action	**IF the Transaction Code [8] is...**	**AND the ACRE Indicator is...**	**THEN...**
	"D"	"N"	go to subparagraph B.
		"Y"	go to subparagraph C.
	"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 "D" or "A" transaction, but **not both**.		

--*

B Calculation

The following table provides instructions for calculating Field 75.

Step	Action		Example
1	Calculate LDP rate.	• NALR • minus AWP • equals LDP Rate **OR** • NALR • minus AWP (.3245) • plus FCA (.0106) or allowable CCA equals LDP rate.	.5200 -.3245 .1955 **FCA** .5200 -.3245 .1955 +.0106 .2061 **or** **CCA** .5200 -.3245 .1955 .0000 .1955
2	Calculate adjusted loan rate.	• Base Loan Rate • (+/-) premiums and discounts • equals Adjusted Loan Rate	.5200 +.0595 .5795

162 Field 75, LDP (Continued)

B Calculation (Continued)

Step	Action		Example
3	Calculate LDP value using the rate of steps 1 and 2.	**Method A (step 1)** • LDP Rate • times Bale Weight [20] • minus Denied Benefits [67] • equals LDP Payment. **OR** • LDP Rate With FCA • times Bale Weight [20] • minus Denied Benefits [67] • equals LDP Payment. **Method B (step 2)** • Loan Rate • times bale rate [20].	.1955 x 530 103.62 - 43.52 60.10 .2061 x 530 109.23 - 43.52 65.71 .5795 x 530 307.137 = 307.14
4	Enter the lowest applicable payment from step 3 (Method A or B). (In this example, it is the LDP payment without FCA.) This is a signed field. • without the decimal point • with the appropriate final alpha character.		601 * * *

*--C Calculations Affected by ACRE

The following table provides calculations affected by ACRE.

Step	Action		Example
1	Calculate ACRE adjusted loan rate.	• Base Loan Rate • (+/-) premiums and discounts • adjusted loan rate • time 30 percent less loan rate • less 30 percent adjusted loan rate • adjusted loan rate • minus less 30 percent adjusted loan rate • ACRE adjusted loan rate.	.5200 - .0550 .4650 x .30 .1395 .4650 - .1395 .3255

--*

162 Field 75, LDP (Continued)

*--C Calculations Affected by ACRE (Continued)

Step	Action		Example
2	Calculate adjusted AWP rate.	• AWP rate • (+/-) premiums and discounts • minus FCA or CCA, if applicable • adjusted AWP rate.	.3245 .0550 - .0106 .2589
3	Calculate ACRE LDP rate.	• ACRE adjusted loan rate from step 1 • minus adjusted AWP rate from step 2 • ACRE LDP rate.	.3255 - .2589 .0666
4	Calculate ACRE LDP value.	• ACRE LDP rate from step 3 • times net weight • ACRE LDP.	.0666 x 530 35.298 = 35.30
5	This is a signed field. • without the decimal point • with the appropriate final alpha character.		353{
Rules	**IF adjusted AWP is…**	**THEN…**	
	greater than ACRE adjusted loan rate	zero LDP rate.	
	less than ACRE adjusted loan rate	subtract adjusted AWP rate from ACRE adjusted loan rate.	

--*

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, Reserved

A Completion Instructions

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

Contents	Reserved for future use.
Action	Fill field with spaces, **not** nulls.
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 *** * *** Amount [74]
	
	•***--**minus old Net Repayment Amount [74] reported on "C" or "D" 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", *** * *** "I", "T", or "U"	74.
*** * ***	*** * ***
"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, Reserved

A Completion Instructions

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

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

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*--172 Field 85, Reserved

A Completion Instructions

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

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

173 Field 86, Reserved

A Completion Instructions

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

Contents	Reserved for future use.
Action	Fill field with spaces, **not** nulls.
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-633 EZ 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-633 EZ.	
Action	**IF the transaction is...**	**THEN enter...**
	gin-direct "D": • processed by LSA • for which CCC-633 EZ has been approved	"01".
	other than gin-direct "D": • processed by LSA • for which CCC-633 EZ 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" * * * or "F"	go to step 2.
		other than "A" * * * 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 Transaction Code "C" * * * or "D" and is now being reported under Transaction Code "U".
Action	Enter the original Transaction Code [8] for a bale of cotton that had been processed under either Transaction Code "C" * * * or "D" and is now being reported under Transaction Code "U".
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", "C", "D", "F", "I", * * * "T", "U", or "UD"	enter zeros.
Rules	COPS receives classing directly from AMS.	

183 Field 96, Uniformity

A Completion Instructions

The following table provides instructions and information on how to complete Field 96.

Contents	Uniformity reported by AMS on the bale's classing record	
Action	**If the Transaction Code {8} is…**	**THEN…**
	"A", "C", "D", "F", "I", * * * "T", "U", or "UD"	enter zero.
Rules	COPS receives classing directly from AMS.	

184 Field 97, Transmission Number

A Completion Instructions

The following table provides instructions and information on completing Field 97.

Contents	ID number assigned by CMA or LSA to a single transmission.
Action	Enter the next sequential number.
Rules	Transmission numbers: • shall begin with "00001" on June 1 for each crop year • can be sequential or non-sequential within the crop year. Multiple crop years may be reported on a single transmission. Transmission with duplicate numbers will be rejected. A file transmission number cannot be used more than once during the same crop year. The file transmission number for rejected files cannot be reused as in the past. * * * **Note:** When end of crop year (May 31) falls on a weekend or holiday, contact PSCAO for instructions.

185 Fields 98 and 99, Reserved

A Completion Instructions

The following table provides instruction and information on how to complete Fields 98 through 99.

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

186-195 (Reserved)

Section 4 (Reserved)

196-215 (Reserved)

Section 5 CCC-719 Trailer Record Requirements

216 CCC-719 Trailer Record Descriptors

*--A Completion Instructions

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"	
1	CMA or LSA Code	1	6	N	9(06)	•	
2	Reserved	7	3	N	Spaces		
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	Reserved	24	7	N	9(07)		
8	Reserved	31	7	N	S9(07)		
9	Reserved	38	11	N	S9(09)V99		
10	Reserved	49	11	N	S9(09)V99		
11	Reserved	60	11	N	S9(09)V99		
12	Reserved	71	11	N	S9(09)V99		
13	Reserved	82	9	N	S9(07)V99		
14	Charges	91	9	N	S9(07)V99	•	
15	Reserved	100	9	N	S9(07)V99		
16	Reserved	109	9	N	S9(07)V99		
17	Reserved	118	5	N	zeros		
18	Reserved	123	11	N	S9(09)V99		
19	Reserved	134	9	N	zeros		
20	Reserved	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	New Transmission Number	172	5	N	9(05)	•	
25	Reserved	177	274		Spaces		

--*

B Rules

CCC-719 trailers are **not** required in ACRS **except** for * * * "S" transactions. When submitting CCC-719 trailers for * * * "S" transactions, a Bale Detail Record is **required** to accompany the CCC-719 trailer. The Bale Detail Record will be processed and ACRS will generate a Transmission Report for valid bales with the authorization code and money amount to be wired. An e-mail is **required** to be sent to Diana Johnson at **diana.johnson@kcc.usda.gov** providing the transmission number, batch number, amount, and date banked for * * * "S" transactions. On an automated "S" transaction, a CCC-719 trailer record is required for each invoice number.

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, Reserved

A Completion Instructions

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

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

--*

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", * * * "F", or "I"	match Redemption/Forfeiture Date [33] in the bale detail record.
	* * *	* * *
	"U"	match Unqualified Redemption * * * Date [35] in the bale detail record.
	"S" * * *	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" * * * * * * • "S" • "U" * * *
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" *** * ***, must match Batch Sequence Number [9] on the bale detail record.

*--223 Field 7, Reserved

A Completion Instructions

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

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

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*--224 Field 8, Reserved

A Completion Instructions

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

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

225 Field 9, Reserved

A Completion Instructions

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

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

226 Field 10, Reserved

A Completion Instructions

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

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

227 Field 11, Reserved

A Completion Instructions

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

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

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*--228 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 zeros.
Rules	

229 Field 13, Reserved

A Completion Instructions

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

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

--*

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, Reserved

A Completion Instructions

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

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

232 Field 16, Reserved

A Completion Instructions

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

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

--*

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, Reserved

A Completion Instructions

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

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

--*

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, Reserved

A Completion Instructions

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

Contents	Reserved for future use.
Action	Fill field with 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 COP Se-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/Check Digit--*	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 KC-ADC/PSCAO/CLG 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 *** * *** 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 KC-ADC/PSCAO/CLG.**--***

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 ***--**KC-ADC/PSCAO/CLG. 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	***--**ID Type (E or S **only**).**--***

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	***--**If only using the 5-digit zip code, trailing zeros must be entered.**--***

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)

350 IRS Trailer Record(s)

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", "D", or "F" * * * transaction
  - repayment of all or part of the market gain by a "U" * * * transaction
- receives storage forgiven through a "C" * * * transaction beginning in calendar year 2008.

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 provides a summary of data requirements of 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.

Up to 14 separate producers can be represented on a single IRS trailer for a given loan or LDP. If more exist, contact KC-ADC/PSCAO/CLG.

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 (producer 1)	33	9	N	9(09)
10	ID Type (producer 1)	42	1	A	X
11	Amount Reported to IRS (producer 1)	43	9	N	S9(07)V99
9	ID Number (producer 2)	52	9	N	9(09)
10	ID Type (producer 2)	61	1	A	X
11	Amount Reported to IRS (producer 2)	62	9	N	S9(07)V99
9	ID Number (producer 14)	280	9	N	9(09)
10	ID Type (producer 14)	289	1	A	X
11	Amount Reported to IRS (producer 14)	290	9	N	S9(07)V99
12	Reserved	299	1		Spaces

350 IRS Trailer Record(s) (Continued)

C Record Descriptors for Storage Forgiven

For calendar year 2008 and subsequent years, LSA's shall submit a separate IRS trailer record each time a producer receives storage forgiven through a "C" * * * transaction.

The record descriptor to report storage forgiven will be the same as subparagraph B with the exception of the transaction code, Field 3.

The following transaction type table applies.

Transaction Type	ACRS Transaction Code	Marketing Gain Transaction Code	Storage Forgiven Transaction Code
Cash Market Gain	C	C	
LDP	D	D	
Loan Forfeiture	F	F	
Certificate Market Gain	* * *	* * *	
Unqualified Cash Market Gain	U	U	
* * *	* * *	* * *	
Cash Storage Forgiven	C		W
Certificate Storage Forgiven	* * *		* * *
Unqualified Cash Storage Forgiven	U		Y
* * *	* * *		* * *

351 Field 1, LSA Code

A Completion Instructions

The following table provides instructions and information on completing 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 *** * *** • name and address record.

352 Field 2, Correction Indicator

A Completion Instructions

The following table provides instructions and information on completing 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, storage forgiven, or LDP is affected	
	bale detail record in which market gain, storage forgiven, or LDP **is not** affected	not required.
Rules		

353 Field 3, Transaction Code

A Completion Instructions for Reporting Market Gain

The following table provides instructions and information on completing Field 3 for market gain.

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"		
	* * *	* * *	* * *
	"C", "D", * * * or "U"	Fields 69, 75, and 78 are all zero	no trailer record is required.
	* * *	* * *	
Rules	Must be the same as reported on the bale detail record.		

B Completion Instructions for Reporting Storage Forgiven

The following table provides instructions and information on completing Field 3 for storage forgiven.

Contents	A code indicating the type of transaction being reported.		
Action	**IF the bale detail record Transaction Code is…**	**AND…**	**THEN…**
	"C"	bale detail record Field 60 is greater than zero	enter the **cash** storage forgiven Transaction Code "**W**".
	* * *		* * *
	"U"	bale detail record Field 78 contains a repayment for Field 60	enter the unqualified **cash** storage forgiven Transaction Code "**Y**". * * *
	"C" * * *	Fields 60 and 78 are all zeros	no trailer record is required.

354 Field 4, Batch Sequence Number

A Completion Instructions

The following table provides instructions and information on completing 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.
	* * *	* * *
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 completing 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. *** * ***

356 Field 6, Loan/LDP Number

A Completion Instructions

The following table provides instructions and information on completing 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 “C”, “D”, “F”, *** * *** or “U”, enter the number in Field 12 of the bale detail record. *** * ***
Rules	

357 Field 7, Transaction Date

A Completion Instructions

The following table provides instructions and information on completing 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.
	* * *	* * *
Rules	Transaction date format mmddyy.	

358 Field 8, Farm Number

A Completion Instructions

The following table provides instructions and information completing 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 completing 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 up to 14 until all producers have been • 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 completing Field 10.

Contents	Records the producer's ID number type from the CMA process.
Action	Enter the ID type for each producer associated with the loan or LDP.
Rules	Field is repeated for each producer up to 14 until all producers have been reported.

361 Field 11, Amount Reported to IRS

A Completion Instructions for Market Gains

The following table provides instructions and information on completing Field 11 for market gains.

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.
	* * *	* * *
	"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	• Field is repeated for each producer up to 14 until all producers have been reported. • For multiple producers, each producer must be reported individually and the sum for all producers reported must equal the applicable ACRS bale detail data.	

361 Field 11, Amount Reported to IRS (Continued)

B Completion Instructions for Reporting Storage Forgiven

The following table provides instructions and information on completing Field 11 for storage forgiven.

Contents	Storage forgiven for each producer on a loan.	
Action	**IF Field 2 or 3 is...**	**THEN enter applicable amount related to...**
	"W" * * *	Field 60 of the bale detail record.
	"Y"	Field 60 of the bale detail record for prior "C" transactions.
	* * *	* * *
Rules	• Field is repeated for each producer up to 14 until all producers have been reported. • For multiple producers, each producer must be reported individually and the sum for all producers reported must equal the applicable ACRS bale detail 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" CCC-719's to Diana Johnson, KCFO, FAD, CLIB at 816-926-1945.**--

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" *** * *** transactions • prepares, if applicable, SF-LLL or CCC-674. **Note:** See paragraph 422 for 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 I--*****
	
	• processes Bale Detail records in the nightly batch cycle according to this handbook
	
	• totals money for accepted bales plus any "S" *** * *** 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.

B Signature Authorizations Required

CMA's and LSA's shall provide CCB's and KC-ADC/PSCAO/CLG sample signatures of officials authorized to certify CCC-719's.

420 Formatting and Transmitting CCC-719's

A Rules

CCC-719 trailers are not required in ACRS. CCC-719 trailers transmitted with a Bale Detail Record for any transaction **except * * *** "S" are not used. The Bale Detail Record will be processed and ACRS will generate for valid bales a Transmission Report with the authorization code and money amount to be wired.

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 paragraph 422. * * *

425 Cash * * * Redemptions, Transaction Code "C" * * *

A Submissions

The following table provides instructions for CMA's and LSA's to follow when preparing and submitting cash *** * *** 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 Transaction Code "T" are eligible for further loan and LDP activity
- CCC will automatically release the corresponding EWR to CMA or LSA.

B Submissions

--**CMA's and LSA's shall prepare and submit trust redemption records and transmit**-- electronic Bale Detail record to NITC.

*** * ***

428 (Withdrawn--Amend. 17)

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 Transaction Code "C" * * *

  - processed by CMA under Transaction Code "D".

  Note: See subparagraph B for repayment amount policies.

- Bales whose records on ACRS are updated with Transaction Code "U" are **not** eligible for any further loan or LDP activity.

* * *

B Repayment Policies

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

IF bales were processed under...	THEN...
Transaction Code "C" * * *	• 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.
Transaction Code "D"	• 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.
* * *	* * *

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 web site.

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 web site.
2	Obtain authorization code (either manual or automated) for repayment of producer collection warehouse charges.
3	FAX a completed CCC-719 to Diana Johnson, FMD/FSC/KCMO, at 816-926-5940 and e-mail **diana.johnson@kcc.usda.gov**, when the automated or manual authorization is provided, with the following information: • authorization code • Producer Collection Invoice number • charges to be repaid as indicated on the COPS Producer Collection Invoice • number of bales forfeited • date of wire transfer.

434 (Withdrawn--Amend. 17)

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-633 EZ	Loan Deficiency Payment Agreement and Request		67, 178
CCC-674	Certification for Contracts, Grants, Loans, and Cooperative Agreements	Ex. 10	Text
CCC-719	ACRS Transaction Report		Text
CCC-734	Notification of Pending Redemption and/or LDP Request		23
CCC-912	Agreement of Authorized Loan Servicing Agent		1, 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
SF-LLL	Disclosure of Lobbying Activities	Ex. 9	Text
SF-LLL-A	Disclosure of Lobbying Activities Continuation Sheet	Ex. 9	

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

Abbreviations

This table lists all abbreviations used in this handbook.

Approved Abbreviation	Term	Reference
ACOF	Administrative County Office	67, 89, 90
ACRE	average crop revenue election	67, 127, 146, 150, 162
ACRS	Automated Cotton Reporting System	Text, Ex. 2
ADP	automated data processing	66
AMS	Agricultural Marketing Service	109-115, 182, 183
AWP	adjusted world market price	Text, Ex. 2
CCA	coarse count adjustment	67, 144, 146, 162, Ex. 2
CCB	Cotton Commercial Bank	Text, Ex. 2
CCC	Commodity Credit Corporation	Text, Ex. 2
CFR	Code of Federal Regulations	1, Ex. 2
CLG	Commodity Loan Group, KC-ADC/PSCAO	Text, 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	Text
DAFP	Deputy Administrator, Farm Programs	2
DSN	data set name	66
ELS	extra long staple	Text
e.t.	eastern time	66
EWR	electronic warehouse receipt	Text, Ex. 2
FAD	Financial Accounting Division, KCFO	Text
FAX	facsimile	Text
FCA	fine count adjustment	146, 162
FMD	Financial Management Division	2, 443
FRB	Federal Reserve Bank	2, 419
FSA	Farm Service Agency	1, 21, 66
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

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

Abbreviations (Continued)

Approved Abbreviation	Term	Reference
KC-ADC	Kansas City Application Development Center	Text, Ex. 2
KCCO	Kansas City Commodity Office	2
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
PSCAO	Price Support and Commodity Applications Office, KC-ADC	Text, Ex. 2
PSD	Price Support Division	2, 22, 27, 121, 146
TCP/IP	Transmission Control Protocol/Internet Protocol	66
USDA	United States Department of Agriculture	Text, Ex. 2

Redelegations of Authority

None

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
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	116, 293, 294, 353

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 KC-ADC/PSCAO/CLG 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.

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 a "Farm Service Agency Provider Agreement to Electronically File and Maintain Cotton Warehouse Receipts".

*** * ***

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.

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.

*** * ***

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.

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 KC-ADC/PSCAO/CLG**-- 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 No. 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 a Subawardee, Enter Name and Address of Prime:** **Congressional District,** *If known:*	
6. Federal Department/Agency: **8. Federal Action Number,** *If known:*	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: **9. Award Amount,** *If known:* $	
10. a. Name and Address of Lobbying Registrant *(If individual, last name, first name, MI):*	**b. Individuals Performing Services** *(Including address if different from No. 10a)* *(last name, first name, MI):*	
11. 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 that $10,000 and not more than $100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

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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. 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 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 receipt. 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 registrant under the Lobbying Disclosure Act of 1995 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. Certifying official shall sign and date the form, print his/her name, title and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 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, DC 20503.

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

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DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Approved by OMB
0348-0046

Reporting Entity: _____ Page _____ of _____

Authorized for Local Reproduction
Standard Form - LLL-A

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

*--

This form is available electronically. Form Approved - OMB No. 0348-0046

CCC-674
(08-01-98)

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

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0348-0046. The time required to complete this information collection is estimated to average 30 minutes 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. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

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