

# FSA HANDBOOK

## CCC Cotton Authorized Loan Servicing Agent Program

To access the transmittal page click on the short reference

### For Authorized Loan Servicing Agents

SHORT REFERENCE

22-CN  
(Revision 2)

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







**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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**CCC Cotton Authorized  
Loan Servicing Agent Program  
22-CN (Revision 2)**

**Amendment 17**

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**Approved by:** Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Reasons for Amendment**

Paragraph 1 has been amended to update the sources of authority.

Paragraph 11 has been amended to update CCC security holding procedures.

Paragraph 13 has been amended to incorporate the updated CCC-846-1.

Paragraph 15.5 has been amended to remove reference to “dead hour” and update the website to access AWP and CCA.

Paragraph 18 has been amended to update the records retention requirement for LSA’s.

Paragraph 19 has been amended to update the Cotton Board address.

Paragraph 20 has been amended to incorporate the updated FSA-211 and FSA-211A.

Paragraph 21 has been amended to update dates in the example for determining dates for program purposes.

Paragraph 22 has been amended to incorporate the updated CCC-686.

Paragraph 23 has been amended to incorporate the updated CCC-679.

Paragraph 23.5 has been amended to incorporate the updated CCC-10.

Paragraph 27 has been amended to incorporate the updated CCC-605.

Paragraph 29 has been amended to incorporate updated lobbying instructions and the updated CCC-674.



## Amendment Transmittal (Continued)

### A Reasons for Amendment (Continued)

Paragraph 30 and Exhibit 11 have been withdrawn to remove the obsolete CCC-770 LSA.

Paragraph 40 has been amended to incorporate the updated CCC-Cotton A-1.

Paragraph 50 has been amended to incorporate commodity certificate provisions.

Paragraph 72.5 has been amended to incorporate the updated CCC-633 EZ.

Paragraph 74 has been amended to incorporate the updated CCC-633 EZ, page 3.

Exhibit 5 has been amended to incorporate the updated CCC-601.

### B Obsolete Form

CCC-770 LSA is obsolete.

Page Control Chart		
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3	(Reserved)
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6-9	(Reserved)
10	Certification of No Contract
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## Part 1 General Information and Administrative Provisions

### 1 Purpose and Authorities

#### A Handbook Purpose

This handbook provides instructions to LSA's for administering the:

- Cotton Loan Program, which includes upland and ELS cotton
- Cotton LDP Program
- recourse Seed Cotton Loan Program.

#### B Authority and Responsibility

PSD has the authority and responsibility for the programs prescribed in this handbook.

#### C Sources of Authority

Following are the sources of authority for the Cotton Loan, Cotton LDP, and the recourse Seed Cotton Loan Programs:

- the Agricultural Act of 1949, as amended
- the Commodity Credit Corporation Charter Act, as amended
- 7 CFR Part 1427
- American Taxpayer Relief Act of 2012
- \*--Agriculture Act of 2014.--\*

#### D Related Handbooks

FSA handbooks, which LSA's should have, related to the cotton loan and LDP program include the following:

- 1-CM for common provisions relating to signature requirements, power of attorney, and assignments
- 2-CM for common farm and program provisions
- 1-CMA for producer eligibility and AGI instructions
- 7-CN for basic cotton loan and LDP program requirements
- 21-CN for ACRS requirements and AGI repayment procedures
- 20-FI for cotton loan CCB procedures and requirements
- 50-FI for CCC interest rates.



## **2 CCC and FSA Responsibilities**

### **A 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.

### **B DAFP Responsibilities**

DAFP shall provide the program's general direction and supervision.

### **C PSD Responsibilities**

PSD shall:

- administer the program
- administer requirements in this handbook
- receive and approve or disapprove LSA applications
- perform administrative reviews of program participants.

### **D FMD Responsibilities**

FMD shall:

- hold security that LSA's provide to CCC according to paragraph 11
- provide CCC's program interest rate to LSA's
- administer and oversee CCB operations
- approve CCB's and designate which Federal Reserve Bank CCB shall use.

## **3 CCB and LSA Responsibilities**

### **A CCB's Responsibilities**

CCB's shall:

- examine and authenticate LSA documents
- verify that cash transfers agree with related documents
- process requests for fund transfers to or from CCC.

\* \* \*



### 3 CCB and LSA Responsibilities (Continued)

#### B LSA's Responsibilities

After other program requirements are met, LSA's shall:

- prepare and execute cotton loan and LDP documents, and perform the following related acts:
  - loan disbursement
  - loan repayment, either with cash or commodity certificates
  - LDP
  - reconcentration, when directed by KCCO
  - loan forfeiture
- ensure that cotton to be pledged to CCC as security for a loan is:
  - \*--eligible for loan benefits according to 7-CN--\*
  - free and clear of all liens according to 7-CN \* \* \*
- ensure that cotton for which LDP is requested is eligible for LDP benefits according to 7-CN
- disburse loans and LDP's
- instruct producer or producer's agent who is the current holder, to notify any EWR provider to amend EWR to show:
  - CCC as holder on EWR's used to pledge cotton as collateral for loan
  - cotton used to obtain LDP's reflect this action
- provide CCC-719 and supporting documents to CCB according to 21-CN
- collect loan proceeds related to loans originating with LSA
- transfer funds to and from CCC through CCB
- collect loan data for reporting to CCC
- report activity to CCC according to 21-CN.

#### 4-9 (Reserved)







**Part 2 LSA Program****10 Overview****A Purpose**

This part provides parameters of CCC's LSA cotton loan and LDP program.

**B Definition of Program Services**

Program services are those services LSA's are authorized to provide for CCC to producers under CCC-912 with CCC.

**11 Program Provisions****A Authorization**

CCC may authorize an entity to act as its agent to make and service upland cotton loans, LDP's, and ELS cotton loans.

**B Term of Approval**

LSA's approval to provide services continues until approval is suspended by CCC or terminated by either LSA or CCC.

**C Inspections**

LSA's books, documents, papers, and records for services shall be available to CCC for inspection and examination for 6 business years after a loan is liquidated (repaid or collateral forfeited) or LDP is processed.



**11 Program Provisions (Continued)****D Bale Limit on Activities**

CCC's authorization limits the number of bales that may be processed for loan and LDP by LSA. CCC requires LSA's to have \$10 of security for each bale of cotton. Initially, the bale limit is established by dividing LSA's net worth by \$10.

**Formula:** Net worth equals current assets minus current liabilities.

If LSA's net worth does not provide enough security for the number of bales it intends to process, CCC requires additional security in 1 or a combination of the following forms:

- a certified or cashier's check payable to CCC
- an irrevocable commercial letter of credit approved by CCC
- a performance bond conditioned on LSA fully discharging all of its obligations under CCC-912
- other forms of security as CCC deems appropriate.

**Example:** A parent company guarantee.

**Notes:** Additional security shall be submitted to the Director, PSD.

\* \* \*



**11 Program Provisions (Continued)****E LSA Liability to CCC**

LSA's are liable to CCC for any monetary losses incurred by CCC as a result of LSA's failure to discharge all of its obligations under CCC-912 with CCC.

Payment of these losses shall be made to CCC from the financial security provided by LSA, and directly by LSA if the amount of the loss exceeds the amount of financial security.

**F Approved Service Fees**

LSA's may charge producers a fee for services they provide on the original loan advance or LDP. Fees charged:

- for loans, shall not exceed the lesser of the following:
  - \$7.50 per loan plus \$0.90 per bale
  - 0.5 of 1 percent (0.005) times the gross loan amount
- for LDP's, shall not exceed the following amounts.

No. of Bales	Fee Amounts
1	\$0.25
2 through 6	\$0.25 plus \$0.15 for each bale over 1
7 or more	\$1 plus \$0.10 for each bale over 6

Fees charged shall be deducted from the loan or LDP amount received by LSA from CCC before distribution to the producer.

**Note:** Fees shall **not** be collected directly from producers.



**11 Program Provisions (Continued)****G Data Confidentiality**

The following table describes the confidentiality of data submitted by LSA's to CCC and USDA.

<b>IF the data submitted by LSA's is about...</b>	<b>THEN it...</b>
trade secrets	shall be held confidential.
financial operations or conditions	
commercial operations or conditions	
information necessary to conduct the loan and LDP program	may be released to the public.
information required by law	

**H CCC's Program Address**

Requests for information about LSA's shall be addressed to:

Director, PSD  
 FSA, USDA  
 STOP 0512  
 Room 4095  
 1400 Independence Avenue, SW  
 Washington, DC 20250-0512.



## 12 Initial Application

### A Introduction

This paragraph describes how entities apply to CCC for initial approval to serve as LSA.

### B Application Documents

An LSA application includes the following documents:

- 2 signed CCC-912's (see Exhibit 4)
- an audited financial statement less than 1 year old on the date submitted, including accompanying notes, schedules, or exhibits, certified by a certified public accountant as fairly representing the entity's financial condition

**Note:** Other forms of additional security as described in subparagraph 11 D may be submitted with or instead of audited financial statements.

- a list of employees involved in CCC program activities, including current directors, officers, and primary owners

**Definition:** Primary owners are those entities owning more than 10 percent of LSA.

- a copy of any applicable incorporating or partnership documents
- a contact person's:
  - name
  - address
  - telephone number
  - FAX number
  - e-mail address

- \*--LSA software provider's:

- name
- address
- telephone number
- FAX number
- e-mail address--\*

- any additional information requested by PSD.

**Note:** **After submission**, promptly notify the Director, PSD of any changes to the documents.



## 12 Initial Application (Continued)

## C Initial Approval Process

The following table shows how entities become certified by CCC to act as LSA.

Step	Action
1	Potential LSA completes and mails application documents to the Director, PSD.
2	<p>Potential LSA contacts FMD for a package of instructions to designate CCB.            *--Contact Jackie Pickens by either of the following:</p> <ul style="list-style-type: none"> <li>• e-mail at <b>jackie.pickens@wdc.usda.gov</b></li> <li>• telephone at 202-772-6027.--*</li> </ul>
3	<p>Using forms in the package, potential LSA nominates a bank to serve as its CCB. Nominations are sent to:</p> <p>Controller, CCC            FSA, USDA            STOP 0581            1400 Independence Avenue, SW            Washington, DC 20250-0581.</p>
4	<p>CCC grants entity approval to act as LSA.</p> <p><b>Note:</b> Entity may also be <b>denied</b> approval.</p>
5	<p>LSA has its CCB execute a contract with CCC.</p> <p><b>Note:</b> Controller may <b>deny</b> CCB approval.</p>
6	<p>LSA provides CCB and PSD the following:</p> <ul style="list-style-type: none"> <li>• a list of all employees authorized to certify CCC-719 and sign other documents for LSA</li> <li>• sample signatures of everyone on the list.</li> </ul>



## 13 Annual Recertifications

### A Introduction

This paragraph describes how LSA's annually obtain continued approval to act as LSA.

### B Recertification Documents

The following documents shall be included in annual LSA recertifications:

- an audited financial statement less than 1 year old on the date submitted, including accompanying notes, schedules, or exhibits, certified by a certified public accountant as fairly representing the entity's financial condition

**Note:** Other forms of additional security as described in subparagraph 11 D may be submitted with or instead of audited financial statements.

•\*--completed CCC-846-1A--\*

- a list of employees involved in CCC program activities, current directors, officers, and primary owners
- copies of all FSA and CCC forms created according to paragraph 17
- LSA software provider's:
  - name
  - address
  - telephone number
  - FAX number
  - e-mail address
- any additional information requested by PSD.

**Note:** **After submission**, promptly notify the Director, PSD of any changes to the documents.

### C Recertification Process

LSA's shall send recertification documents to the Director, PSD no later than 4 months after the end of the LSA's fiscal year.

PSD shall notify LSA of continued approval, suspension, or **termination** of approval to act as LSA.

**Note:** For suspensions and terminations, PSD shall include an explanation.



## 13 Annual Recertifications (Continued)

**\*--D Instructions for Completing CCC-846-1A**

Complete CCC-846-1A according to this table.

Item	Instructions
1	Enter date 120 calendar days after LSA's FY end date.
2	Enter date LSA's last FY ended.
3	Submit completed form to this address.
4	Enter the LSA name.
5	Enter the LSA headquarters office city and State.
6	Enter LSA's regular mailing address where program information is mailed.
7	Enter LSA's overnight mailing address where critical information is sent.  <b>Note:</b> This address cannot be a P.O. Box.
8A	Enter name and title of LSA's or official contact for the LSA program.
8B	Enter the telephone number, including area code, for the contact person identified in item 8A.
8C	Enter LSA's FAX number, including area code, where program material is sent.
8D	Enter the email address for the contact person identified in item 8A.
9A	Enter the name and title of the contact person responsible for the IT functions of LSA.
9B	Enter a phone number where the IT person can be reached after normal business hours.
9C	Enter the FAX number, including area code, for the IT person identified in item 9A.
9D	Enter an e-mail address for the IT person identified in item 9A.
10A	Enter the name of each employee of LSA that is authorized to conduct CCC business.
10B	Enter the official title for each person listed in item 10A.
10C	Enter the signature of each person listed in item 10A. This signature shall be used for verification and identification purposes.

--\*



## 13 Annual Recertifications (Continued)

## \*--D Instructions for Completing CCC-846-1A (Continued)

Item	Instructions
11A	No entry required. This item identifies the authorized commodities for loans and LDP's.
11B	Enter the crop year beside the applicable commodity listed in column A
11C	No entry required. This item identifies the method of measurement for the commodities identified in column A.
11D	Enter the loan volume for the commodity identified in item A in the units specified in item C.
11E	Enter the LDP volume for the commodity identified in item A in the units specified in item C.
11F	Enter the projected loan volume for the commodities specified in column C for the next crop year.
11G	Enter the projected LDP volume for the commodities specified in column C for the next crop year.
12	Enter totals of column 11D, E, F, and G.
13	Attach the supporting documents listed in this item to CCC-846-1A and enter a check mark to verify that they have been attached and filed with the form.
14	Enter any remarks that are pertinent or supporting to the information entered on this form.
15A	After verifying that data on CCC-846-1A is correct, enter the signature of the authorized company official.
15B	Enter the title of the authorized official identified in item 20A.
15C	Enter the date the authorized official identified in item 20A signed this form.

--\*



## 13 Annual Recertifications (Continued)

## E Example of Completed CCC-846-1A

Following is an example of a completed CCC-846-1A.

\*--

<b>CCC-846-1A</b> (02-13-17)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	
<b>RECERTIFICATION OF STATUS FOR APPROVED LOAN SERVICING AGENTS (LSA's) OR DESIGNATED MARKETING ASSOCIATIONS (DMA's)</b>			
<p><b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1425, 7 CFR Part 1427, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to recertify status as an approved Loan Servicing Agent or Designated Marketing Association eligible to participate in and receive benefits under FSA programs. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information may result in a denial of the Loan Servicing Agent's or Designated Marketing Association's request to participate in and receive benefits under FSA programs.</p> <p>The information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F - Administration).</p> <p>The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS ADDENDUM TO THE DIRECTOR, PRICE SUPPORT DIVISION, USDA, FARM SERVICE AGENCY, STOP 0512, ROOM 4095-S, 1400 INDEPENDENCE AVENUE, SW, WASHINGTON, D.C. 20250-0512.</p>			
1. Date Due (MM-DD-YYYY) 01-30-20XX	2. For Fiscal Year Ending 08-20-20XX	3. Return To: Director, Price Support Division USDA, FSA, Stop 0512, Room 4095-S 1400 Independence Avenue, SW Washington, D.C. 20250-0512	
4. LSA or DMA Name Acme Cotton and Grain	5. LSA or DMA Headquarters City and State Plainville, Kansas	6. Regular Mail Address P.O. Box 70 Plainville, Kansas 99999	7. Overnight Mail Address (No P.O. Boxes) 205 N. Evergreen Street Plainville, Kansas 99999
8A. Primary Contact Person and Title Lewis Clark, Manager	8C. FAX No. (Include Area Code) 316-123-3457	9A. IT Contact Person and Title Thomas Smith	9C. FAX No. (Include Area Code) 316-999-8888
8B. Telephone No. (Include Area Code) 316-234-5678	8D. Contact Person's E-Mail Address LClark@aol.com	9B. IT After Hours Phone Number (Including Area Code) 316-832-1973	9D. IT E-Mail address TSmith@aol.com
10. Employees authorized to conduct CCC business:			
A. NAME		B. TITLE	C. AUTHORIZED SIGNATURE
Lewis Clark		Manager	/s/ Lewis Clark
Charles Stevens		Assistant Manager	/s/ Charles Stevens
Jack Johnson		Special Assistant	/s/ Jack Johnson

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

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## 13 Annual Recertifications (Continued)

## E Example of Completed CCC-846-1A (Continued)

\*--

CCC-846-1A (02-13-17)						Page 2
11. Authorized Commodity Volume Report:						
A. Authorized Commodity	B. Crop Year	C. Unit	D. Loan Volume	E. LDP Volume	F. Projected Loan Volume for Next Crop Year	G. Projected LDP Volume for Next Crop Year
Cotton		Bales				
Peanuts	04	Tons	79,106	0	82,000	0
<b>12. Totals</b>			79,106	0	82,000	0
13. Attach the following supporting documents:						
<input checked="" type="checkbox"/> Blank copies of all DMA or LSA computer generated CCC forms. <input checked="" type="checkbox"/> Incorporation or partnership documents if there have been changes from the previous FY. <input checked="" type="checkbox"/> Audited financial statement (including the accountant report of audit or review). <input checked="" type="checkbox"/> If applicable, completed marketing assistance loan or LDP documents resulting from DMA or LSA software testing. <input checked="" type="checkbox"/> Proposed financial security.						
14. Remarks:						
15. Information submitted is correct and complete to the best of my knowledge.						
A. SIGNATURE: <small>(This application must be signed by an authorized company official)</small>  <b>/s/ Lewis Clark</b>			B. TITLE  Manager		C. DATE (MM-DD-YYYY)  01-20-20XX	
<b>PENALTY STATEMENT</b>						
<small>Section 15(a) of the Commodity Credit Corporation (CCC) Chapter Act of 15 USC 714 (m)(a)) provides a fine of not more than \$10,000 or not more than five years imprisonment, or both, for making any statement knowing it to be false for the purpose of influencing the action of CCC or of obtaining money under any act applicable to CCC. The making of such false statements may subject entity to civil liability, including liability under 31 USC 231.</small>						

--\*



## 14 Suspensions and Terminations

### A Suspension Grounds

CCC may suspend LSA whenever it determines that LSA has **not**:

- operated according to representations made
- followed program procedures as instructed
- corrected deficiencies annotated
- operated according to applicable Federal regulations.

### B Termination Grounds

CCC may terminate LSA whenever it determines that:

- LSA failed to correct deficiencies within a specified time period annotated in a letter suspending LSA's approval
- LSA's continued approval represents an unacceptable financial risk to CCC
- LSA's level of services provided to producers is unacceptable.

**Note:** LSA's may voluntarily withdraw from participation at any time.

### C Suspension Procedures

The Executive Vice President, CCC shall notify LSA of reasons for suspension and corrective actions required within a specified time period for renewed approval. A suspension may be lifted if actions cited in the Executive Vice President's notification are corrected to CCC's satisfaction within the time period specified. LSA's not taking action to correct the deficiencies specified in the suspension letter within the specified time period shall be terminated from any further program activities. See subparagraph E.



## 14 Suspensions and Terminations (Continued)

### D Activities During Suspension

A suspended LSA shall:

- continue to provide services for loans made before suspension, such as repayments, reconcentrations, and forfeitures
- **not** process any additional loan or LDP disbursements.

### E Termination Procedure

The Executive Vice President, CCC may terminate LSA's approval to provide loan services by giving LSA written notice.

**Note:** CCC, in its notification, will issue instructions for transferring program records from the terminated LSA.

### F Withdrawal Procedure

LSA's may withdraw from CCC's loan and LDP program by sending written notification to the Executive Vice President, CCC, **only** when **all** of the loans it processed are closed.



## 15 LSA Loan and LDP Process

## A Providing Program Services

This table describes the process that occurs as LSA's provide program services.

Step	Description
1	<p>Producers:</p> <ul style="list-style-type: none"> <li>• request a loan or LDP</li> <li>• provide beneficial interest information according to paragraph 28</li> <li>• may file FSA-211</li> <li>• deliver to LSA one of the following: <ul style="list-style-type: none"> <li>• individual card warehouse receipts</li> <li>• EWR: <ul style="list-style-type: none"> <li>• numbers</li> <li>• provider's name</li> </ul> </li> <li>• gin tag lists and class data to LSA.</li> </ul> </li> </ul>
2	<p>LSA's follow procedures in paragraph 28 to determine whether the producer is eligible, based on beneficial interest, for loan or LDP. If beneficial interest is:</p> <ul style="list-style-type: none"> <li>• held by the producer at time of the loan or LDP, the process continues</li> <li>• lost by the producer before the loan or LDP, the process <b>stops</b>.</li> </ul>
3	<p>LSA's verify eligibility according to 1-CMA. If:</p> <ul style="list-style-type: none"> <li>• eligible, the process continues</li> <li>• ineligible, LSA returns the documents submitted by the producer in step 1 and stops the loan or LDP process.</li> </ul>



## 15 LSA Loan and LDP Process (Continued)

## A Providing Program Services (Continued)

Step	Description	
4	<b>IF...</b>	<b>THEN LSA's...</b>
	a loan advance	<ul style="list-style-type: none"> <li>• complete lien search according to paragraph 23</li> <li>• instruct producer to notify EWR provider to amend EWR to show LSA as holder for ACRS purposes only.</li> <li>• complete CCC-Cotton A, CCC-Cotton A-1, and other loan advance forms</li> <li>• give CCC-601 (Exhibit 5) to each producer.</li> </ul>
	LDP	<ul style="list-style-type: none"> <li>• complete either of the following: <ul style="list-style-type: none"> <li>•*--CCC-Cotton AA-1--*</li> <li>• CCC-709, if applicable</li> </ul> </li> <li>• instruct producer to notify EWR provider to amend EWR to show cotton was used to obtain LDP.</li> </ul>
5	Producer or power of attorney entity signs loan or LDP documents.	
6	LSA's submit any individual card warehouse receipts, EWR numbers, and EWR provider's name, CCC-719, and other documents, as required, to CCB, and receive loan or LDP disbursement funds.	
7	LSA's issue loan or LDP funds to producer within 3 calendar days.	
8	LSA's send the producer a notice before loan maturity according to paragraph 53.	
9	LSA's process loan repayments, forfeitures, or reconcentrations as authorized by the producer or designated agent on CCC-605.	
10	LSA's maintain loan or LDP documents according to this handbook.	



## 15.5 AWP and CCA Announcement Times

### A Announcement Time

[7 CFR 1427.25] AWP and CCA shall normally be announced by the National Office at 4 p.m. e.t. each Thursday. They become effective for calculations as specified in subparagraph B.

If Thursday or Friday, or any number of subsequent days, is a nonworkday in Washington, DC, AWP and CCA shall be announced the next workday at 8 a.m. e.t.

### B Effective Time Period

[7 CFR 1427.25] The effective time period for each weekly AWP and CCA, calculated using the regulatory formula at 7 CFR 1427.25, is unchanged by any announcement delays that may occur. Announced AWP's and CCA's do not remain effective past their normal expiration time if the subsequent AWP cannot be announced for any reason.

The effective time period of announced AWP's and CCA's is 12:01 a.m. e.t. Friday (a minute past midnight of the Thursday when normally announced) through midnight of the following Thursday whether the prices are announced:

- at the usual time of Thursday, 4 p.m. e.t.
- on a Friday at 8 a.m. e.t. because the immediately preceding Thursday was not a Federal workday in Washington, DC
- on any subsequent day following a Friday. In this case, the delayed-announced AWP and CCA shall be retroactively applicable to what would have been their effective time period had they been announced at the usual Thursday time.



**15.5 AWP and CCA Announcement Times (Continued)****C Accepting Transaction Requests When AWP Not Announced**

\* \* \*

Requests for loan repayments and LDP's may be accepted at all hours subject to the effective AWP and CCA. If there is an extended period during which the current AWP, CCA, and LDP rate are not announced for any reason, requests for loan repayments and LDP's shall be accepted by LSA's. Such applications shall be subject to AWP and CCA subsequently announced as effective for the date the application was received.

In the event that a repayment request is made during an extended period when AWP is not announced, the loan repayment may be accepted according to 7-CN, subparagraph 202 A as an estimated repayment, and bales released, based upon the higher of either of the following:

- the amount provided for the repayments
- the last announced repayment rate.

LSA shall obtain from the entity repaying the loan a signed and dated agreement to the following statement:

“I understand that the loan repayment amount for the cotton loan collateral requested at \_\_\_\_\_ LSA Office is subject to recalculation upon announcement of the prevailing loan repayment rate for the cotton. I agree to pay CCC any balance due based on this recalculation.”

**D Loan Repayments Received by Mail, Courier, or Wire Transfer**

If a loan repayment is received by mail, courier, or wire transfer of funds, use AWP and CCA in effect on the date the repayment is received in LSA.

**Note:** For repayments received on Thursdays, LSA's must process the repayment in ACRS by the Thursday evening deadline according to 21-CN for Thursday's AWP to be applicable to the repayment.



**15.5 AWP and CCA Announcement Times (Continued)**

**E Gin Direct LDP's**

The payment rate applicable to LDP's requested under gin-direct provisions is the rate effective under subparagraph B.

Every announced AWP and LDP rate is effective for a 7 day period commencing at 12:01 a.m. e.t. each Friday.

**F Accessing AWP and CCA**

\*--The cotton AWP, LDP rate, and CCA are available at  
<http://www.fsa.usda.gov/FSA/epasReports?area=home&subject=ecpa&topic=fta-uc>--\*



## 16 Prohibited LSA Activities

### A Prohibited Activities

LSA's shall **not**:

•\*--take title to producer's cotton--\*

- pool producers' cotton for any purpose
- allow owners, employees, and their families to market producers' cotton

**Note:** LSA's may provide marketing services if requested by the producer.

- because of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status, deny any producer from participating in a loan or LDP for which they would otherwise be eligible to obtain benefits earned by participating in a loan or LDP program
- refuse services to producers because LSA was not granted a power of attorney on FSA-211 for executing loan documents to obtain loans, repaying the loans for the producer, obtaining LDP's, or marketing the producer's cotton
- adopt any scheme or device to circumvent the purpose of the cotton loan and LDP program regulations, the regulation governing LSA's, or its agreement with CCC
- make loans or LDP's to producers involved in a bankruptcy proceeding

**Note:** Advise that the producer may apply for loans or LDP's through the producer's local County Office.

- make loans or LDP's on ineligible cotton.

### B Determining Eligibility Status

Follow procedures in 1-CMA to determine producer eligibility status.

Upon discovery that the cotton is or was ineligible, LSA's shall, following instructions in 1-CMA:

- call any outstanding loan immediately
- for loans repaid that involved benefits, notify producer of amount owed CCC
- for LDP's, notify producer of amount owed CCC.







**17 Forms Information****A Policy**

LSA's, as authorized agents of CCC, shall use either current CCC forms or forms approved by CCC to document program services.

**B Form Options**

LSA's may use either of the following:

- computer-generated forms as described in this paragraph
- forms obtained from CCC.

**C Obtaining CCC Forms**

CCC forms may be obtained by accessing the website located at **[www.sc.egov.usda.gov](http://www.sc.egov.usda.gov)**.

**D Form References in This Handbook**

Throughout this handbook, references are made to forms by FSA and CCC form numbers. Many of these forms, as described in this paragraph, may be computer generated.



**17 Forms Information (Continued)****E Requests to Computer Generate Forms**

CCC may grant LSA's permission to computer generate certain FSA and CCC forms. LSA's shall request approval to use computer-generated forms by sending computer-generated copies of the proposed forms to the Director, PSD.

**Note:** Do **not** use the computer-generated form until written approval has been received from the Director, PSD.

**F Computer-Generated Forms**

LSA's may request approval to computer generate the following forms:

- CCC-Cotton A
- CCC-Cotton A Continuation
- CCC-Cotton A-1
- \* \* \*
- CCC-Cotton AA-1
- FSA-211
- CCC Cotton A-5.

**G Required Computer- Generated Form Revisions**

Each time an FSA or CCC form is revised; existing approved computer-generated LSA forms derived from it shall be resubmitted for approval. LSA shall:

- revise the applicable computer-generated form
- submit the revised form to the Director, PSD for approval.



## 18 Filing and Distribution Instructions

### A LSA Files Retention

LSA's shall indefinitely retain copies or originals of documents prepared or processed by \*--LSA for 6 years after the applicable crop year.--\*

### B Documents Maintained

LSA's shall maintain files of the following documents, according to subparagraph A:

- CCC-10
- CCC-Cotton A and the applicable CCC-Cotton A Continuation
- CCC-Cotton A-1
- CCC-Cotton A-5
- CCC-601
- Repayment Listing
- Notice to Producer Before Loan Maturity
- Forfeiture Listing
- FSA-211
- CCC-679
- CCC-605, CCC-605-1, and CCC-605-2
- CCC-Cotton AA-1
- CCC-719 \* \* \*
- BI documents
- correspondence about any of the documents in this subparagraph
- correspondence with any EWR provider.

**Notes:** According to subparagraph 24 D, if CCC-605, CCC-605-1, or CCC-605-2 is for a partial redemption, make and file a copy of the applicable CCC-605, CCC-605-1, or CCC-605-2 and return original to redeemer.

An electronic record of CCC-719 is acceptable.

BI documents include options to purchase and sales contracts.



**18 Filing and Distribution Instructions (Continued)****C Securing Files**

LSA's shall maintain the following documents in a locked, fireproof file:

- CCC-Cotton A and the applicable CCC-Cotton A Continuation
- FSA-211
- CCC-679
- CCC-605, CCC-605-1, and CCC-605-2
- CCC-Cotton AA
- CCC-Cotton AA-1
- CCC-709.

**Note:** If CCC-605, CCC-605-1, or CCC-605-2 is about a partial redemption, file a copy.

**D Distributing Forms and Documents**

LSA's shall distribute to the applicable producer completed, executed copies of:

- CCC-Cotton A and the applicable CCC-Cotton A Continuation
- CCC-Cotton A-1
- CCC-Cotton A-5
- CCC-601
- Notice to Producer Before Loan Maturity
- FSA-211
- CCC-679
- CCC-Cotton AA
- CCC-Cotton AA-1
- CCC-709.



**19 Cotton Board Activities****A Introduction**

This paragraph outlines activities that LSA's perform for the Cotton Board.

**B R&P Fees**

LSA's shall:

- calculate research and promotion (R&P) fees for:
  - loan advances according to paragraph 40
  - ~~---~~LDP's according to paragraph 77~~--~~\*
- collect and pay R&P fees for upland cotton to the Cotton Board
- issue checks to the applicable taxing authority by the tenth of the month following the assessment.

**Note:** LSA's are responsible for over-collections and under-collections.

**C Providing Cotton Board Producers' Names and Addresses**

LSA's shall provide the Cotton Board a list of the names and addresses of all producers who obtained loans and LDP's through them when requested by the Cotton Board. Mail the lists to the Cotton Board at the following address:

Cotton Board  
~~---~~Department 522  
5050 Poplar Ave. Suite 1900  
Memphis, TN 38157.~~--~~\*

**Note:** Lists shall be in the format requested by the Cotton Board.



**\*--19.5 Signature Authority and Limitation References****A Background**

Individual producers acting on behalf of other persons or entities must provide evidence that they have authority to sign CCC documents. Policy on signature authority and limitations is provided in 1-CM, Part 25 which LSA employees must review and be familiar with. However, the table below is provided as a quick reference guide and is intended to clarify policy that is only applicable to LSA's.

<b>IF LSA producer...</b>	<b>THEN see 1-CM, paragraphs...</b>	<b>1-CM Examples</b>
wants to sign CCC documents on behalf of another person or entity and no acceptable evidence of signature authority is on file at LSA	707-717 for types of acceptable evidence of authority depending upon the type of producer.  <b>Note:</b> LSA's provide PSD evidence of authority on CCC-846-1A for their employees to sign for the LSA.	For corporations, LP's, LLP's, LLC's and similar entities, any of the following authorize an officer, manager, or member to sign: <ul style="list-style-type: none"> <li>• corporate charter, bylaws, articles of organization, operating agreement, or partnership papers executed according to State law, that designates the officer, member, or manager</li> <li>• resolution by the corporations' board of directors, signed by the corporations secretary, or an officer other than the signatory being extended signature authority</li> <li>• signed corporate minutes.</li> </ul>
has acceptable evidence of signature authority on file at LSA and is ready to sign CCC documents	707-717 for the acceptable signature format depending upon the type of producer.	For estates and trusts, the signature for an individual authorized to sign shall consist of: <ul style="list-style-type: none"> <li>• an indicator, such as "by" or "for" illustrating that the individual is signing in a representative capacity</li> <li>• the name of the estate or trust, except when the name of the estate or trust shows on the document</li> <li>• the representative's name and capacity.</li> </ul>

--\*



## 20 Using FSA-211 and FSA-211A

### A Policy

See 1-CM for general policies about FSA-211's and FSA-211-A's. Producers may delegate a power of attorney to another person or to LSA on FSA-211. A Notary Public seal on FSA-211 is not required when FSA-211 is signed by an individual in the presence of an FSA or LSA employee. Persons who have been granted an FSA-211 by a producer shall deliver FSA-211 to LSA. LSA shall call the County Office identified in the revocation sentence on FSA-211 to verify that FSA-211 has not been revoked before processing any applicable loan advance or LDP.

FSA-211 used to delegate LSA with a producer's FSA-211 shall include an attachment with the following statement.

The grantor hereby acknowledges that the LSA is an agent of the Commodity Credit Corporation for the purpose of performing certain services requisite to the making and servicing of Commodity Credit Corporation cotton loans and LDP's to eligible producers of eligible cotton and agrees to permit the LSA to act as agent for both the grantor and the Commodity Credit Corporation. The LSA shall disclose to the grantor all facts which the LSA knows or should know would reasonably affect the judgment of the grantor in permitting the LSA to act as agent for both the grantor and the Commodity Credit Corporation."

**Notes:** For this handbook, FSA-211 shall refer to both FSA-211 and FSA-211-A.

"Power of attorney" forms other than FSA-211 will **not** be accepted.

\* \* \*

### B FSA-211 Used With CCC-605

Producers may designate an agent on FSA-211 to act on their behalf to execute CCC-605's if FSA-211 **specifically** grants the authority to execute CCC-605's. Producers must be fully aware that designating an agent to execute CCC-605's grants that agent the authority to further delegate authority to another agent.

An agent designated on FSA-211 cannot execute a new FSA-211 to further delegate authority to another agent.







**\*--20 Using FSA-211 and FSA-211A (Continued)--\***

**C LSA Power of Attorney Restrictions**

If the producer has delegated LSA a power of attorney, LSA shall **not**:

- make any purchase for LSA's own account of cotton redeemed from loan
- sell any cotton to any person who is employed or has the right to control or direct LSA's sale of redeemed cotton or equities.

**D FSA-211's Applicable to CCC-605's**

LSA's shall accept CCC-605's if FSA-211 specifically grants authority to designate another agent on CCC-605.



## 20 Using FSA-211 and FSA-211A (Continued)

**E Completing FSA-211's Assigned to LSA**

Complete FSA-211's to delegate power of attorney to LSA's according to this table.

Item	Instructions
(1) through (4)	Enter LSA's: <ul style="list-style-type: none"> <li>• name</li> <li>• address</li> <li>• county</li> <li>• State.</li> </ul>
(5)	Enter the producer's name.
A	Check the number: <ul style="list-style-type: none"> <li>• "8"</li> <li>• "11" and ENTER "Cotton".</li> </ul>
B	Check the number "6". If FSA-211 will be used to execute CCC-605, check number "7" and ENTER "CCC-605".
*--6A through B--*	Individual producers shall: <ul style="list-style-type: none"> <li>• sign</li> <li>• enter date.</li> </ul> * * *
*--7A through C--*	Corporations shall: <ul style="list-style-type: none"> <li>• sign</li> <li>• enter title</li> <li>• enter date.</li> </ul> * * *
8A through C	Witness shall: <ul style="list-style-type: none"> <li>• sign</li> <li>• date</li> <li>• enter position.</li> </ul>
9A through C	Enter notary public's seal, State and county of commission and signature.  <b>Note:</b> Notarization is required when FSA-211 is not signed by an individual in the presence of an FSA or LSA employee.
10(a) and (b)	Enter place where FSA-211 is signed.
10(c) through (e)	Enter date FSA-211 is executed.



## 20 Using FSA-211 and FSA-211A (Continued)

## F Example of FSA-211 for Individual

The following is an example of FSA-211 for an individual.

\*--

**This form is available electronically.**

**FSA-211**  
(11-25-14)

**U. S. DEPARTMENT OF AGRICULTURE**  
Farm Service Agency – Natural Resources Conservation Service –  
Commodity Credit Corporation – Federal Crop Insurance Corporation – Risk Management Agency

**POWER OF ATTORNEY**

**THE UNDERSIGNED** does hereby appoint the following grantee:  
(1) US LSA of the following address: (2) 123 Way Street, McLouth  
in the county of: (3) Jefferson in the State of: (4) Kansas  
(insert grantor's name) in connection with the Farm Service Agency, Natural Resources Conservation Service Agency, or Commodity Credit Corporation programs checked below. **NOTE: This power of attorney form is not valid for FSA Farm Loan Program purposes.**

**A. FSA, NRCS and CCC PROGRAMS**  
(Check applicable programs)

☐ 1. All current programs.  
☐ 2. All current and all future programs.  
☐ 3. Agricultural Risk Coverage/Price Loss Coverage (ARC/PLC).  
☐ 4. Biomass Crop Assistance Program (BCAP).  
☐ 5. Tree Assistance Program (TAP).  
☐ 6. Livestock Indemnity Program (LIP).  
☐ 7. Livestock Forage Disaster Program (LFP).  
☐ 8. Emergency Assistance for Livestock Honey Bees, and Farm-Raised Fish (ELAP).  
☐ 9. Noninsured Crop Disaster Assistance Program (NAP).

☒ 10. Marketing Assistance Loans and Loan Deficiency Payments.  
☐ 11. Margin Protection Program for Dairy Producers (MPP/Dairy).  
☐ 12. Farm Storage Facility Loan Program.  
☐ 13. Conservation Reserve Program (CRP).  
☐ 14. NRCS Conservation Programs.  
☐ 15. Emergency Conservation Program (ECP).  
☐ 16. Emergency Forest Restoration Program (EFRP).  
☒ 17. Other (Specify): Cotton

**B. TRANSACTIONS for FSA, NRCS, and CCC PROGRAMS**  
(Check applicable actions)

☐ 1. All actions.  
☐ 2. Signing applications, agreements, and contracts.  
☐ 3. Making reports.  
☒ 4. Conducting all marketing assistance loan and LDP transactions.  
☐ 5. AGI Certification.  
☐ 6. Routing Banking Accounts.  
☒ 7. Other (Specify): Executing CCC-605

**This form may also be used to grant authority to an attorney-in-fact to act on the grantor's behalf with respect to FCIC crop insurance policies. Checking any of the FCIC transactions does not have any impact as to the FSA, NRCS or CCC transactions checked above:**

**C. INSURED CROPS/STATE/COUNTY**  
(Enter "All" or specify each crop, state, county and year(s))

1. All  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

**D. CROP INSURANCE TRANSACTIONS**  
(Check applicable actions)

☒ 1. All actions.  
☐ 2. Making applications for insurance.  
☐ 3. Reporting crop acreage and production reports.  
☐ 4. Reporting a notice of damage or loss and making claim for indemnity.  
☐ 5. Making transfers and cancellations.  
☐ 6. Making contract changes.  
☐ 7. Other (Specify): \_\_\_\_\_

This Power of Attorney is valid in all counties in the United States unless otherwise noted. This power of attorney shall remain in full force and effect until (1) written notice of its revocation has been duly served upon FSA, NRCS or CCC as appropriate; (2) death of the undersigned grantor; or (3) incompetence or incapacitation of the undersigned grantor. The undersigned grantor shall provide separate written notice of revocation to the applicable crop insurance agent. This power of attorney shall not be effective until properly executed and served to a USDA Service Center.

**AUTHORIZED SIGNATURES**

6A. Signature of Grantor (Individual)  
/s/ Robert Brown

6B. Signature Date (MM-DD-YYYY)  
09-12-20XX

6C. For Grantor's Signature Continuation, check here if FSA-211A is attached. ☐

7A. Signature of Grantor (Partnership, Corporation, Trust, etc.) (By)  
\_\_\_\_\_

7B. Title/Relationship of Individual Signing in the Representative Capacity  
\_\_\_\_\_

7C. Signature Date (MM-DD-YYYY)  
\_\_\_\_\_

8. Notary Public (this form shall be acknowledged by a notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed).  
Signature (a) \_\_\_\_\_ the state of (b) \_\_\_\_\_ the County of (c) \_\_\_\_\_

**FOR FSA USE ONLY**

9A. Witness Signature (FSA Employee Only)  
/s/ Joe Black

9B. Signature Date (MM-DD-YYYY)  
09-12-20XX

9C. Official Position  
County Executive Director

10. This power of attorney was served to (a) Jefferson State of (b) Kansas and became effective this (c) 12 day of (d) September, (e) 20XX USDA Service Center.

**NOTE:** The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1716, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Federal Crop Insurance Act (7 U.S.C. 1501 et seq.), the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to enable a producer (grantor) to appoint an individual/organization to serve as an attorney-in-fact (grantee) that is authorized to act on behalf of the producer, conduct business with USDA concerning Farm Service Agency, Natural Resources Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Risk Management Agency programs. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated), USDA/NRCS-1, Landowner, Operator, Producer, Cooperator, and USDA/FCIC-10, Policyholder. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of producer ineligibility to participate in and receive benefits under Farm Service Agency, Natural Resources Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Risk Management Agency programs.

This information collection for FSA commodity and conservation programs in Titles I and II of the Agricultural Act of 2014 (Pub. L. 113-79) are exempt from the Paperwork Reduction Act (PRA) as specified in the Agricultural Act of 2014, Title I, Subtitle F, Administration, and Title II, Subtitle G, Funding Administration. For the EFRP, this information collection is exempted from the PRA, as specified in the Fiscal Year 2010 Supplemental Appropriations Act (Public L. 111-212). For the FSA, this information collection is exempted from the PRA as it is required for the administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F—Administration).

For those FSA, CCC, and NRCS programs that are not exempt from PRA, FSA may not conduct or sponsor, and a person is not required to respond to a collection of information unless this collection of information has a valid OMB control number, which is 0560-0190 for this information collection, and the average time required to complete this information collection is 15 minutes per response. RETURN THIS COMPLETED FORM TO THE APPLICABLE USDA SERVICE CENTER.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/household status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 726-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-3333. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.aphis.usda.gov/plant/compilant\\_filing\\_civil.html](http://www.aphis.usda.gov/plant/compilant_filing_civil.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-8992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-0415; (2) fax: (202) 895-7442; or (3) email: [program.intel@usda.gov](mailto:program.intel@usda.gov). USDA is an equal opportunity provider, employer, and lender.

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## 20 Using FSA-211 and FSA-211A (Continued)

## G Example of FSA-211 for Corporation

The following is an example of FSA-211 for a corporation and the individual is authorized to sign on behalf of the corporation.

\*--

**This form is available electronically.**

**FSA-211**  
(11-25-14)

**U. S. DEPARTMENT OF AGRICULTURE**  
Farm Service Agency – Natural Resources Conservation Service -  
Commodity Credit Corporation – Federal Crop Insurance Corporation – Risk Management Agency

**POWER OF ATTORNEY**

**THE UNDERSIGNED** does hereby appoint the following grantee:  
(1) US LSA of the following address: (2) 569 East Street, Oskaloosa  
in the county of: (3) Jefferson in the State of: Kansas  
(4) Kansas the attorney-in-fact for (5) ABC Corporation  
(insert grantor's name) in connection with the Farm Service Agency, Natural Resources Conservation Service Agency, or Commodity Credit Corporation programs checked below. **NOTE: This power of attorney form is not valid for FSA Farm Loan Program purposes.**

**A. FSA, NRCS and CCC PROGRAMS**  
(Check applicable programs)

☐ 1. All current programs.  
☐ 2. All current and all future programs.  
☐ 3. Agricultural Risk Coverage/Price Loss Coverage (ARC/PLC).  
☐ 4. Biomass Crop Assistance Program (BCAP).  
☐ 5. Tree Assistance Program (TAP).  
☐ 6. Livestock Indemnity Program (LIP).  
☐ 7. Livestock Forage Disaster Program (LFP).  
☐ 8. Emergency Assistance for Livestock Honey Bees, and Farm-Raised Fish (ELAP).  
☐ 9. Noninsured Crop Disaster Assistance Program (NAP).

☒ 10. Marketing Assistance Loans and Loan Deficiency Payments.  
☐ 11. Margin Protection Program for Dairy Producers (MPP/Dairy).  
☐ 12. Farm Storage Facility Loan Program.  
☐ 13. Conservation Reserve Program (CRP).  
☐ 14. NRCS Conservation Programs.  
☐ 15. Emergency Conservation Program (ECP).  
☐ 16. Emergency Forest Restoration Program (EFRP).  
☒ 17. Other (Specify): Cotton

**B. TRANSACTIONS FOR FSA, NRCS, and CCC PROGRAMS**  
(Check applicable actions)

☐ 1. All actions.  
☐ 2. Signing applications, agreements, and contracts.  
☐ 3. Making reports.  
☒ 4. Conducting all marketing assistance loan and LDP transactions.  
☐ 5. AGI Certification.  
☐ 6. Routing Banking Accounts.  
☒ 7. Other (Specify): Executing CCC-605

**This form may also be used to grant authority to an attorney-in-fact to act on the grantor's behalf with respect to FCIC crop insurance policies. Checking any of the FCIC transactions does not have any impact as to the FSA, NRCS or CCC transactions checked above:**

**C. INSURED CROPS/STATE/COUNTY**  
(Enter "All" or specify each crop, state, county and year(s))

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

**D. CROP INSURANCE TRANSACTIONS**  
(Check applicable actions)

☐ 1. All actions.  
☐ 2. Making applications for insurance.  
☐ 3. Reporting crop acreage and production reports.  
☐ 4. Reporting a notice of damage or loss and making claim for indemnity.  
☐ 5. Making transfers and cancellations.  
☐ 6. Making contract changes.  
☐ 7. Other (Specify): \_\_\_\_\_

This Power of Attorney is valid in all counties in the United States unless otherwise noted. This power of attorney shall remain in full force and effect until (1) written notice of its revocation has been duly served upon FSA, NRCS or CCC as appropriate; (2) death of the undersigned grantor; or (3) incompetence or incapacitation of the undersigned grantor. The undersigned grantor shall provide separate written notice of revocation to the applicable crop insurance agent. This power of attorney shall not be effective until properly executed and served to a USDA Service Center.

**AUTHORIZED SIGNATURES**

6A. Signature of Grantor (Individual)	6B. Signature Date (MM-DD-YYYY)	6C. For Grantor's Signature Continuation, check here if FSA-211A is attached. <input type="checkbox"/>
7A. Signature of Grantor (Partnership, Corporation, Trust, etc.) (By) <u>/s/ Bill Green</u>	7B. Title/Relationship of Individual Signing in the Representative Capacity <u>President of ABC Corporation</u>	7C. Signature Date (MM-DD-YYYY) <u>09-12-20XX</u>
8. Notary Public (this form shall be acknowledged by a notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed). Signature (a) _____ the state of (b) _____ the County of (c) _____		

**FOR FSA USE ONLY**

9A. Witness Signature (FSA Employee Only) <u>/s/ Joe Black</u>	9B. Signature Date (MM-DD-YYYY) <u>09-12-20XX</u>	9C. Official Position <u>County Executive Director</u>
10. This power of attorney was served to (a) <u>Jefferson</u> <u>USDA Service Center,</u> State of (b) <u>Kansas</u> and became effective this (c) <u>12</u> day of (d) <u>September</u> , (e) <u>20XX</u> .		

**NOTE:** The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 718, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Federal Crop Insurance Act (7 U.S.C. 1501 et seq.), the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to enable a producer (grantor) to appoint an individual/organization to serve as an attorney-in-fact (grantee) that is authorized to act on behalf of the producer, conduct business with USDA concerning Farm Service Agency, Natural Resources Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Risk Management Agency programs. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated), USDA/NRCS-1, Landowner, Operator, Producer, Cooperator, or Participant Files, and USDA/FCIC-10, Policyholder. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of producer ineligibility to participate in and receive benefits under Farm Service Agency, Natural Resources Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Risk Management Agency programs.

This information collection for FSA commodity and conservation programs in Titles I and II of the Agricultural Act of 2014 (Pub. L. 113-79) are exempt from the Paperwork Reduction Act (PRA) as specified in the Agricultural Act of 2014, Title I, Subtitle F, Administration, and Title II, Subtitle G, Funding Administration. For the EFRP, this information collection is exempted from the PRA, as specified in the Fiscal Year 2010 Supplemental Appropriations Act (Public L. 111-212). For the FSA, this information collection is exempted from the PRA as it is required for the administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F-Administration).

For those FSA, CCC, and NRCS programs that are not exempt from PRA, FSA may not conduct or sponsor, and a person is not required to respond to a collection of information unless this collection of information has a valid OMB control number, which is 0500-0190 for this information collection, and the average time required to complete this information collection is 15 minutes per response. **RETURN THIS COMPLETED FORM TO THE APPLICABLE USDA SERVICE CENTER.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/joint status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 725-2400 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-5335. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.asc.usda.gov/complaint\\_filing\\_cust.html](http://www.asc.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-8962. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 696-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

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## 20 Using FSA-211 and FSA-211A (Continued)

## H Example of FSA-211 by FSN

The following is an example of FSA-211 by FSN.

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**This form is available electronically.**

**FSA-211**  
(11-25-14)

**U. S. DEPARTMENT OF AGRICULTURE**  
Farm Service Agency – Natural Resources Conservation Service –  
Commodity Credit Corporation – Federal Crop Insurance Corporation – Risk Management Agency

**POWER OF ATTORNEY**

**THE UNDERSIGNED** does hereby appoint the following grantee:  
(1) US LSA of the following address: (2) 211 Tumble Weed road  
Levelland in the county of: (3) Hockley in the State of:  
(4) Texas the attorney-in-fact for (5) Sandy Bryant  
(insert grantor's name) in connection with the Farm Service Agency, Natural Resources Conservation Service Agency, or Commodity Credit Corporation programs checked below. **NOTE: This power of attorney form is not valid for FSA Farm Loan Program purposes.**

**A. FSA, NRCS and CCC PROGRAMS**  
(Check applicable programs)

☐ 1. All current programs.  
☐ 2. All current and all future programs.  
☐ 3. Agricultural Risk Coverage/Price Loss Coverage (ARC/PLC).  
☐ 4. Biomass Crop Assistance Program (BCAP).  
☐ 5. Tree Assistance Program (TAP).  
☐ 6. Livestock Indemnity Program (LIP).  
☐ 7. Livestock Forage Disaster Program (LFP).  
☐ 8. Emergency Assistance for Livestock Honey Bees, and Farm-Raised Fish (ELAP).  
☐ 9. Noninsured Crop Disaster Assistance Program (NAP).

☒ 10. Marketing Assistance Loans and Loan Deficiency Payments.  
☐ 11. Margin Protection Program for Dairy Producers (MPP/Dairy).  
☐ 12. Farm Storage Facility Loan Program.  
☐ 13. Conservation Reserve Program (CRP).  
☐ 14. NRCS Conservation Programs.  
☐ 15. Emergency Conservation Program (ECP).  
☐ 16. Emergency Forest Restoration Program (EFRP).  
☒ 17. Other (Specify): FSN 22 Only  
Cotton

**B. TRANSACTIONS FOR FSA, NRCS, and CCC PROGRAMS**  
(Check applicable actions)

☐ 1. All actions.  
☐ 2. Signing applications, agreements, and contracts.  
☐ 3. Making reports.  
☒ 4. Conducting all marketing assistance loan and LDP transactions.  
☐ 5. ACI Certification.  
☐ 6. Routing Banking Accounts.  
☒ 7. Other (Specify):

**This form may also be used to grant authority to an attorney-in-fact to act on the grantor's behalf with respect to FCIC crop insurance policies. Checking any of the FCIC transactions does not have any impact as to the FSA, NRCS or CCC transactions checked above:**

**C. INSURED CROPS/STATE/COUNTY**  
(Enter "All" or specify each crop, state, county and year(s))

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

**D. CROP INSURANCE TRANSACTIONS**  
(Check applicable actions)

☐ 1. All actions.  
☐ 2. Making applications for insurance.  
☐ 3. Reporting crop acreage and production reports.  
☐ 4. Reporting a notice of damage or loss and making claim for indemnity.  
☐ 5. Making transfers and cancellations.  
☐ 6. Making contract changes.  
☐ 7. Other (Specify):

**Authorized Signatures**

6A. Signature of Grantor (Individual)  
/s/ Sandy Bryant

6B. Signature Date (MM-DD-YYYY)  
09-12-20XX

6C. For Grantor's Signature Continuation, check here if FSA-211A is attached. ☐

7A. Signature of Grantor (Partnership, Corporation, Trust, etc.) (By) \_\_\_\_\_

7B. Title/Relationship of Individual Signing in the Representative Capacity \_\_\_\_\_

7C. Signature Date (MM-DD-YYYY) \_\_\_\_\_

8. Notary Public (this form **shall** be acknowledged by a notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed).  
Signature (a) \_\_\_\_\_ the state of (b) \_\_\_\_\_ the County of (c) \_\_\_\_\_

**FOR FSA USE ONLY**

9A. Witness Signature (FSA Employee Only)  
/s/ Mary White

9B. Signature Date (MM-DD-YYYY)  
09-12-20XX

9C. Official Position  
County Executive Director

10. This power of attorney was served to (a) Hockley  
State of (b) Texas and became effective this (c) 12 day of (d) September, (e) 20XX.

**NOTE:** The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 718, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Federal Crop Insurance Act (7 U.S.C. 1501 et seq.), the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to enable a producer (grantor) to appoint an individual/organization to serve as an attorney-in-fact (grantee) that is authorized to act on behalf of the producer, conduct business with USDA concerning Farm Service Agency, Natural Resources Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Risk Management Agency programs. The information collected on this form may be disclosed to other Federal, State, Local government agencies, tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated), USDA/NRCS-1, Landowner, Operator, Producer, Cooperator, or Participant Files, and USDA/FCIC-10, Policyholder. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of producer ineligibility to participate in and receive benefits under Farm Service Agency, Natural Resources Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Risk Management Agency programs.

This information collection for FSA commodity and conservation programs in Titles I and II of the Agricultural Act of 2014 (Pub. L. 113-79) are exempt from the Paperwork Reduction Act (PRA) as specified in the Agricultural Act of 2014, Title I, Subtitle G, Administration, and Title II, Subtitle G, Funding Administration. For the EFRP, this information collection is exempted from the PRA, as specified in the Fiscal Year 2010 Supplemental Appropriations Act (Public L. 111-212). For the FSN, this information collection is exempted from the PRA as it is required for the administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F—Administration).

For those FSA, CCC, and NRCS programs that are not exempt from PRA, FSA may not conduct or sponsor, and a person is not required to respond to a collection of information unless this collection of information has a valid OMB control number, which is 0550-0190 for this information collection, and the average time required to complete this information collection is 15 minutes per response. **RETURN THIS COMPLETED FORM TO THE APPLICABLE USDA SERVICE CENTER**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/paternity status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-3333. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.usda.gov/complaint\\_filing\\_cust.html](http://www.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-6899. Submit your completed form or letter to USDA by (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-0410; (2) fax: (202) 896-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

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## 20 Using FSA-211 and FSA-211A (Continued)

**I Example of FSA-211 for General Partnership When All Members Signatures Are Required**

The following is an example of FSA-211 for a general partnership when the partnership papers do not provide any individual the authority to act on behalf of the partnership. The partnership is comprised of 3 individuals who executed FSA-211 to appoint 1 of the members as attorney-in-fact for the partnership.

\*--

<b>This form is available electronically.</b> <b>FSA-211</b> (11-25-14)			<b>U. S. DEPARTMENT OF AGRICULTURE</b> Farm Service Agency – Natural Resources Conservation Service - Commodity Credit Corporation - Federal Crop Insurance Corporation – Risk Management Agency <b>POWER OF ATTORNEY</b>		
<b>THE UNDERSIGNED</b> does hereby appoint the following grantee: (1) <u>John White</u> of the following address: (2) <u>999 My Street</u> <u>Leesburg</u> in the county of: (3) <u>Loudoun</u> in the State of:					
(4) <u>Virginia</u> the attorney-in-fact for (5) <u>XYZ General Partnership</u> (insert grantor's name) in connection with the Farm Service Agency, Natural Resources Conservation Service Agency, or Commodity Credit Corporation programs checked below. <b>NOTE: This power of attorney form is not valid for FSA Farm Loan Program purposes.</b>					
<b>A. FSA, NRCS and CCC PROGRAMS</b> (Check applicable programs)			<b>B. TRANSACTIONS for FSA, NRCS, and CCC PROGRAMS</b> (Check applicable actions)		
<input type="checkbox"/> 1. All current programs. <input type="checkbox"/> 2. All current and all future programs. <input type="checkbox"/> 3. Agricultural Risk Coverage/Price Loss Coverage (ARC/PLC). <input type="checkbox"/> 4. Biomass Crop Assistance Program (BCAP). <input type="checkbox"/> 5. Tree Assistance Program (TAP). <input type="checkbox"/> 6. Livestock Indemnity Program (LIP). <input type="checkbox"/> 7. Livestock Forage Disaster Program (LFP). <input type="checkbox"/> 8. Emergency Assistance for Livestock Honey Bees, and Farm-Raised Fish (ELAP). <input type="checkbox"/> 9. Noninsured Crop Disaster Assistance Program (NAP).			<input type="checkbox"/> 10. Marketing Assistance Loans and Loan Deficiency Payments. <input type="checkbox"/> 11. Margin Protection Program for Dairy Producers (MPP/Dairy). <input type="checkbox"/> 12. Farm Storage Facility Loan Program. <input type="checkbox"/> 13. Conservation Reserve Program (CRP). <input type="checkbox"/> 14. NRCS Conservation Programs. <input type="checkbox"/> 15. Emergency Conservation Program (ECP). <input type="checkbox"/> 16. Emergency Forest Restoration Program (EFRP). <input checked="" type="checkbox"/> 17. Other (Specify): <u>Cotton</u>		
			<input type="checkbox"/> 1. All actions. <input type="checkbox"/> 2. Signing applications, agreements, and contracts. <input type="checkbox"/> 3. Making reports. <input checked="" type="checkbox"/> 4. Conducting all marketing assistance loan and LDP transactions. <input type="checkbox"/> 5. AGI Certification. <input type="checkbox"/> 6. Routing Banking Accounts. <input checked="" type="checkbox"/> 7. Other (Specify): <u>Executing CCC-605</u>		
This form may also be used to grant authority to an attorney-in-fact to act on the grantor's behalf with respect to FCIC crop insurance policies. Checking any of the FCIC transactions does not have any impact as to the FSA, NRCS or CCC transactions checked above:					
<b>C. INSURED CROPS/STATE/COUNTY</b> (Enter "All" or specify each crop, state, county and year(s))			<b>D. CROP INSURANCE TRANSACTIONS</b> (Check applicable actions)		
1. _____ 2. _____ 3. _____ 4. _____			<input type="checkbox"/> 1. All actions. <input type="checkbox"/> 2. Making applications for insurance. <input type="checkbox"/> 3. Reporting crop acreage and production reports. <input type="checkbox"/> 4. Reporting a notice of damage or loss and making claim for indemnity. <input type="checkbox"/> 5. Making transfers and cancellations. <input type="checkbox"/> 6. Making contract changes. <input type="checkbox"/> 7. Other (Specify): _____		
This Power of Attorney is valid in all counties in the United States unless otherwise noted. This power of attorney shall remain in full force and effect until (1) written notice of its revocation has been duly served upon FSA, NRCS or CCC as appropriate; (2) death of the undersigned grantor; or (3) incompetence or incapacitation of the undersigned grantor. The undersigned grantor shall provide separate written notice of revocation to the applicable crop insurance agent. This power of attorney shall not be effective until properly executed and served to a USDA Service Center.					
<b>AUTHORIZED SIGNATURES</b>					
6A. Signature of Grantor (Individual)		6B. Signature Date (MM-DD-YYYY)		6C. For Grantor's Signature Continuation, check here if FSA-211A is attached. <input checked="" type="checkbox"/>	
7A. Signature of Grantor (Partnership, Corporation, Trust, etc.) (By)		7B. Title/Relationship of Individual Signing in the Representative Capacity		7C. Signature Date (MM-DD-YYYY)	
8. Notary Public (this form shall be acknowledged by a notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed). Signature (a) _____ the state of (b) _____ the County of (c) _____					
<b>FOR FSA USE ONLY</b>					
9A. Witness Signature (FSA Employee Only)		9B. Signature Date (MM-DD-YYYY)		9C. Official Position	
10. This power of attorney was served to (a) <u>Prince Williams</u> USDA Service Center, State of (b) <u>Virginia</u> and became effective this (c) <u>12</u> day of (d) <u>September</u> , (e) <u>20XX</u> .					
<b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 718, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Federal Crop Insurance Act (7 U.S.C. 1501 et seq.), the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to enable a producer (grantor) to appoint an individual/organization to serve as an attorney-in-fact (grantee) that is authorized to act on behalf of the producer, conduct business with USDA concerning Farm Service Agency, Natural Resources Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Risk Management Agency programs. The information collected on this form may be disclosed to other Federal, State, Local/government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated), USDA/NRCS-1, Landowner, Operator, Producer, or Participant File, and USDA/FCIC-10, Policyholder. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of producer ineligibility to participate in and receive benefits under Farm Service Agency, Natural Resources Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Risk Management Agency programs. This information collection for FSA commodity and conservation programs in Titles I and II of the Agricultural Act of 2014 (Pub. L. 113-79) are exempt from the Paperwork Reduction Act (PRA) as specified in the Agricultural Act of 2014, Title I, Subtitle F, Administration, and Title II, Subtitle G, Funding Administration. For the EFRP, this information collection is exempted from the PRA, as specified in the Fiscal Year 2010 Supplemental Appropriations Act (Public L. 111-212). For the FSPA, this information collection is exempted from the PRA as it is required for the administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F-Administration). For those FSA, CCC, and NRCS programs that are not exempt from PRA, FSA may not conduct or sponsor, and a person is not required to respond to a collection of information unless this collection of information has a valid OMB control number, which is 0560-0190 for this information collection, and the average time required to complete this information collection is 15 minutes per response. <b>RETURN THIS COMPLETED FORM TO THE APPLICABLE USDA SERVICE CENTER.</b> Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 726-2400 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <a href="http://www.eis.usda.gov/comp/planetxt.asp">http://www.eis.usda.gov/comp/planetxt.asp</a> , visit local and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 626-6292. Submit your completed form or letter to USDA by (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a> . USDA is an equal opportunity provider, employer, and lender.					

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## 20 Using FSA-211 and FSA-211A (Continued)

## J Example of FSA-211A

The following is an example of FSA-211A.

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This form is available electronically.

<b>FSA-211A</b> (11-25-14)		<b>U. S. DEPARTMENT OF AGRICULTURE</b> Farm Service Agency – Natural Resources Conservation Service - Commodity Credit Corporation - Federal Crop Insurance Corporation – Risk Management Agency <b>POWER OF ATTORNEY SIGNATURE CONTINUATION SHEET</b>		Attachment Pages 1 of 1	
<b>Attach to Form FSA-211</b> <b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 118, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Federal Crop Insurance Act (7 U.S.C. 1501 et seq.), the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to enable a producer (grantor) to appoint an individual/organization to serve as an attorney-in-fact (grantee) that is authorized to on behalf of the producer, conduct business with USDA concerning Farm Service Agency, Natural Resources Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Risk Management Agency programs. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and non-governmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated), USDA/NRCS-1, Landowner, Operator, Producer, Cooperator, or Participant Files, and USDA/FCIC-10, Policyholder. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of producer ineligibility to participate in and receive benefits under Farm Service Agency, Natural Resources Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Risk Management Agency programs.  This information collection for FSA commodity and conservation programs in Titles I and II of the Agricultural Act of 2014 (Pub. L. 113-79) are exempt from the Paperwork Reduction Act (PRA) as specified in the Agricultural Act of 2014, Title I, Subtitle F, Administration, and Title II, Subtitle G, Funding Administration. For the EFRP, this information collection is exempted from the PRA, as specified in the Fiscal Year 2010 Supplemental Appropriations Act (Public L. 111-212). For the FSIL, this information collection is exempted from the PRA as it is required for the administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F-Administration).  For those FSA, CCC, and NRCS programs that are not exempt from PRA, FSA may not conduct or sponsor, and a person is not required to respond to a collection of information unless this collection of information has a valid OMB control number, which is 0500-U-0190 for this information collection, and the average time required to complete this information collection is 15 minutes per response. <b>RETURN THIS COMPLETED FORM TO THE APPLICABLE USDA SERVICE CENTER</b>					
1. Name of Attorney-In-Fact (Item (1) from FSA-211) John White			2. Name of Grantor (Item (5) from FSA-211) XYZ General Partnership		
<b>AUTHORIZED SIGNATURES</b>					
3A. Signature of Grantor (By)  /s/ John White		3B. Title/Relationship of Individual Signing in the Representative Capacity		3C. Signature Date  09-12-20XX	
3D. Witness Signature (FSA Employee Only) /s/ Joe Green		3E. Signature Date 09-12-20XX		3F. Official Position Program Technician	
3G. Notary Public (this form shall be acknowledged by a Notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed). Signature: _____ the State of _____ the County of _____					
4A. Signature of Grantor (By)  /s/ Jack Blue		4B. Title/Relationship of Individual Signing in the Representative Capacity		4C. Signature Date  09-12-20XX	
4D. Witness Signature (FSA Employee Only) /s/ Mike Jones		4E. Signature Date 09-12-20XX		4F. Official Position Program Technician	
4G. Notary Public (this form shall be acknowledged by a Notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed). Signature: _____ the State of _____ the County of _____					
5A. Signature of Grantor (By)  /s/ Mary White		5B. Title/Relationship of Individual Signing in the Representative Capacity		5C. Signature Date  09-12-20XX	
5D. Witness Signature (FSA Employee Only) /s/ Sue Black		5E. Signature Date 09-12-20XX		5F. Official Position Program Technician	
5G. Notary Public (this form shall be acknowledged by a Notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed). Signature: _____ the State of _____ the County of _____					
6A. Signature of Grantor (By)		6B. Title/Relationship of Individual Signing in the Representative Capacity		6C. Signature Date	
6D. Witness Signature (FSA Employee Only)		6E. Signature Date		6F. Official Position	
6G. Notary Public (this form shall be acknowledged by a Notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed). Signature: _____ the State of _____ the County of _____					
7A. Signature of Grantor (By)		7B. Title/Relationship of Individual Signing in the Representative Capacity		7C. Signature Date	
7D. Witness Signature (FSA Employee Only)		7E. Signature Date		7F. Official Position	
7G. Notary Public (this form shall be acknowledged by a Notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed). Signature: _____ the State of _____ the County of _____					

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/household status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 725-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9892. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-0410; (2) fax: (202) 696-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

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## 20 Using FSA-211 and FSA-211A (Continued)

**K Example of FSA-211 for General Partnership When Only 1 Signature Is Required**

The following is an example of FSA-211 for a general partnership when the partnership papers authorize Albert Jones to act on behalf of the partnership, and authorize Albert Jones to further delegate such authority. Albert Jones executed FSA-211 on behalf of the partnership to appoint US LSA as attorney-in-fact for the partnership.

\*--

<b>This form is available electronically.</b> <b>FSA-211</b> (11-25-14)			<b>U. S. DEPARTMENT OF AGRICULTURE</b> Farm Service Agency – Natural Resources Conservation Service - Commodity Credit Corporation - Federal Crop Insurance Corporation – Risk Management Agency		
<b>POWER OF ATTORNEY</b>					
<b>THE UNDERSIGNED</b> does hereby appoint the following grantee: (1) <u>US LSA</u> of the following address: (2) <u>123 Way Street</u> <u>Manassas</u> in the county of: (3) <u>Prince William</u> in the State of:					
(4) <u>Virginia</u> the attorney-in-fact for (5) <u>AAA General Partnership</u> (insert grantor's name) in connection with the Farm Service Agency, Natural Resources Conservation Service Agency, or Commodity Credit Corporation programs checked below. <b>NOTE: This power of attorney form is not valid for FSA Farm Loan Program purposes.</b>					
<b>A. FSA, NRCS and CCC PROGRAMS</b> <i>(Check applicable programs)</i>			<b>B. TRANSACTIONS FOR FSA, NRCS, and CCC PROGRAMS</b> <i>(Check applicable actions)</i>		
<input type="checkbox"/> 1. All current programs. <input checked="" type="checkbox"/> 2. All current and all future programs. <input type="checkbox"/> 3. Agricultural Risk Coverage/Price Loss Coverage (ARC/PLC). <input type="checkbox"/> 4. Biomass Crop Assistance Program (BCAP). <input type="checkbox"/> 5. Tree Assistance Program (TAP). <input type="checkbox"/> 6. Livestock Indemnity Program (LIP). <input type="checkbox"/> 7. Livestock Forage Disaster Program (LFP). <input type="checkbox"/> 8. Emergency Assistance for Livestock Honey Bees, and Farm-Raised Fish (ELAP). <input type="checkbox"/> 9. Noninsured Crop Disaster Assistance Program (NAP).			<input type="checkbox"/> 10. Marketing Assistance Loans and Loan Deficiency Payments. <input type="checkbox"/> 11. Margin Protection Program for Dairy Producers (MPP/Dairy). <input type="checkbox"/> 12. Farm Storage Facility Loan Program. <input type="checkbox"/> 13. Conservation Reserve Program (CRP). <input type="checkbox"/> 14. NRCS Conservation Programs. <input type="checkbox"/> 15. Emergency Conservation Program (ECP). <input type="checkbox"/> 16. Emergency Forest Restoration Program (EFRP). <input type="checkbox"/> 17. Other (Specify):		
<input checked="" type="checkbox"/> 1. All actions. <input type="checkbox"/> 2. Signing applications, agreements, and contracts. <input type="checkbox"/> 3. Making reports. <input type="checkbox"/> 4. Conducting all marketing assistance loan and LDP transactions. <input type="checkbox"/> 5. AGI Certification. <input type="checkbox"/> 6. Routing Banking Accounts. <input type="checkbox"/> 7. Other (Specify):			<input type="checkbox"/> 1. All actions. <input type="checkbox"/> 2. Making applications for insurance. <input type="checkbox"/> 3. Reporting crop acreage and production reports. <input type="checkbox"/> 4. Reporting a notice of damage or loss and making claim for indemnity. <input type="checkbox"/> 5. Making transfers and cancellations. <input type="checkbox"/> 6. Making contract changes. <input type="checkbox"/> 7. Other (Specify):		
This form may also be used to grant authority to an attorney-in-fact to act on the grantor's behalf with respect to FCIC crop insurance policies. Checking any of the FCIC transactions does not have any impact as to the FSA, NRCS or CCC transactions checked above:					
<b>C. INSURED CROPS/STATE/COUNTY</b> <i>(Enter "All" or specify each crop, state, county and year(s))</i>			<b>D. CROP INSURANCE TRANSACTIONS</b> <i>(Check applicable actions)</i>		
1. _____ 2. _____ 3. _____ 4. _____			<input type="checkbox"/> 1. All actions. <input type="checkbox"/> 2. Making applications for insurance. <input type="checkbox"/> 3. Reporting crop acreage and production reports. <input type="checkbox"/> 4. Reporting a notice of damage or loss and making claim for indemnity. <input type="checkbox"/> 5. Making transfers and cancellations. <input type="checkbox"/> 6. Making contract changes. <input type="checkbox"/> 7. Other (Specify):		
This Power of Attorney is valid in all counties in the United States unless otherwise noted. This power of attorney shall remain in full force and effect until (1) written notice of its revocation has been duly served upon FSA, NRCS or CCC as appropriate; (2) death of the undersigned grantor; or (3) incompetence or incapacitation of the undersigned grantor. The undersigned grantor shall provide separate written notice of revocation to the applicable crop insurance agent. This power of attorney shall not be effective until properly executed and served to a USDA Service Center.					
<b>AUTHORIZED SIGNATURES</b>					
6A. Signature of Grantor (Individual) _____		6B. Signature Date (MM-DD-YYYY) _____		6C. For Grantor's Signature Continuation, check here if FSA-211A is attached. <input checked="" type="checkbox"/>	
7A. Signature of Grantor (Partnership, Corporation, Trust, etc.) (By) <u>/s/ Albert Jones</u>		7B. Title/Relationship of Individual Signing in the Representative Capacity <u>General Partner</u>		7C. Signature Date (MM-DD-YYYY) <u>09-12-20XX</u>	
8. Notary Public (this form shall be acknowledged by a notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed). Signature (a) _____ the state of (b) _____ the County of (c) _____					
<b>FOR FSA USE ONLY</b>					
9A. Witness Signature (FSA Employee Only) <u>/s/ Joe Green</u>		9B. Signature Date (MM-DD-YYYY) <u>09-12-20XX</u>		9C. Official Position <u>Program Technician</u>	
10. This power of attorney was served to (a) <u>Prince Williams</u> <u>USDA Service Center,</u> State of (b) <u>Virginia</u> and became effective this (c) <u>12</u> day of (d) <u>September</u> , (e) <u>20XX</u> .					
<b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. 552a), as amended. The authority for requesting the information identified on this form is 7 CFR Part 118, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Federal Crop Insurance Act (7 U.S.C. 1501 et seq.), the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to enable a producer (grantor) to appoint an individual/organization to serve as an attorney-in-fact (grantee) that is authorized to act on behalf of the producer, conduct business with USDA concerning Farm Service Agency, Natural Resources Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Risk Management Agency programs. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and non-governmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated), USDA/NRCS-1, Landowner, Operator, Producer, Cooperator, or Participant Files, and USDA/FCIC-10, Policyholder. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of producer ineligibility to participate in and receive benefits under Farm Service Agency, Natural Resources Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Risk Management Agency programs. This information collection for FSA commodity and conservation programs in Titles I and II of the Agricultural Act of 2014 (Pub. L. 113-79) are exempt from the Paperwork Reduction Act (PRA) as specified in the Agricultural Act of 2014, Title I, Subtitle F, Administration, and Title II, Subtitle G, Funding Administration. For the EFRP, this information collection is exempted from the PRA, as specified in the Fiscal Year 2010 Supplemental Appropriations Act (Public L. 111-212). For the FSA, this information collection is exempted from the PRA as it is required for the administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F—Administration). For those FSA, CCC, and NRCS programs that are not exempt from PRA, FSA may not conduct or sponsor, and a person is not required to respond to a collection of information unless this collection of information has a valid OMB control number, which is 0500-0180 for this information collection, and the average time required to complete this information collection is 15 minutes per response. <b>RETURN THIS COMPLETED FORM TO THE APPLICABLE USDA SERVICE CENTER</b> In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all prohibitions apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-8992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 696-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a> . USDA is an equal opportunity provider, employer, and service provider.					

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**20 Using FSA-211 and FSA-211A (Continued)**

**L Distributing FSA-211**

LSA's preparing FSA-211 shall distribute FSA-211 as follows:

- \*--copy to principal granting FSA-211
- original to LSA.--\*



## 21 FAXed Signatures

### A General Authorization

FAXed signatures from producers shall be accepted for certain forms and other documents, if **all** of the following are met:

\* \* \*

- the applicable program form or other document is approved for FAXed signatures

**\*--Note:** See 1-CM, Exhibit 50 for program forms and documents not approved for--\* FAXed signatures.

- all other applicable signature requirements are met.

\* \* \*

**Important:** The authority to accept FAXed signatures does not alter existing authorities for producers to execute transactions, such as power of attorney, fiduciary capacity, or other approved signature authorities.

### B Authority to Accept

FAXed signatures are:

- signatures received through a FAX machine
- **not** electronic signatures, such as signatures obtained by e-mail or the Internet.

The authority to accept FAXed signatures applies only to forms used by FSA. The authority is not applicable to forms used by other agencies or departments.



**21 FAXed Signatures (Continued)****C Prohibited Uses**

FAXed signatures are **not** authorized for any program form or document in 1-CM, Exhibit 50.

**D Producer Responsibilities**

Producers are responsible for the successful transmission and receipt of information provided to the LSA Office through FAX transmission.

USDA is not responsible for any transmission failures or any other problems that prevent the successful or timely receipt of information provided by producers through FAX transmission.

**E Determining Date for Program Purposes**

The date and time printed by the FAX machine on the applicable program form or document shall be used to determine whether program deadline and filing date requirements are met.

**Example:** Producer signs and dates CCC-633 EZ, page 3 on August 15, 2016. LSA's receive FAXed CCC-633 EZ, page 3 on August 16, 2016. Provided all eligibility requirements have been met, LSA's shall use the LDP rate in effect on the date printed by the FAX machine, August 16, 2016, on CCC-633 EZ.

LSA's shall **not** accept or approve any form or document received through FAX machine if the date and time of the FAX cannot be verified.







**22 Heirs of a Deceased Producer****A Succession of Interest**

Succession of interest occurs before or after harvest if heirs:

- succeed to the beneficial interest of the deceased producer in both the cotton and the farming unit on which it was produced
- assume the decedent's obligation under a loan if a loan has already been obtained.

**B Knowledge of a Deceased Producer**

If LSA learns that a producer who has an outstanding loan is deceased, and CCC-686 has not been executed, LSA shall:

- send a certified letter to the fiduciary representative, heirs, or other persons in charge of settling the estate notifying that person:
  - of the existence of the outstanding CCC loan
  - that the loan is covered by a security agreement or secured by pledged warehouse receipts
- attach a copy of the letter to the loan papers on file in the LSA Office
- immediately notify the State Office.

**Note:** State Offices shall forward notification of deceased producers for which CCC-686 has not been executed to the regional attorney for appropriate action.



## 22 Heirs of a Deceased Producer (Continued)

**C When to Complete CCC-686**

Complete CCC-686 if the heirs want to obtain or continue a loan and either of the following applies:

- there will be no administration or probate of the estate
- administration or probate of the estate is closed.

Before a loan is disbursed or continued under loan, CCC-686 must be:

- executed by persons claiming succession to a deceased producer
- approved by COC of Administrative County Office.

**D Preparing CCC-686**

Prepare an original and 1 copy for each person signing CCC-686 according to the following instructions.

\*--

Item	Instructions
1	Enter LSA name and address.
2	Enter LSA code.
3	Enter current loan number, or assign next unused number from loan number register.
4	Enter crop year.
5	ENTER "Cotton".
6	Enter name of deceased person.
7	Enter date of death.
8	Check if death was before or after harvest.
9 and 10	Enter name and address and relationship of all persons inheriting commodity, whether or not related to the deceased.
11 and 12	Enter names of all persons assuming farming unit whether or not related to the deceased.  <b>Note:</b> To be eligible for price support, the person's name must appear in items 9 and 11, and, if applicable, item 13.
13 through 16	Enter name and nature of disability of any heir who is a minor or an incompetent and the name and address and capacity of the representative of this person.
17 A through F	Heirs or representatives of heirs who have inherited the commodity and have assumed the farming unit and who are requesting price support must sign the application and provide DCIA certification.
18	Obtain signature from administrative County Office.

--\*



## 22 Heirs of a Deceased Producer (Continued)

## D Preparing CCC-686 (Continued)

The following is an example of CCC-686.

\*--

This form is available electronically.

<b>CCC-686</b> (09-28-10)		<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation		<b>1. NAME AND ADDRESS OF COUNTY FSA OFFICE</b> US LSA 44 Lubbock St Houston, TX 80210	
<b>APPLICATION FOR LOAN OR LOAN DEFICIENCY PAYMENT BY HEIRS</b> (On a commodity produced by a person who has died)  See Page 2 for Privacy Act Statement.				<b>TELEPHONE NO. (Include Area code):</b> 806-823-1345	
				<b>2. ST. &amp; CO. CODES</b> 48-750	
				<b>4. CROP YEAR</b> 2003	
				<b>5. COMMODITY</b>	
<b>6. NAME OF DECEASED PERSON</b> James X. Hoffer		<b>7. DATE OF DEATH</b> (MM-DD-YYYY) 11-15-2003		<b>8. DEATH OCCURRED</b> BEFORE HARVEST <input type="checkbox"/> AFTER HARVEST <input checked="" type="checkbox"/>	
<b>9. PERSONS INHERITING COMMODITY</b> (Name and Address)				<b>10. RELATIONSHIP TO DECEASED</b>	
Samuel P. Hoffer 101 Route 36, Lubbock, TX 80610				Son	
<b>11. NAMES OF PERSONS ASSUMING FARMING UNIT</b> (Include heirs in Item 9) (Address if not already listed in Item 9)				<b>12. RELATIONSHIP TO DECEASED OR CAPACITY</b>	
Samuel P. Hoffer				Son	
If any person shown in Item 9 or 11 above is a minor or incompetent, furnish the following:					
<b>13. NAME OF MINOR OR INCOMPETENT</b>		<b>14. NATURE OF DISABILITY</b> (if any)		<b>15. REPRESENTATIVE OF PERSON SHOWN IN ITEM 13</b> NAME AND ADDRESS	
				<b>16. CAPACITY</b> (Guardian, Custodian, Conservator, Liquidator, etc.)	
<b>17. CERTIFICATIONS</b> (To be certified to and by each person shown in Items 9 and 11 or his or her representative shown in Item 15 who is requesting a loan or LDP.)					
<b>The undersigned hereby certifies that 1/</b>					
A. The person shown in Item 6 died on the date shown and he or she produced the commodity identified above in the crop year shown.					
B. The decedent and the commodity heir she produced were eligible for loan or LDP and that the persons shown in Item 9 have inherited the decedent's interest in the commodity shown above.					
C. (1) There has not been nor is it contemplated that there will be administration or probate of the estate or (2) administration or probate of the estate is closed.					
D. The persons listed in Items 9, 11, and, if applicable 13, are the only persons who have inherited or otherwise acquired an interest in the commodity and farming unit of the decedent described in this form.					
E. Each of such persons requests (1) a loan be continued or disbursed, or (2) an LDP be made.					
F. Are you or any co-applicant delinquent on any federal non-tax debt? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> (If "YES", provide details):					
<b>18A. Signature (By)</b>  /s/ Samuel P. Hoffer		<b>18B. Title/Relationship of the Individual Signing in the Representative Capacity</b>		<b>18C. Date (MM-DD-YYYY)</b>	
<b>18A. Signature (By)</b>		<b>18B. Title/Relationship of the Individual Signing in the Representative Capacity</b>		<b>18C. Date (MM-DD-YYYY)</b>	
<b>18A. Signature (By)</b>		<b>18B. Title/Relationship of the Individual Signing in the Representative Capacity</b>		<b>18C. Date (MM-DD-YYYY)</b>	
<b>19A. CERTIFICATION OF COUNTY COMMITTEE</b> The undersigned certifies that each applicant whose signature appears above has the authority to act in the capacity indicated; that the right of the applicant(s) to file this application was determined in accordance with the regulations of the Department of Agriculture; and that the statements contained herein have been examined and are true and correct to the best of my knowledge and belief.					
<b>19B. FOR THE COUNTY COMMITTEE</b> BY /s/ Andy Johnson				<b>19C. Date (MM-DD-YYYY)</b> 01-05-20XX	
1/ Section 15 (a) of the Commodity Credit Corporation Charter Act (62 Stat. 1070) provides a fine of not more than \$10,000 or not more than five years imprisonment for making any statements knowing it to be false for the purpose of influencing the action of the Corporation or of obtaining money under any act applicable to the Corporation.					

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## 22 Heirs of a Deceased Producer (Continued)

## D Preparing CCC-686 (Continued)

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<p>CCC-686 (09-28-10)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>NOTE:</b> <i>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 718, 7 CFR Part 1421, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used to allow heirs of an estate to obtain or continue a CCC loan or to request a loan deficiency payment (LDP). The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to obtain or continue a CCC loan or ineligibility for program benefits.</i></p> <p><i>This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F-Administration). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. <b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b></i></p> </div>	<p>Page 2</p>
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).</small></p> <p><small>To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.</small></p>	

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## E Distributing CCC-686

Distribute CCC-686 as follows:

- keep original in the LSA Office
- give each person signing CCC-686 a copy.



## 23 Liens and Lien Waivers

### A Policy

LSA's shall follow lien policies in 7-CN, paragraph 124. Lien waivers shall not be obtained for unrecorded liens, including landlord liens, ginners' possessory liens, and harvesters' liens, unless LSA has received actual notice of the existing lien.

### B Procedures to Determine Whether Lien Exists

To determine whether a lien exists, LSA's shall make a lien search on **all** cotton, including Federal and State tax liens, to be pledged for loan at the appropriate recording official's office according to information provided on CCC-10 prepared according to paragraph 23.5.

### C Obtaining CCC-679's

If liens exist, obtain lienholder signatures on CCC-679 to release a particular lien on cotton pledged for loan.

**Notes:** LSA's shall obtain CCC-679 for each lienholder.

If an offset is applicable, do **not** disburse the loan unless the lienholder agrees to the offset by checking line 1 or 3 on CCC-679.

CCC-679's are required for all loan requests received from FSA Farm Loan Program borrowers.

LSA's shall not obtain lien waivers for liens that are not recorded unless actual notice of the existing lien is provided to LSA by the lienholder in person or in writing

### D Completing CCC-679 for Producers

County Offices shall complete:

- CCC-679 according to this table
- block (3), if applicable, according to subparagraph E.

Item	Instructions
1	Enter County Office information.
2	Name and address of producer.
3	Enter crop year.
4	Enter "Cotton".
5	Lienholder shall check applicable box.
6	Enter name and address of the lienholder.
7A	Lien of authorized agent shall provide signature.
7B	Enter the relationship of the individual signing as representative.
7C	Enter date of signature.



## 23 Liens and Lien Waivers (Continued)

## E Completing CCC-679, Block (3)

Complete CCC-679, block (3) according to this table.

IF...	AND...	THEN...
an administrative offset does <b>not</b> apply		*--enter "none" on CCC-679, item 8(3)(a).
an administrative offset does apply		enter the offset amount as of the date CCC-679 is prepared on CCC-679, item 8(3)(a).
	the lienholder is any of the following: <ul style="list-style-type: none"> <li>• United States of America, Acting through USDA or FSA</li> <li>• USDA</li> <li>• USDA, formerly FmHA</li> <li>• FSAFSA, formerly FmHA</li> </ul>	<ul style="list-style-type: none"> <li>• enter the offset amount as of the date CCC-679 is prepared on CCC-679, item 8(3)(a)</li> <li>• calculate the estimated net disbursement amount in item 9 as follows:--*               <ul style="list-style-type: none"> <li>• multiply applicable county loan rate for the commodity times the quantity for loan</li> <li>• deduct assessments, fees, and administrative offsets, as applicable</li> </ul> </li> <li>• enter "estimated <b>net</b> disbursement amount is \$____" <b>before</b> CCC-679 is given to an FSA FLP representative.</li> </ul>
a statement of charges accompanies the warehouse *--receipt according to 7-CN, paragraph 165--*		do either of the following: <ul style="list-style-type: none"> <li>• add the total dollar amount of the charges to any other offset amounts</li> <li>• modify the statement to add language that states whose charges are being offset without specifying the type or amount of the charges.</li> </ul>



## 23 Liens and Lien Waivers (Continued)

## F Completing CCC-679

The following is an example of CCC-679.

<p><b>This form is available electronically.</b></p> <p><b>CCC-679</b> (11-15-16) <b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation</p> <p align="center"><b>LIEN WAIVER</b></p>				<p>1A. County Name and Address (Including Zip Code) Lubbock County, TX</p>	
				<p>1B. County Office Telephone Number (Including Area Code)</p>	
				<p>1C. County Fax Number (Including Area Code)</p>	
<p>2. Name and Address of Producer (Including Zip Code)</p> <p>Ben Jefferson Box 185 Soemtown, TX 12345</p>		<p>3. Crop Year</p> <p align="center">2004</p>		<p>4. Commodity</p> <p align="center">Cotton</p>	
<p><b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1425, 7 CFR Part 1427, 7 CFR Part 1436, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under a Commodity Credit Corporation (CCC) loan program by documenting that a lien waiver has been authorized by the current lienholder for purposes of pledging the commodity to CCC for a loan. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under a CCC loan program.</p> <p>This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration). The provisions of criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.</p> <p><b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b></p>					
<p>5. The undersigned is the holder of a lien on the commodity identified above. In order for the producer identified above to pledge such commodity as collateral for a Commodity Credit Corporation ("CCC") loan, with respect to CCC only, the undersigned waives all interest in, and title to, such commodity. The undersigned agrees that the proceeds of the loan shall be disbursed (lienholder must check one of the following):</p>					
<p>(a) <input checked="" type="checkbox"/> To the producer.</p> <p>(b) <input type="checkbox"/> Jointly to the producer and the undersigned lienholder.</p> <p>(c) <input type="checkbox"/> Jointly to the producer and the undersigned lienholder, less (1) \$ <u>500.00</u> administrative offset as of (2) <u>10-01-20XX</u> (Date) and charges due (3) <u>Baker Gin Co.</u></p>					
<p>6. Name and Address of Lienholder or Authorized Agent</p> <p>Key Bank 100 East Main St. Soemtown, TX 12345</p>					
<p>7A. Lienholder Signature (By)</p> <p>/s/ Bill Bank</p>		<p>7B. Title/Relationship (of the Individual Signing in the Representative Capacity)</p>		<p>7C. Date</p> <p align="center">10-15-20XX</p>	
<p>7A. Lienholder Signature (By)</p>		<p>7B. Title/Relationship (of the Individual Signing in the Representative Capacity)</p>		<p>7C. Date</p>	
<p><small>In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.</small></p> <p><small>Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.</small></p> <p><small>To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>. USDA is an equal opportunity provider, employer, and lender.</small></p>					

--\*

## G Distributing CCC-679

LSA's shall distribute CCC-679 as follows:

- file original in a locked, fireproof file
- send 1 copy to the producer.

**Note:** Lienholder will keep 1 copy.



**\*--23.5 Completing CCC-10**

**A Applicability**

Producers applying for CCC or FSA loans at LSA's are required to provide specific information on CCC-10. CCC-10:

- serves as CCC's or FSA's notice of intent to perfect its security interest
- identifies the debtor's exact full legal name, and if the debtor is an entity, the type and location of the entity
- identifies the jurisdiction in which CCC will conduct lien searches
- if applicable, authorizes CCC or FSA to file financing statements before executing a security agreement
- is not applicable for loans made to a producer who will immediately exchange the commodity certificate for all loan collateral according to Part 9, Section 8
- is applicable to warehouse loans to identify the jurisdiction in which to conduct lien searches, but for which UCC is not filed.--\*



**23.5 Completing CCC-10 (Continued)****B Obtaining Authorization**

LSA's shall obtain CCC-10 and signatures as follows:

- if a current CCC-10 is not already filed, obtain a signed CCC-10
- ensure that producers understand that:
  - applicable collateral for loans is not described on CCC-10
  - CCC-10 remains in effect until the producer notifies CCC or FSA of any changes by completing a new CCC-10
  - for UCC's filed manually that require the debtor's signature, CCC requires CCC-10 to identify the jurisdiction in which to perform lien searches
- \*--for:
  - general partnerships and joint ventures, all partner's signatures are required
  - corporations, limited partnerships, and limited liability corporations, the person authorized to sign for the entity is required to sign
  - trusts, the trustee or trustees are required to sign
  - estates, the executor is required to sign--\*
- allow spouses to sign CCC-10 for each other only as allowed according to 1-CM
- gather data and signatures concerning spouses where spousal information is required by State law, according to the regional attorney
- if applicable, obtain a copy of CCC-10 from County Offices in which the producer is active.

**C CCC-10 Availability**

\*--CCC-10 is available for download by LSA employees from the USDA Service Center eForms web site at <http://forms.sc.egov.usda.gov/eforms/formsearchervlet>.--\*



## \*--23.5 Completing CCC-10 (Continued)

**D Instructions for Preparing CCC-10**

LSA's shall prepare CCC-10 according to the following table.

Item	Instructions
Part A	Ensure that the producer understands the statements in this part.
1	Check the box for: <ul style="list-style-type: none"> <li>• individual, if the producer conducts a farming operation as an individual</li> <li>• organization or entity, if the producer conducts a farming operation as an organization or entity.</li> </ul>
2	If the box in item 1 is checked for: <ul style="list-style-type: none"> <li>• individual, enter the applicable Social Security number or tax identification number</li> <li>• organization or entity, enter the applicable tax identification number.</li> </ul>
3	If the box in item 1 is checked for: <ul style="list-style-type: none"> <li>• individual, enter the first, middle, and last name and, if applicable, a suffix</li> <li>• organization or entity, enter the full legal name of the organization or entity.</li> </ul> <p><b>Note:</b> This is the name that will be used on UCC forms.</p>
4	If the box in item 1 is checked for individual, enter the first, middle, and last name and, if applicable, a suffix for a spouse. <p><b>Note:</b> This is the name that will be used on UCC forms for additional debtors.</p>

--\*



## 23.5 Completing CCC-10 (Continued)

## D Instructions for Preparing CCC-10 (Continued)

Item	Instructions
5	If the box in item 1 is checked for individual, enter the name of the State and county of the producer's primary residence. Unless otherwise advised by OGC, this is where to file UCC's and to perform lien searches.
6	If the box in item 1 is checked for organization or entity, enter the type of organization or entity. Acceptable types are corporations, general or limited partnerships, limited liability companies, and trusts. An informal joint operation or venture is not a legal entity. Members of an informal joint operation or venture are treated as individuals.
7	If the organization or entity is registered, it must be organized under the law of a single State and must be displayed in a State public record as being organized. If the organization or entity is registered, enter the State in which the organization or entity was created and is registered. Unless otherwise advised by OGC, this is where to file UCC's and to perform lien searches.
8	If the organization or entity is <b>not</b> registered, enter the State where the place of business is located or where the organization or entity conducts its affairs. Unless otherwise advised by OGC, this is where to file UCC's and to perform lien searches.
9	Ensure that the producer understands the statement in item 9.
*--10A-F--*	<p>If the box in item 1 is checked for:</p> <ul style="list-style-type: none"> <li>individual, the producer enters signature as first, middle, and last name and, if applicable, a suffix</li> <li>organization or entity, the producer enters the following: <ul style="list-style-type: none"> <li>legal name of the organization or entity</li> <li>the word "by"</li> <li>producer's signature</li> <li>producer's title.</li> </ul> </li> </ul> <p><b>Example:</b> Hobbitt Farms Inc. by John H. Smith, president.</p>
*--11A-F	Obtain signature, title and/or relationship, and date from organization or entity.--*



### 23.5 Completing CCC-10 (Continued)

## E Example of CCC-10

The following is an example of a completed CCC-10.

\* \_ \_

**This form is available electronically.**

OMB Control No. 0560-0215  
OMB Expiration Date: 06/30/2018

<p><b>CCC-10</b> (11-19-15)</p>	<p><b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation Farm Service Agency</p>	
<p><b>REPRESENTATIONS FOR COMMODITY CREDIT CORPORATION OR FARM SERVICE AGENCY LOANS AND AUTHORIZATION TO FILE A FINANCING STATEMENT AND RELATED DOCUMENTS</b></p>		
<p><b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 761, 7 CFR Part 1436, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under a CCC or FSA loan program through documentation of producer acknowledgment of, and agreement to, the terms and conditions of CCC's or FSA's notice of intent to protect its security interest, identification of debtor or entity, and authorization for CCC or FSA to file financing statements before executing a security agreement. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under a CCC or FSA loan program.</p> <p>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 0560-0215. The time required to complete this information collection is estimated to average 5 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. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. <b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE</b></p>		
<p><b>PART A – INTRODUCTION</b></p>		
<p>The undersigned is an applicant for a loan from the Commodity Credit Corporation (CCC) or the Farm Service Agency (FSA), or is currently indebted to CCC or FSA on account of loans previously made or will encumber, pledge or mortgage property to CCC or FSA to secure payment of a loan made or to be made by CCC or FSA. The undersigned understands that CCC or FSA will take or has taken a security interest in collateral to secure the payment of any loan made or to be made, that CCC or FSA will file or has filed a financing statement or an amended financing statement to perfect its security interest in such collateral, that the information provided in this instrument will affect the contents of the financing statement or any amended financing statement and where it will be filed and that CCC or FSA will rely upon this information provided by the undersigned. For warehouse-stored CCC marketing assistance loans, I understand that a financing statement will not be filed but this form is necessary to establish the jurisdiction in which a lien search will be conducted. Further, the undersigned understands that CCC or FSA will continue to use this information for any future loans to be made to the undersigned until the undersigned notifies CCC or FSA of any changes. The undersigned agrees to immediately notify CCC or FSA of any changes in this information.</p>		
<p><b>PART B – REPRESENTATION OF UNDERSIGNED</b></p>		
<p>1. Type of Undersigned: <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Organization or Entity</p>	<p>2. Social Security Number or Tax Identification Number (9 Digits)  111-XX-79X1</p>	
<p>3. Undersigned's Full Legal Name John Rosco Smith Jr.</p>	<p>4. Spouse's Full Legal Name Jane LuAnne Smith</p>	
<p>5. State and County of Primary Residence if Undersigned is an Individual New Jersey, Adams Co.</p>	<p>6. If Undersigned is an Organization or Entity, Specify the Type of Organization or Entity</p>	
<p>7. If undersigned's organization or entity is a registered organization or entity, specify the state in which the organization or entity was created.</p>		
<p>8. If undersigned's organization is a non-registered organization or entity, specify the state where the place of business is located or where the organization or entity conducts its affairs.</p>		
<p><b>PART C – AUTHORIZATION TO FILE</b></p>		
<p>9. <i>The undersigned authorizes CCC or FSA to file a financing statement under the name of the undersigned for collateral to be described in the financing statement and security agreement at any time following the date that this instrument is signed. By signing below, I give CCC or FSA permission to file a financing statement prior to the execution of the security agreement, as well as to file amendments and continuations of the financing statement thereafter.</i></p> <p><i>I authorize CCC to enter on the financing statement a broader description of the collateral used to secure a CCC marketing assistance loan than the description on the applicable security agreement.</i></p>		
<p>10A. Signature of Individual in Item 3 (By)  /s/ John Rosco Smith, Jr.</p>	<p>10B. Title/Relationship of the Individual Signing in the Representative Capacity  11-21-20XX</p>	<p>10C. Date (MM-DD-YYYY)  11-21-20XX</p>
<p>10D. Signature of Individual in Item 4 (By)  /s/ Jane LuAnne Smith</p>	<p>10E. Title/Relationship of the Individual Signing in the Representative Capacity  11-21-20XX</p>	<p>10F. Date (MM-DD-YYYY)  11-21-20XX</p>
<p>11A. Signature for Organization or Entity in Item 3 (By)</p>	<p>11B. Title/Relationship of the Individual Signing in the Representative Capacity</p>	<p>11C. Date (MM-DD-YYYY)</p>
<p>11D. Signature for Organization or Entity in Item 3 (By)</p>	<p>11E. Title/Relationship of the Individual Signing in the Representative Capacity</p>	<p>11F. Date (MM-DD-YYYY)</p>
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or any other basis prohibited by applicable law. Persons with disabilities who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (800) 777-3330 or (800) 845-6136 (in Spanish).</small></p> <p><small>If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a> or at any USDA office, or call (800) 635-9092 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-0410, by fax (202) 690-7412 or email at <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>. USDA is an equal opportunity provider and employer.</small></p>		

■ ■ \*



**24 Using CCC-605, Designation of Agent****A Initial and Subsequent Designation of Agent**

[7 CFR 1427.5(e)(2)(iii)] [7 CFR 1427.19] Producers may use CCC-605 to designate to an agent the right to redeem all or a portion of the bales pledged as collateral for a specified loan.

Such designation of an agent does not relieve the producer from the terms and conditions of the note and security agreement.

Agents designated by producers may transfer the designation to a subsequent agent by endorsement on CCC-605.

Subsequent agents, designated on CCC-605, may further transfer the designation to other subsequent agents on CCC-605 by endorsement.

**B Additional Forms for Agent Designations**

If the transfer of designation is for less bales than:

- are associated with the applicable loan, CCC-605-1 or other bale list must be completed according to subparagraph 207 C
- originally designated by the producer, CCC-605-2 and CCC-605-1 shall be completed according to subparagraphs 207 B and 207 C, respectively.

**C Preparing and Using CCC-605**

LSA's shall make CCC-605's, CCC-605-1's, and CCC-605-2's available to the public. Producers should be advised that a separate CCC-605 is required for each loan.

These forms shall be prepared only by producers and designated agents.

When a valid CCC-605 or CCC-605-2 and supporting CCC-605's, CCC-605-1's, and CCC-605-2's, as applicable, are presented to LSA, the last agent designated may redeem the bales covered by CCC-605 or CCC-605-2.







**24 Using CCC-605, Designation of Agent (Continued)****D Filing Policy and Procedure**

\*--CCC-605, CCC-605-2, and CCC-605-1 are not kept on file by LSA's because CCC is not a party to these agreements. LSA filing would infer that CCC will be knowledgeable of and responsible for managing such agreements, which is not a responsibility CCC agrees to undertake. Thus, these forms are not to be kept on file by LSA's.--\*

**Exception:** If a designated agent is redeeming part of the cotton covered by CCC-605 or CCC-605-2, LSA shall place a copy of CCC-605 or CCC-605-2 and supporting CCC-605's, CCC-605-1's, and CCC-605-2's in the loan folder and return the originals to the agent.

LSA employee making any photocopy of an original CCC-605 or CCC-605-2 shall write or stamp, initial, and date the following statement on the photocopy: "This is a photocopy of the original having the required original signatures".

**E Canceling CCC-605**

[7 CFR 1427.5(e)(2)(F)] Producers may cancel CCC-605's by providing a written request to LSA with the following information:

- agent
- loan number
- applicable bales.

**Note:** The producer must sign and date the request.

Any cancellation request is filed, but not the original CCC-605.



**25 Required Signatures and Documents for Agent Designations****A Signatures Required for Valid CCC-605**

If CCC-605 is presented, the agent must present a properly completed CCC-605. A FAXed copy of CCC-605 is acceptable if all signatures are \* \* \* obtained according to paragraph 21.

**B Signature Required for Valid CCC-605-2**

For a presented CCC-605-2 to be considered valid, the agent must present:

- a properly completed CCC-605-2 that has **the original signature, a FAXed signature, \* \* \* or approved impressed signature** of the transferring agent according to subparagraph E
- a copy of the original CCC-605 that was properly completed and signed by the producer
- copies of all CCC-605-2's transferring designation for the presented CCC-605-2.

**C Impressed Signatures on CCC-605's and CCC-605-2's**

Any signature that is affixed to an original CCC-605 or CCC-605-2 and is a reproduction of the person's or authorized person's signature shall be considered an impressed signature.

**Note: Signatures that were reproduced by a photocopy machine or a facsimile machine are not considered impressed signatures.**

**D National Registry for Original and Impressed Signatures**

For information about the National Registry, see 7-CN, subparagraph 205 D.

LSA's are provided access to the National Registry.



## 25 Required Signatures and Documents for Agent Designations (Continued)

### E Approved Impressed Signatures

State Offices shall notify each LSA of the impressed signatures that have been registered with the State Office and the format in which an impressed signature is to be represented.

**Example:** Southern Cotton Merchants has registered the following impress with the State Office:

Southern Cotton Merchants

The State Office would notify LSA's that an impress signature for Bill E. Jones is acceptable on CCC-605's or CCC-605-2's if it is in the following format:

“Southern Cotton Merchants  
/s/ Bill E. Jones”.

### \*--F Presenting Documents at LSA--\*

[7 CFR 1427.5(e)(2)] The following table shows what must be presented at \* \* \* LSA where the loan originated by designated agents based on who is presenting CCC-605 and whether all or a portion of the loan quantity is being redeemed.

Type of Designation	Producer to Agent “A”	Agent “A” to Agent “B”
Situation	Producer has designated Agent “A” to redeem all or a portion of the bales of a specific loan.	Agent “A” has transferred the designation to Agent “B” for all the bales designated by the producer.
CCC-605 or CCC-605-2 Presented	CCC-605: <ul style="list-style-type: none"> <li>• original signatures of producer</li> <li>• “ALL” is checked (item 8)</li> <li>• No. of bales = 100 (item 9).</li> </ul>	CCC-605: <ul style="list-style-type: none"> <li>• original endorsement by Agent “A” on CCC-605 (Reverse)</li> <li>• “ALL” is checked (item 8)</li> <li>• No. of bales = 100 (item 9).</li> </ul>
Document Needed for Redemption	CCC-605	CCC-605



## 25 Required Signatures and Documents for Agent Designations (Continued)

## F Presenting Documents at the County Office (Continued)

Type of Designation	Agent “B” to Agent “C”	Agent “C” to Agent “D”
Situation	Agent “B” has transferred the designation to Agent “C” for a portion of the bales transferred by Agent “A”.	Agent “C” has transferred the designation to Agent “D” for a portion of the bales transferred by Agent “B”.
CCC-605 or CCC-605-2 Presented	CCC-605-2: <ul style="list-style-type: none"> <li>original signatures of Agent “B” as agent</li> <li>No. of Bales = 25 (item 6).</li> </ul>	CCC-605-2: <ul style="list-style-type: none"> <li>new CCC-605-2</li> <li>original signatures of Agent “C” as agent</li> <li>No. of Bales = 10 (item 6).</li> </ul>
What Is Needed Before LSA Will Allow Redemption or Extension	CCC-605-2 and the following supporting documentation: <ul style="list-style-type: none"> <li>list of 25 bale receipt numbers</li> <li>copy of CCC-605 signed by producer, and endorsed by Agent “A” transferring designation to Agent “B”.</li> </ul>	CCC-605-2 and the following supporting documentation: <ul style="list-style-type: none"> <li>list of 10 bale receipt numbers</li> <li>copy of CCC-605-2 signed by Agent “B” transferring designation for 25 bales to Agent “C”</li> <li>copy of the list of 25 bales transferred from Agent “B” to Agent “C”</li> <li>copy of CCC-605 signed by producer and endorsed by Agent “A” transferring designation to Agent “B”.</li> </ul>



**26 Using CCC-605-2, Designation of Subsequent Agent****A Preparing CCC-605-2's**

Agents who want to redeem only a portion of the cotton listed on CCC-605 or CCC-605-2 designating themselves as agent, may prepare a new CCC-605-2, completed according to subparagraph 27 B, which transfers only those bales the agent wants to redeem to themselves.

**Note:** For this purpose, CCC-605-2, front side, is all that is required. Copies of CCC-605-2 without a reverse side shall be acceptable if the front side is completed properly.

**B Supporting Documentation**

Agents who prepare a new CCC-605-2 for redeeming cotton under loan must submit to LSA a new CCC-605-2, with the original signature or approved impressed signature, and a copy of the original CCC-605 and supporting CCC-605-2's, as applicable.

**C CCC-605-1 Signature**

LSA's shall not require CCC-605-1, or other bale list, to be signed when accompanied by CCC-605's that transfer the right to redeem the cotton loan from an agent to themselves.



## 27 Completing Designation of Agent Forms

## A Instructions for CCC-605

CCC-605's must be completed according to this table before being accepted.

**Note:** CCR policy is not applicable to LSA's

Item	Instructions
<b>Part B</b>	
4A	Enter the crop year of the loan to which the designation of agent applies. A <b>separate</b> CCC-605 is required for each individual loan.
4B	Enter the loan number of the loan to which the designation of agent applies. A <b>separate</b> CCC-605 is required for each individual loan.
4C	Enter the maturity date of the loan to which the designation of agent applies. A <b>separate</b> CCC-605 is required for each individual loan.
*--4D	Enter file sequence number.--*
5	If the producer is designating the agent for the total loan quantity identified in Item 4, check the " <b>ALL</b> " box.  If the producer is designating a partial loan quantity, or a partial designated quantity is being designated by the agent or subsequent agent, check the "See attached Form CCC-605-1 or other list" box.
6	Producer reads Part B and enters in Item 6 the name and address of the agent designated by the producer under the terms of Part B  <b>Note:</b> Holder ID is not applicable.
7	Enter the address and FAX number of the FSA office where the documents for the loans identified in Item 4 are maintained.
<b>Part C</b>	
8A	Enter the name and address including ZIP code of the contact producer. Only the contact producer needs to be listed in cases where several producers have signed the note and security agreement for the loan. However, the other producers must sign and date in Items 9A through 12B. Part C is continued on CCC-605, Page 3, to provide additional signature space.
8B	Enter the telephone number including area code.
8C	Enter the signature of the contact producer.
8D	Enter date contact producer signed CCC-605.
9A-12A	Each individual producer (other than the contact producer) who signed the loan note and security agreement enters their signature and date of signature.
<b>Part D</b>	
12-15	Agents must endorse Items 12 through 15 if they transfer their authority to a subsequent agent.
<b>Part E</b>	
16	A producer's agent enters their signature if such agent is returning CCC-605 to LSA Office to exchange the loan commodity for a commodity certificate at LSA Office. If the agent is using CCR for a certificate exchange, this item may be left blank.
<b>Part F</b>	
	For LSA use.



## 27 Completing Designation of Agent Forms (Continued)

## A Instructions for Completion and Example of CCC-605 (Continued)

The following is an example of CCC-605.

\*--

This form is available electronically.		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	
CCC-605 (05-23-13)		AUTHORIZATION OF ELECTRONIC AGENT AND DESIGNATION OF AGENT - COTTON	
Instructions for completing CCC-605: Producer reads Parts A and B. All Producers who signed the note and security agreement (CCC Cotton A) for the loan identified in Part B, Item 4 must sign Part C. Agents complete Part D to transfer designation to a subsequent agent.			
<b>PART A - TERMS OF AUTHORIZATION FOR CCC TO USE ELECTRONIC AGENT DESIGNATION</b>			
1. For purposes of this authorization:			
a. The term "Provider" means the individual or entity that maintains electronic warehouse receipts for the collateral applicable to the loan identified in Part B of this authorization in a central filing system. As of September 1, 2006, the CCC-approved Providers were: EWR, Inc., FAMBRO Electronic Warehouse Receipts, Inc., Intelligent Storage Services, Inc., and Plains Cotton Cooperative Assoc. The list of Providers can change and may have changed by the time this document is executed.			
b. The term "Designated Agent" means the individual or entity identified by the Provider on the electronic warehouse receipt bale data file as being authorized, through a grant by the Producer or by succession to a grant by the Producer, to redeem all or a portion of the cotton pledged as collateral for the loan(s) identified in Part B, Item 4 of this authorization.			
2. The undersigned Producer(s) hereby requests and authorizes CCC to accept repayment of all bales of the loan or loans, as identified in Part B, Item 4 of this authorization, from the individual or entity identified as the Designated Agent on the electronic warehouse receipt bale data file maintained by the Provider for such loan collateral. Producer agrees further that the Producer will hold CCC harmless for any errors that may result from reliance on the information supplied in that regard by the Producer through the electronic warehouse receipt or otherwise.			
3. The undersigned Producer(s) may request cancellation of this authorization by submitting a signed and dated request of such cancellation that identifies the applicable loan number. Producer agrees that CCC will not permit the loan collateral identified in Part B, Item 4 to be redeemed by the Producer at a County Office until the producer cancels this authorization. Producer acknowledges that cancellation of this electronic authorization and agent designation occurs when the electronic record is affected and not at the time of the producer request, and that cancellation of the electronic authorization does not constitute cancellation of any agency designation provided in Part B.			
<b>PART B - DESIGNATION OF AGENT FOR LOAN REDEMPTION</b>			
THE UNDERSIGNED PRODUCER(S) ("PRODUCER") hereby authorizes the agent identified in Item 6 or, if applicable, the subsequent agent identified by endorsement on Page 2 of this form or the execution of a Form CCC-605-2, to redeem all or a portion of the cotton pledged as collateral for the loan identified in Item 4 B, and to utilize CCC's centralized electronic redemption process for such redemption. The Producer agrees that no other Form CCC-605 has been or will be executed with respect to such cotton. If this form covers all the warehouse receipts pledged as security for the loan as described in Item 4 B, mark "ALL" in Item 5. If this designation of agent is for only some of the warehouse receipts pledged as security for the loan, mark "see attached Form CCC-605-1, or other list" and enter the bale receipt number(s) in numerical order on Form CCC-605-1 or other list properly dated and signed by the producer. Attach CCC-605-1 or other list to this form.			
Title to the cotton shall, without a sale thereof, immediately vest in CCC upon maturity of the loan. CCC shall have no obligation to pay for any market value which the cotton may have in excess of the amount of the loan. CCC may sell, transfer and deliver the cotton or documents evidencing title thereto at such time, in such manner, and upon such terms and conditions as CCC may determine, without demand, advertisement, or notice of the time and place of sale. CCC does not guarantee that the cotton subject to this agreement will be permitted to be redeemed at a level lower than the original loan level if the producer has exceeded statutory Adjusted Gross Income amounts. In addition, CCC does not guarantee that the cotton subject to this agreement will not be redeemed by anyone other than the designated agent or that the warehouse receipts representing the cotton will not be released to anyone other than the designated agent.			
4. Loan Number to which authorization for electronic redemption applies to all bales:		5. Loan Quantity Applicable to this Agent Designation	
A. Crop Year:	B. Loan Number:	<input type="checkbox"/> All <input type="checkbox"/> See attached Form CCC-605-1 or other list	
C. Maturity Date	D. File Sequence Number		
6A. Agent's Name and Address (Including Zip Code)		7A. Name and Address of County FSA Office Providing Loan	
6B. Holder ID Number:		7B. FAX Number:	
<b>PART C - SIGNATURE OF PRODUCER(S) WHO SIGNED LOAN NOTE AND SECURITY AGREEMENT (CCC COTTON A) FOR LOAN(S) (SIGNATURES CONTINUED ON PAGE 4) TO DESIGNATE AND AUTHORIZE AN AGENT</b>			
8A. Name and Address of Contact Producer (Include ZIP Code)		8B. Telephone Number (Include Area Code)	
		8C. Signature of Contact Producer	8D. Date (MM-DD-YYYY)
9A. Other Producers Signature	9B. Title/Relationship of the Individual Signing in the Representative Capacity		9C. Date (MM-DD-YYYY)

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## 27 Completing Designation of Agent Forms (Continued)

## A Instructions for Completion and Example of CCC-605 (Continued)

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CCC-605 (05-23-13)		(Page 3 of 4)
<b>PART F - FOR COMMODITY CREDIT CORPORATION'S USE ONLY</b>		
The undersigned producer(s) hereby:		
<ol style="list-style-type: none"> <li>1. Understands that the producer may grant authorization to transfer (relocate) the producer's loan cotton only to the agent designated and authorized in Part B, Item 6 of this form. The producer is not obligated by CCC to grant authorization to transfer loan cotton as a condition of designating and authorizing any agent to redeem from the loan all or a portion of the cotton identified in Item 4B.</li> <li>2. Authorizes the agent identified in Part G, Item 21, or if applicable, the subsequent agent identified by endorsement on Page 2 of this form or the execution of a form CCC-605-2, to transfer all or a portion of the cotton pledged as collateral for the loan identified in Item 4B of this form to another warehouse that has entered into a cotton storage agreement with CCC, on the condition that if the agent named in Part G, Item 21, or a properly designated subsequent agent, requests such a transfer, the agent will be responsible for any loss of quantity, quality, or value, or for any charges that may result from the transfer or intended transfer of cotton including but not limited to, those associated with the receipt, compression, storage, transportation, and restocking or load-out of the cotton from the shipping warehouse.</li> <li>3. Requests and authorizes CCC to settle the obligation of the loan identified in Item 18, if requested before the maturity of such obligation, based on the original loan terms and credits and charges applicable at the shipping warehouse; and, requests and authorizes CCC to settle the obligation of such loan, or any portion of such loan, upon delivery of the loan collateral to CCC, based on the credits and charges applicable to such delivered collateral at the receiving warehouse.</li> <li>4. Agrees that CCC shall not be held responsible for any charges, fees, costs, or expenses incident to the transfer of cotton loan collateral.</li> <li>5. Understands that (i) CCC does not assume any loss in quantity or quality resulting from transfer of loan collateral; (ii) CCC shall hold the producer responsible for losses or charges including those that, despite Part G, Item 2, of this agreement, are not paid by any agent of the producer; and (iii) the transfer may occur without notice to the producer of the date of relocation or the new location of the cotton.</li> <li>6. Understands that the cotton may not be eligible for storage credits for the entire term of the loan and agrees to refund upon demand by CCC all excessive storage credits that may have been applied at time of loan redemption.</li> <li>7. Understands that CCC shall consider the authorizations provided by both Parts B and Part G of this form as cancelled if the producer provides written notification to CCC that the designation of agent is cancelled. A producer may not authorize an agent to transfer loan cotton unless such agent is also authorized to repay the producer's loan obligation for the same cotton.</li> </ol>		
15. Crop Year	16. Loan Number	18. Loan Quantity Applicable to this Agent Authorization
17A. Maturity Date	17B. File Sequence Number	<input type="checkbox"/> All <input type="checkbox"/> See attached list
19A. Agent's Name and Address (Including Zip Code)		
19B. Holder ID Number:		
<b>PART G - SIGNATURE OF PRODUCER(S) WHO SIGNED LOAN NOTE AND SECURITY AGREEMENT TO AUTHORIZE TRANSFER OF COTTON LOAN COLLATERAL SUBJECT TO THIS AGENT DESIGNATION / AUTHORIZATION</b>		
20A. Name and Address of Contact Producer (Including Zip Code)		20B. Telephone Number (Include Area Code)
		20C. Signature of Contact Producer
		20D. Date (MM-DD-YYYY)
21A. Other Producer Signature	21B. Title/Relationship of the Individual Signing in the Representative Capacity	21C. Date (MM-DD-YYYY)
<b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1427, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used by the cotton producer to designate and authorize an agent to redeem all or a portion of the cotton pledged as collateral for a cotton loan. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for the cotton producer to designate and authorize an agent to redeem all or a portion of the cotton pledged as collateral for a cotton loan.		
This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F - Administration).		
The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. <b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b>		
The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).		
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a> , or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a> . USDA is an equal opportunity provider and employer.		

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## 27 Completing Designation of Agent Forms (Continued)

**\*--B Instructions for Completion and Example of CCC-605-1--\***

If the producer or, if applicable, the agent or subsequent agent designates less quantity than the loan quantity or designated quantity, a properly completed CCC-605-1 must be attached to CCC-605 or CCC-605-2 before being accepted.

**Note:** A list other than CCC-605-1 may be attached if the same information that is on CCC-605-1 is provided and the list is signed and dated by the producer or, if applicable, the agent.

Item	Instructions
1	Name and address of producer or, if applicable, the name and address of transferring agent must be entered.
2	Name and address of agent or, if applicable, the name and address of subsequent agent must be entered.
3	Name of LSA holding warehouse receipts must be entered.
4	Maturity date of applicable loan must be entered.
5	Applicable loan number must be entered.
6	Applicable crop year must be entered.
Warehouse Receipt Number	List of applicable warehouse receipt numbers in numerical order must be entered.
Signature and Date	<p>Producer's signature and date or, if applicable, transferring agent's signature and date must be entered.</p> <p><b>Note:</b> If CCC-605-2 is prepared according to paragraph 206, signature is not required.</p>



## 27 Completing Designation of Agent Forms (Continued)

## \*--B Instructions for Completion and Example of CCC-605-1 (Continued)--\*

The following is an example of CCC-605-1.

\*--

This form is available electronically.

**CCC-605-1**  
(05-23-13)

U.S. DEPARTMENT OF AGRICULTURE  
Commodity Credit Corporation

**DESIGNATION OF AGENT - COTTON**  
**(CONTINUATION SHEET TO FORM CCC-605)**

**NOTE:** The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1427, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used by the cotton producer to designate and authorize an agent to redeem all or a portion of the cotton pledged as collateral for a cotton loan. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/PSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for the cotton producer to designate and authorize an agent to redeem all or a portion of the cotton pledged as collateral for a cotton loan.

This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F - Administration).

The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. **RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.**

1. PRODUCER'S NAME AND ADDRESS (Including Zip Code)	2. AGENT'S NAME AND ADDRESS (Including Zip Code)	3. COUNTY OFFICE HOLDING WAREHOUSE RECEIPTS
4. MATURITY DATE (MM-DD-YYYY)	5. LOAN NUMBER	6. CROP YEAR

7. List warehouse receipt numbers in numerical order.

WHSE. RECEIPT NO.	WHSE. RECEIPT NO.	WHSE. RECEIPT NO.	WHSE. RECEIPT NO.
1.	21.	41.	61.
2.	22.	42.	62.
3.	23.	43.	63.
4.	24.	44.	64.
5.	25.	45.	65.
6.	26.	46.	66.
7.	27.	47.	67.
8.	28.	48.	68.
9.	29.	49.	69.
10.	30.	50.	70.
11.	31.	51.	71.
12.	32.	52.	72.
13.	33.	53.	73.
14.	34.	54.	74.
15.	35.	55.	75.
16.	36.	56.	76.
17.	37.	57.	77.
18.	38.	58.	78.
19.	39.	59.	79.
20.	40.	60.	80.

8A. SIGNATURE OF PRODUCER (BY)	8B. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN THE REPRESENTATIVE CAPACITY	8C. DATE (MM-DD-YYYY)
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The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-8992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider and employer.

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## 27 Completing Designation of Agent Forms (Continued)

**\*--C Instructions for Completion and Example of CCC-605-2--\***

CCC-605-2's, including supporting CCC-605-2's, must be completed according to this table before being accepted.

Item	Instructions
1	Agent's name and address must be entered.
2	Subsequent agent's name and address must be entered.
3	LSA name and address where loan documents are held must be entered.
4	Maturity date for the loan under which the cotton is currently pledged must be entered.
5	Applicable loan number must be entered.  <b>Note:</b> Separate CCC-605-2's are required for each loan.
6	Enter number of bales listed on attached CCC-605-1 or other acceptable bale list.
7	Crop year of the cotton must be entered.
8	The transferring agent must sign.
9	If the entire loan quantity indicated on the front of CCC-605-2 is being transferred, the transferrer shall: <ul style="list-style-type: none"> <li>• enter the transferrer's name</li> <li>• enter the transferee's name</li> <li>• endorse by signing.</li> </ul> <b>Note:</b> If the entire quantity covered by the front of CCC-605 is not being transferred, a new CCC-605-2 must be prepared and completed.



## 27 Completing Designation of Agent Forms (Continued)

## \*--C Instructions for Completion and Example of CCC-605-2 (Continued)--\*

The following is an example of CCC-605-2.

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This form is available electronically. <b>CCC-605-2</b> (05-23-13)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	
<b>DESIGNATION OF SUBSEQUENT AGENT – COTTON</b>			
<p><b>NOTE:</b> <i>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1427, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used by the subsequent agent to act on behalf of the cotton producer or another subsequent agent to redeem a portion of the cotton pledged as collateral for a cotton loan. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for the subsequent agent to act on behalf of the cotton producer or another subsequent agent to redeem a portion of the cotton pledged as collateral for a cotton loan.</i></p> <p><i>This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F – Administration).</i></p> <p><i>The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</i></p>			
INSTRUCTIONS: Items 1 - 8 must be completed by Agent.			
<b>PART A – LOAN AND AGENT DATA</b>			
1. AGENT'S NAME AND ADDRESS	2. SUBSEQUENT AGENT'S NAME AND ADDRESS	3. OFFICE HOLDING WAREHOUSE RECEIPTS	
4. MATURITY DATE (MM-DD-YYYY)	5. LOAN NUMBER	6. NUMBER OF BALES	7. CROP YEAR
<b>PART B - DESIGNATION OF SUBSEQUENT AGENT FOR LOAN REDEMPTION</b>			
<p><b>THE UNDERSIGNED AGENT ("AGENT")</b> hereby authorizes the subsequent agent identified Item 2 as the agent to act on behalf of the Producer or another subsequent agent as evidenced by endorsement on Page 2 of this form or the execution of a subsequent Form CCC-605-2, to redeem the cotton pledged as collateral for the loan identified in Part A which is listed on the attached Form CCC-605-1 or other list properly dated and signed by the Agency. The Agent agrees that no other Form CCC-605-2 has been or will be executed with respect to such cotton. A copy of the CCC-605 and any other CCC-605-2 that provide proof of the Agent's authority to designate a subsequent agent shall be attached.</p> <p>Title to the cotton shall, without a sale thereof, immediately vest in CCC upon maturity of the loan. CCC shall have no obligation to pay for any market value which the cotton may have in excess of the amount of the loan. CCC may sell, transfer and deliver the cotton or documents evidencing title thereto at such time, in such manner, and upon such terms and conditions as CCC may determine, without demand, advertisement, or notice of the time and place of sale. CCC does not guarantee that the cotton subject to this agreement will be permitted to be redeemed at a level lower than the original loan level if the producer has exceeded statutory Adjusted Gross Income amounts. In addition, CCC does not guarantee that the cotton subject to this agreement will not be redeemed by anyone other than the designated agent or the warehouse receipts representing the cotton are not released to anyone other than the designated agent.</p>			
8A. SIGNATURE OF AGENT	8B. Title/Relationship of the Individual Signing in the Representative Capacity	8C. DATE (MM-DD-YYYY)	
9. REMARKS			
<p><i>The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).</i></p> <p><i>If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>. USDA is an equal opportunity provider and employer.</i></p>			

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**\*--C Instructions for Completion and Example of CCC-605-2 (Continued)**

CCC-605-2 (05-23-13)		(Page 2 of 2)	
ENDORSEMENTS			
<p><b>THE TRANSFEROR OR ENDORSER MUST COMPLETE THE RELEVANT INFORMATION FOR EACH TRANSFER. FAILURE TO COMPLETE THE INFORMATION RENDERS THIS CCC-605-2 VOID.</b></p> <p>Endorsement transfers both functions specified in Part B, and the transferor agent's authority is extinguished.</p>			
<b>10. BY ENDORSEMENT:</b>			
<p>A. _____  <div style="text-align: center;">(Name of agent)</div>   <div style="text-align: center;">does hereby transfer the functions specified in Part B:</div>   TO _____  <div style="text-align: center;">(Name of subsequent agent)</div>   BY _____  <div style="text-align: center;">(Signature of agent)</div> </p>	<p>D. _____  <div style="text-align: center;">(Name of agent)</div>   <div style="text-align: center;">does hereby transfer the functions specified in Part B:</div>   TO _____  <div style="text-align: center;">(Name of subsequent agent)</div>   BY _____  <div style="text-align: center;">(Signature of agent)</div> </p>		
<p>B. _____  <div style="text-align: center;">(Name of agent)</div>   <div style="text-align: center;">does hereby transfer the functions specified in Part B:</div>   TO _____  <div style="text-align: center;">(Name of subsequent agent)</div>   BY _____  <div style="text-align: center;">(Signature of agent)</div> </p>	<p>E. _____  <div style="text-align: center;">(Name of agent)</div>   <div style="text-align: center;">does hereby transfer the functions specified in Part B:</div>   TO _____  <div style="text-align: center;">(Name of subsequent agent)</div>   BY _____  <div style="text-align: center;">(Signature of agent)</div> </p>		
<p>C. _____  <div style="text-align: center;">(Name of agent)</div>   <div style="text-align: center;">does hereby transfer the functions specified in Part B:</div>   TO _____  <div style="text-align: center;">(Name of subsequent agent)</div>   BY _____  <div style="text-align: center;">(Signature of agent)</div> </p>	<p>F. _____  <div style="text-align: center;">(Name of agent)</div>   <div style="text-align: center;">does hereby transfer the functions specified in Part B:</div>   TO _____  <div style="text-align: center;">(Name of subsequent agent)</div>   BY _____  <div style="text-align: center;">(Signature of agent)</div> </p>		



## 28 Beneficial Interest Requirements

### A Background

When requested by LSA, producers are required to provide either of the following, as applicable, before a loan or LDP is approved:

- a copy of all written options to purchase or sales contracts
- certification, according to Exhibit 10, that no written option to purchase or sales contract has been initiated.

**Note:** The producer must provide the terms and conditions of verbal options to purchase or sales contracts on the certification according to Exhibit 10.

This paragraph provides LSA's the procedures to follow in determining whether, because of beneficial interest concerns, a producer is eligible for either a loan or LDP.

**\*--Note:** 7-CN, paragraph 100 contains additional BI information.--\*

### B Procedures

LSA's shall follow the procedures in this table to determine whether a producer is eligible, based on beneficial interest status, for either a loan or LDP.

Step	Action
1	<p>Only when there is reason to believe the producer may have lost beneficial interest in a commodity, ask the producer for:</p> <ul style="list-style-type: none"> <li>• a copy of all written options to purchase or sales contracts</li> <li>• certification, according to Exhibit 10: <ul style="list-style-type: none"> <li>• that no written option to purchase or sales contract has been initiated</li> <li>• the terms and conditions of verbal options to purchase or sales contracts.</li> </ul> </li> </ul>



## 28 Beneficial Interest Requirements (Continued)

## B Procedures (Continued)

Step	Action		
2	<b>IF producer provides LSA...</b>	<b>AND the same contract or sales option has...</b>	<b>THEN LSA shall...</b>
	a written option to purchase or sales contract	not been submitted by any producer before for this crop year or beneficial interest is questioned	<ul style="list-style-type: none"><li>submit copy to County Office where LSA is located</li><li>request County Office to determine when beneficial interest passes according to 7-CN, paragraph 103</li></ul> <p><b>Note:</b> County Offices shall respond to LSA's within 10 workdays unless contract is referred to the State Office.</p> <ul style="list-style-type: none"><li>go to step 3.</li></ul>
		been submitted before for this crop year or beneficial interest is not questioned	go to step 3.
	certification that no written option to purchase or sales contract exists		go to step 5.
3	Using memorandum from County Office and, if necessary, by contacting producer, determine whether beneficial interest has already passed or will pass before loan or LDP can be processed.		
4	<b>IF beneficial interest has...</b>	<b>THEN...</b>	
	not passed	<ul style="list-style-type: none"><li>attach the memorandum from the County Office to documents referencing when beneficial interest passes</li><li>go to step 5.</li></ul>	
	passed or will pass before loan or LDP documents can be processed	<ul style="list-style-type: none"><li><b>stop</b> the process</li><li>return documents to producer with attachment informing producer of denial, reason, and that the producer may appeal the denial to the County Office.</li></ul>	
5	Continue the loan or LDP process.		



## 29 Lobbying Disclosure Requirements, Compliance, and Reporting

### A Applicability

The disclosure requirement applies to:

- \*--cotton loans with a principal value exceeding \$150,000 whether the loan collateral is redeemed with cash for a commodity certificate--\*
- LDP applications exceeding \$100,000.

### B To Comply With Disclosure Requirements

To comply with lobbying disclosure requirements, applicants for and recipients of a loan disbursement exceeding \$150,000 or LDP exceeding \$100,000 must file, with LSA Office, either of the following forms for **each** loan or payment that exceeds \$150,000 or \$100,000, respectively:

- CCC-674, if they have **not** or will **not** use monies received to lobby or otherwise influence the actions of a Federal official about a particular loan or payment
- SF-LLL, if they have or will use monies received to lobby or otherwise influence the actions of a Federal official about a particular loan or payment.

### C Providing Forms

Each time a loan exceeding \$150,000 or LDP exceeding \$100,000 is requested, LSA Offices shall give the applicant a copy of either of the following:

- CCC-674
- SF-LLL.

**LSA Offices shall** inform the applicant that the applicable form must be returned to LSA Office before the loan or payment will be disbursed.

### D Disbursing the Loan or Payment

LSA Offices shall not disburse a loan exceeding \$150,000 or LDP exceeding \$100,000 until the applicant has returned the completed CCC-674 or SF-LLL.



## 29 Lobbying Disclosure Requirements, Compliance, and Reporting (Continued)

## E Example of CCC-674

This is an example of CCC-674.

\*--

<p><b>This form is available electronically.</b></p> <p><b>CCC-674</b> (11-15-16)</p>	<p><b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation</p>	<p>Form Approved - OMB No. 0348-0046</p>
<p><b>CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS</b></p>		
<p><b>NAME AND ADDRESS OF RECIPIENT</b></p> <p>John A. Largefarm 1000 Largefarm Road Vienna, GA 31092</p>		
<p><b>TRANSACTION DOCUMENT</b> (<i>Loan No., Contract No., CCC-6 No(s), Check No., etc.</i>) D0008417</p>		<p><b>PROGRAM YEAR</b> 20XX</p>
<p><i>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:</i></p> <p><i>A. If they have not or will not use monies received for lobbying purposes, CCC-674.</i>  <i>B. If they have or will use monies received for lobbying purposes, SF-LLL.</i></p>		
<p><b>CERTIFICATION</b></p>		
<p>The undersigned certifies, to the best of his or her knowledge and belief, that:</p> <ol style="list-style-type: none"> <li>(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.</li> <li>(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.</li> <li>(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.</li> </ol> <p>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.</p>		
<p>_____ <b>RECIPIENT SIGNATURE</b></p>	<p>_____ <b>DATE</b></p>	
<p><small>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. <b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b></small></p> <p><small>In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.</small></p> <p><small>Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.</small></p> <p><small>To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>. USDA is an equal opportunity provider, employer, and lender.</small></p>		

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## \*--29 Lobbying Disclosure Requirements, Compliance, and Reporting (Continued)

## F Example of SF-LLL

This is an example of SF-LLL.

DISCLOSURE OF LOBBYING ACTIVITIES			Approved by OMB 0348-0046
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure.)			
<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____	
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  J.A. Moneywell 123 Banker Avenue Houston, TX 12345  <b>Congressional District, if known:</b>		<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> NA  <b>Congressional District, if known:</b>	
<b>6. Federal Department/Agency:</b> USDA/FSA		<b>7. Federal Program Name/Description:</b> Marketing Assistance Loan CFDA Number, if applicable: 10.051	
<b>8. Federal Action Number, if known:</b>		<b>9. Award Amount, if known:</b> \$ 175,000	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(If individual, last name, first name, MI):</i> Able and Unable Attorney at Law 1001 Harmony Street Washington, DC 20018		<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> Unable, Jack May B.	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)			

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## 29 Lobbying Disclosure Requirements, Compliance, and Reporting (Continued)

## F Example of SF-LLL (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 is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying 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. The 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.

30 (Withdrawn—Amend. 17)

31-35 (Reserved)







## Part 3    Preparing and Disbursing Loans

### 36    Loan Disbursement Overview

#### A    How LSA's Make a Loan Disbursement

LSA's shall follow the procedures in this table to make loan disbursements.

Step	Action	
1	Receive from producers:	
	<ul style="list-style-type: none"> <li>• CCC-10 according to paragraph 23.5</li> <li>• CCC-674 or SF-LLL according to paragraph 29</li> <li>• warehouse receipts or EWR numbers and EWR provider's name</li> <li>* * *</li> <li>• beneficial interest information as provided in paragraph 28</li> <li>• information required for CCC-Cotton A, CCC-Cotton A-1, and CCC Cotton A-5</li> <li>• *--evidence of signature authority, if applicable--*</li> <li>• a power of attorney, if FSA-211 has been completed</li> <li>• lien waivers, if necessary.</li> </ul>	
2	Follow procedures in paragraph 28 to determine whether beneficial interest is held by the producer at time of loan.	
	<b>IF...</b>	<b>THEN...</b>
	held	continue.
3	not held	stop process and return receipts and classification data to producer.
	Determine eligibility according to 1-CMA.	
	<b>IF...</b>	<b>THEN...</b>
	eligible	continue.
	not eligible	stop process and return receipts and classification data to producer.



## 36 Loan Disbursement Overview (Continued)

## A How LSA's Make a Loan Disbursement (Continued)

Step	Action
4	Conduct lien search.
	<b>IF liens...</b>
	exist
	do not exist
	<b>THEN...</b>
	obtain CCC-679.
	continue.
5	* * * Notify EWR provider to amend EWR to show CCC as holder at LSA.
6	Calculate loan and complete CCC-Cotton A, CCC-Cotton A-1, and CCC Cotton A-5.
7	Recheck all loan documents for accuracy.
8	Obtain signatures on CCC-Cotton A from producer or producer's agent on FSA-211, if applicable, and inform signee that he or she has either of the following options: <ul style="list-style-type: none"> <li>• sign and submit CCC-Cotton A within 15 calendar days by FAX or return mail</li> <li>• cancel the loan.</li> </ul> <p><b>Note:</b> If canceled, the producer may reapply.</p>
	Submit loan transaction to ACRS, according to 21-CN, receive loan funds from CCC, and issue loan disbursement less net R&P fees and service charges to producer within 3 calendar days.
10	File and deliver executed loan documents as instructed in this handbook.



## 37 Before Processing the Loan

### A Overview

This paragraph establishes criteria required by LSA's before they process and issue a loan disbursement.

### B Producer and Farm Eligibility

Determine eligibility according to 1-CMA.

### C Eligible Cotton

Cotton shall be eligible for loan through LSA's when it meets **all** eligibility requirements in 7-CN.

**Notes:** Cotton may not be repledged as collateral for CCC loan.

7-CN contains information regarding dates loans are available.

LSA's shall call any loan immediately upon discovery that the cotton has become ineligible.

The producer may provide bale detail data by bringing to LSA cotton bale data prepared according to 7-CN.

### D Required Documentation

Producers shall provide LSA acceptable:

- warehouse receipts according to 7-CN, or EWR numbers and EWR provider's name
- beneficial interest information as provided in paragraph 28.

\* \* \*



## 37 Before Processing the Loan (Continued)

**E Completing CCC Cotton A-5**

CCC Cotton A-5 shall be completed to serve as a source document for preparing cotton loans.

Complete CCC Cotton A-5 according to this table. File the original copy in the LSA Office and give a copy to the producer.

Item	Instructions
Part A	
*--1-6	Enter the information provided by the producer. <b>Complete all items.</b>
7	<p>Enter the later of the following dates:</p> <ul style="list-style-type: none"> <li>the date of receipt from the producer of any paper documents necessary to complete the loan, such as a lien waiver</li> </ul> <p><b>Note:</b> The date by which a lien search is conducted is not applicable to this item.</p> <ul style="list-style-type: none"> <li>the date CCC was made holder of EWR's</li> <li>if applicable, the date paper warehouse receipts were delivered to LSA.</li> </ul>
8	Enter the date signed by the producer or POA in Part B.
9	Leave blank or use for file sequence number of the loan.
Part B	LSA representative and producer or POA shall sign and date.
10-14	Check the appropriate block based on information provided by the producer and County Office records. If necessary, contact the producer for up-to-date data.
15-16	CCC representative shall sign, date, approve or disapprove.--*



## 37 Before Processing the Loan (Continued)

## E Completing CCC Cotton A-5 (Continued)

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This form is available electronically.

<b>CCC Cotton A-5 U.S. DEPARTMENT OF AGRICULTURE</b> (09-21-10) Commodity Credit Corporation		<b>A. COUNTY OFFICE NAME AND ADDRESS</b> Acme LSA 100 Lubbock Street Lubbock, TX 12345-2006	<b>B. CROP YEAR</b> 2006
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**STATEMENT OF ELIGIBILITY AND INFORMATION WORKSHEET**

**NOTE:** The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1427, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used to determine eligibility to pledge cotton as collateral for a loan. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FS-2, Farm Records File (Automated) and USDA/FS-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to pledge cotton as collateral for a loan.

This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F – Administration). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. **RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.**

**PART A – ELIGIBILITY AND RELATED INFORMATION**

<b>1A. Contact Producer's Name, Address And Last 4 Digits Of Identification Number</b> James Wise Box 333 Yuna, AZ 11111 XXXX	<b>1B. Crop Share</b> 100 %	<b>4A. Farm Number(s) Where Cotton Was Produced</b> 1111 <b>4B. ACRE Enrolled: (Check one below):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>5. Gin Code</b> 41560
<b>2A. Other Producer's Name, Address And Last 4 Digits Of Identification Number</b>	<b>2B. Crop Share</b> %	<b>6. No. of Warehouse Receipts</b> 300 <b>7. Date Last of Required Documents Received (MM-DD-YYYY)</b> 12-18-20XX
<b>3A. Other Producer's Name, Address And Last 4 Digits Of Identification Number</b>	<b>3B. Crop Share</b> %	<b>8. Date Application Received (MM-DD-YYYY)</b> 12-18-20XX <b>9. File Name</b>

**PART B - CERTIFICATION**

The undersigned producer(s) ("Producer") requests a Commodity Credit Corporation (CCC) loan on the cotton referenced in Items 4-6 and identified on a bales list separately provided. The Producer(s) certifies regarding the cotton to be pledged as collateral for this loan, that the producer: (1) has and will retain, beneficial interest in it until satisfaction of any loan obligation, (2) will provide CCC warehouse receipts for the cotton loan collateral, (3) shall not enter into any option to purchase agreement that requires the Producer to pledge the cotton to CCC as collateral for this loan, (4) had risk in the production of the cotton, and (5) has not been convicted of a controlled substance violation according to 1-CM.

<b>10A. Contact Producer's Signature (By)</b>	<b>10B. Title/Relationship (of the individual signing in the Representative Capacity)</b>	<b>10C. Date (MM-DD-YYYY)</b>
---	---	-------------------------------

ITEM	N/A	YES	NO	ITEM	YES	NO
11. Did operator separate landlord's bales?	X			13. Is the loan quantity reasonable based on County committee Maximum established yield?		
12. Is there a lien on the crop?			X			

14. If the answer to Item 12 is "YES", enter the name and address of lienholder(s):

**PART C – CCC APPROVAL (FOR CCC USE ONLY)**

<b>15A. Signature of CCC Representative</b>	<b>15B. Title of CCC Representative</b>	<b>15C. Date (MM-DD-YYYY)</b>	<b>15D. Action</b> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
---	---	-------------------------------	---

16. Remarks:

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

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## 38 Using CCC-Cotton A, Cotton Producer's Note and Security Agreement

### A Purpose

CCC-Cotton A is the basic document used by CCC to obtain producer information and legal authority to pledge cotton for loan.

### B Policy

All bales pledged on CCC-Cotton A shall be:

- stored in the same warehouse
- ginned at the same gin.

### C Completing CCC-Cotton A

Complete LSA computer-generated CCC-Cotton A according to this table.

Item	Instructions
(1)	ENTER "X" if more space is needed: <ul style="list-style-type: none"> <li>• to enter producer information according to item (9)</li> <li>• for producer signatures according to item (12).</li> </ul>
(2)	Enter name and address of producer applying for loan benefits.
(3)	Enter warehouse code.  <b>Note:</b> All bales pledged for 1 loan must have the same warehouse code.
(4)	Enter State and county codes and farm number where produced.
(5 a)	Enter the loan number assigned by LSA.
(5 b)	Enter the applicable crop year.
(5 c)	Enter the commodity code as follows: <ul style="list-style-type: none"> <li>• "UP" for upland cotton</li> <li>• "ELS" for ELS cotton.</li> </ul>
(5 d)	Enter the gin code number for upland cotton loans. Leave blank for ELS.  <b>Note:</b> All cotton pledged for 1 loan must be ginned at the same gin.
(5 e)	*--Leave blank.--*



## 38 Using CCC-Cotton A, Cotton Producer's Note and Security Agreement (Continued)

## C Completing CCC-Cotton A (Continued)

Item	Instructions
(5 f)	Enter the number of bales, which is the same as the number of warehouse receipts.
(5 g)	Enter the loan quantity, which is the total net pounds from the warehouse receipts.
(6 a)	Enter the gross loan amount according to paragraph 40.  <b>Computation:</b> This the cumulative total of all bales' loan rates, adjusted for premiums and discounts, times the net weight.
(6 b)	Enter the gross loan amount used to figure research and promotion fees on upland cotton loans. Leave blank for ELS.  <b>Note:</b> If charges for providing new bale ties is applicable, see 7-CN, paragraph 174.
(7 a) and (8 a)	Enter the gross loan amount.
(7 b), (7 c), and (8 b)	Leave blank.
(8 c)	Enter the LSA service fee according to paragraph 40.
(8 d)	Enter R&P fee according to paragraph 40. Leave blank for ELS.
(9)	Enter name of each person or firm to receive any of the loans proceeds, including those listed on CCC Cotton A-5.  <b>Note:</b> When additional space is needed to list payees, ENTER "X" in the continuation code block (Item 1) and prepare CCC-Cotton A Continuation.
(10)	Enter producer ID.
(11)	Enter producer's share of loan.
(12)	*--Obtain applicant's DCIA certification.--*
(13)	Each producer who pledged production for the loan or persons authorized to sign for producers shall sign.  <b>Important:</b> Give each producer, or authorized agent, a copy of CCC-601 (Exhibit 5) and instruct them to read both CCC-601 and CCC-Cotton A before signing.  <b>Note:</b> Obtain spouse's signature if required by State law.
(14)	Enter date each producer or authorized agent signed in item (12).
(15)	Enter signature of authorized LSA official and date of signature.  <b>Note:</b> This date must be the same as or before the disbursement date.
(16)	Enter LSA's name, address, and phone number.



The following is an example of CCC-Cotton A.

[illegible]

Page 3-8



**38 Using CCC-Cotton A, Cotton Producer's Note and Security Agreement (Continued)**

**D Distributing CCC-Cotton A**

Distribute CCC-Cotton A as follows:

- file original in a locked, fireproof file
- deliver 1 copy to applicable producer.



## 39 Using CCC-Cotton A Continuation

### A Purpose

CCC-Cotton A Continuation is used if on CCC-Cotton A there are more:

- than 3 producer's signatures required
- payees than space provided.

### B Completing CCC-Cotton A Continuation

Complete CCC-Cotton A Continuation according to this table.

Item	Instructions	
1	Enter LSA's CCC code number.	
2	Enter loan number assigned by LSA.	
3	Enter applicable crop year.	
4	<b>IF...</b>	<b>THEN ENTER...</b>
	upland cotton	"UP".
	ELS cotton	"ELS".
A	Enter name of each person or firm to receive any of the loan proceeds.	
B	Enter producer's ID.	
C	Enter share of the cotton.	
5	<p>Obtain signature of each producer that pledged production for the loan or person authorized to sign for the produces.</p> <p><b>Notes:</b> Each signature must be dated.</p> <p>Obtain spouse's signature if required by State law.</p> <p>Give each producer, or authorized agent, a copy of CCC-601, and instruct them to read CCC-601, CCC-Cotton A, and CCC-Cotton A Continuation before signing.</p>	



## B Completing CCC-Cotton A Continuation (Continued)

The following is an example of CCC-Cotton A Continuation.

\* ☐ ☐

[illegible]



**39 Using CCC-Cotton A Continuation (Continued)****C Distributing CCC-Cotton A Continuation**

Distribute CCC-Cotton A Continuation as follows:

- file original in a locked, fireproof file
- deliver 1 copy to applicable producer.

**40 Using CCC-Cotton A-1, Schedule of Pledged Cotton****A Purpose**

CCC-Cotton A-1 accompanies CCC-Cotton A and lists bale data for the cotton pledged as collateral for the loan.

**B Completing CCC-Cotton A-1**

Complete CCC-Cotton A-1 according to this table.

<b>Item or Column</b>	<b>Instructions</b>	
1	Enter LSA's CCC code number.	
2	Enter applicable crop year and do the following.	
	<b>IF...</b>	<b>THEN ENTER...</b>
	upland cotton	"UP".
	ELS cotton	"ELS".
3	Enter loan number assigned by LSA.	
4	Enter date checks are issued.	
5	Enter name of contact producer.	
6	Enter warehouse code from the warehouse receipt.	
	<b>Note:</b> Cotton stored at different warehouses must be processed as separate loans.	
7	<b>IF...</b>	<b>THEN...</b>
	upland cotton	enter gin code from the warehouse receipt.
		<b>Note:</b> Cotton ginned at different gins must be processed as separate loans.
	ELS cotton	leave blank.



## 40 Using CCC-Cotton A-1, Schedule of Pledged Cotton (Continued)

## B Completing CCC-Cotton A-1 (Continued)

Item or Column	Instructions
8	<p>Enter the applicable code listed below:</p> <p>“F” - Flat Uncompressed Bales  “GH” - Gin High Density Bales  “GS” - Gin Standard Density Bales  “GU” - Gin Universal Density Bales  “M” - Modified Flat Bales  “SD” - Standard Density Bales  “SS” - Standard Density Short Bales  “SU” - Universal Density Short Bales  “WU” - Warehouse Universal Density Bales</p> <p><b>Note:</b> If compression has been paid, enter an “X” following the applicable compression code.</p>
9	Enter the date warehouse receipts are received by LSA.
10	Enter reconcentration order number provided by KCCO, Bulk Commodities Division, Inventory Management Branch, if applicable.
11	Enter tare weight from the warehouse receipt.
12	Enter receiving charges listed on the warehouse receipt, unless receipt is stamped showing charges having been prepaid or waived.



## 40 Using CCC-Cotton A-1, Schedule of Pledged Cotton (Continued)

## B Completing CCC-Cotton A-1 (Continued)

Item or Column	Instructions
A	Enter warehouse receipt and gin tag numbers in numerical order.
B	Enter storage start date from the applicable warehouse receipt.
C	Enter storage deduction, if applicable, according to 7-CN, paragraph 174
D	Enter grade, staple, and mike from applicable classing data.
E	Enter strength and uniformity from applicable classing data.
F	Enter leaf and extraneous matter from applicable classing data.
G	Enter net weight from the applicable warehouse receipt.
H	Enter loan rate adjusted for premiums and discounts according to 7-CN, paragraph 172.
I	Enter applicable storage and receiving charges for extended loans, only when extended loans are authorized.
J	Enter loan amount applicable to each warehouse receipt.
	<b>Computation:</b> Loan rate (column H) x net wt. (column G) - storage deduction (column C) - receiving charge (item 12).



**B Completing CCC-Cotton A-1 (Continued)**

The following is an example of CCC-Cotton A-1.

\* ☐ ☐

[illegible]

■ ■ \*



## 40 Using CCC-Cotton A-1, Schedule of Pledged Cotton (Continued)

**C Distributing CCC-Cotton A-1**

Distribute CCC-Cotton A-1 as follows:

- file original in a locked, fireproof file
- deliver 1 copy to applicable producer.

**D Loan Advance Distribution Calculations**

LSA's shall follow procedures in the following table to calculate loan distribution amounts.

Factor	Calculation Instruction	Example
Gross Loan Principal	Follow instructions in 21-CN, Part 4.	
R&P Fees	Multiply the loan's: <ul style="list-style-type: none"> <li>• gross loan principal</li> <li>• times 0.005.</li> </ul> Round to 2 decimal places. Add \$1 per bale.	$  \begin{array}{r}  \$10,250.00 \\  \times .005 \\  \hline  51.25 \\  51.25 \\  + 50.00 \text{ (50 x \$1)} \\  \hline  \$101.25  \end{array}  $
LSA Fee	Multiply the loan's: <ul style="list-style-type: none"> <li>• number of bales</li> <li>• times \$0.90.</li> </ul> Add \$7.50 per loan.	$  \begin{array}{r}  50 \\  \times \$0.90 \\  \hline  45.00 \\  7.50 \\  \hline  *--\$52.50--*  \end{array}  $
Amount to Producer	Subtract: <ul style="list-style-type: none"> <li>• net loan amount</li> <li>• minus:               <ul style="list-style-type: none"> <li>• the total of R&amp;P fees</li> <li>• LSA service fees.</li> </ul> </li> </ul>	$  \begin{array}{r}  \$10,250.00 \\  \\  -101.25 \\  - 52.50 \\  \hline  \$10,096.25  \end{array}  $



## 41 Seed Cotton Loans

### A Availability of Loans

Eligible producers of seed cotton may obtain a recourse seed cotton loan at FSA County Offices, not LSA's.

Recourse cottonseed loans are available from the beginning of harvest through March 31 of the calendar year after the calendar year in which the cotton was planted.

See 7-CN, Part 4 for seed cotton loan provisions.

### \*--B Applying Proceeds From LSA Loan or LDP

A producer who obtained a seed cotton loan from a County Office may apply to this loan obligation any proceeds disbursed by LSA from a loan or LDP on the same or other commodity.

Any proceeds obtained from LSA, whether from a loan or LDP, shall be jointly payable to the producer and to CCC if these proceeds are from a loan or LDP for the same cotton that is collateral for the seed cotton loan.--\*

## 42-49 (Reserved)







## Part 4    Loan Servicing

### 50    Overview

#### A    Purpose

This part provides LSA's instructions for processing the following loan:

- repayments using cash
- \*--repayments using commodity certificates--\*
- forfeitures
- reconcentrations.

**Notes:** See 7-CN for basic program provisions.

See 21-CN for instructions about processing instructions for loan documents submitted through CCB's.

### 51    Loan Repayments Using Cash

#### A    Background

Producers, or if applicable, the designated agent on CCC-605, may notify LSA at any time during the loan period that they want to repay the loan.

#### B    LSA Loan Repayment Procedures

LSA's shall follow the steps in this table when a producer or, if applicable, designated agent on CCC-605 chooses to repay a loan.

Step	Action
1	Receive notification from producer or, if applicable, designated agent on CCC-605 of intent to repay the loan.
2	Compute the repayment amount on a bale-by-bale basis, including any denied benefits applicable to the repayment according to 21-CN.
3	Prepare: <ul style="list-style-type: none"> <li>• list of bale repayments</li> <li>• updated statement of producer's loan balance.</li> </ul>



**51     Loan Repayments Using Cash (Continued)****B   LSA Loan Repayment Procedures (Continued)**

<b>Step</b>	<b>Action</b>
4	Update records to indicate bales repaid and those remaining under loan.
5	Inform producer or, if applicable, designated agent on CCC-605 of amount due CCC.
6	Accept payment from producer or, if applicable, designated agent on CCC-605 made payable to LSA.
7	Prepare CCB documents according to 21-CN.
8	Go to CCB, by next business day after the payment delivery to LSA, to: <ul style="list-style-type: none"> <li>• deposit payment in LSA's account</li> <li>• deliver loan documents</li> <li>• make payment from LSA's account to CCC</li> <li>• identify redeemers.</li> </ul>
9	Release EWR's or return individual card warehouse receipts released by CCB to producer or, if applicable, designated agent on CCC-605.

**C   Creating and Distributing Repayment Documents**

New LSA's shall:

- create a repayment document similar to CCC-500
- submit the document to PSD as part of a test package.

Distribute repayment documents as follows:

- file originals
- deliver 1 copy to applicable producer and, if applicable, designated agent on CCC-605.

**52     (Withdrawn--Amend. 16)**



**53 Maturity Date Notification Letter and Forfeiture Policy****A Maturity Date Notification**

At least 45 calendar days but not more than 60 calendar days before loan maturity, LSA shall send to each producer of an upland cotton or ELS cotton loan, the letter in subparagraph F.

**B Producer Charges**

**[7 CFR 1427.13(e)(1) (2) and (3)]** If upland cotton or ELS cotton loan collateral is forfeited to CCC in satisfaction of the loan, the producer will be billed and shall pay to CCC at rates that are specified in the storage agreement between the warehouse and CCC:

- warehouse storage charges that accrued before the date all documents required from the producer for the loan were provided to LSA
- any difference between the CSA loan storage rate and the storage credit cap during the loan period
- unpaid warehouse receiving charges including any charges for new ties
- unpaid warehouse compression charges based on the tariff rate.

**C Processing Forfeitures**

Process loan forfeitures through ACRS according to 21-CN.

**D Charges Due on Forfeited Loans**

LSA will be notified by COPS of the applicable charges to be collected from the producer according to paragraph 54.







**53 Maturity Date Notification Letter and Forfeiture Policy (Continued)****E Notice of Maturity Letter**

Use the following letter to notify each contact producer of loan maturity.

Dear Producer:

This is to notify you that your **(crop year) (upland or ELS)** cotton loan, No. **(loan number)** will mature on **(maturity date)**.

Under the terms and conditions of the loan, the following options are available:

- Repay the loan on or before the maturity date
- Forfeit the loan collateral to CCC on the maturity date.

\*--Extensions of the term of the loan were not authorized by the 2008 Farm Bill.--\*

If you choose to forfeit the loan collateral to CCC, you must pay CCC at rates that are specified in the storage agreement between the warehouse and CCC, all:

- Warehouse storage charges that accrued before the date all documents required from you for the loan were provided to this office
- Unpaid warehouse receiving charges including any charges for new ties
- Any storage paid by CCC exceeding the storage credit cap
- Any other unpaid charges that reduce the value of the cotton delivered to CCC including unpaid compression charges.

Please notify this office of your intention to either repay with cash or forfeit. If you do not take action by loan maturity, your loan collateral will be forfeited to CCC automatically.

If you designated a buyer as agent using CCC-605 and that agent or any subsequent agent does not redeem this loan by maturity, you are responsible for the above charges.

Sincerely,

LSA Official



## 54 Collecting Charges Due on Forfeited Loans

### A Determining Charges Due

[7 CFR 1427.11(f)] When loans are forfeited, and after warehouse charges are paid by KCCO, KCCO will determine the total of the following amounts that will be billed to the producer:

- warehouse storage charges that accrued **before** the date all documents required from the producer for the loan were provided to the County Office
- unpaid warehouse receiving charges including any charges for new ties
- unpaid warehouse compression charges
- any difference between the warehouse CSA loan rate and the storage credit rate during the loan period from date documents received to maturity.

Any charges billed to the producer will be based on the tariffs effective at the warehouse where forfeited. Thus, charges related to loan bales that were transferred and then forfeited are based on charges at the receiving warehouse.

### B Definition of Date Documents Provided

The date documents provided (enter on CCC Cotton A-5, item 8) is 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

**Note:** The date by which a lien search conducted is not applicable to this item.

- the date CCC was made holder of EWR's
- if applicable, the date paper warehouse receipts were delivered to LSA.

### C Statement of Charges Due

LSA will automatically receive notification of the Statement of Charges due for each loan forfeited through COPS.

### D Collecting Charges Due From Producer

[7 CFR 1427.13(e)] After receiving the Statement of Charges Due CCC from COPS, LSA shall:

- determine whether the statement of charges is for the correct producer and loan
- if statement of charges is **incorrect**, contact ADC, PSCAO, CLG to request a correct statement of charges by:
  - \*--telephone at 816-926-1533
  - e-mail at [shannon.fulghem@kcc.usda.gov](mailto:shannon.fulghem@kcc.usda.gov).--\*



## 54 Collecting Charges Due on Forfeited Loans (Continued)

### D Collecting Charges Due From Producer (Continued)

- if statement of charges is **correct**:
  - send producer a notification letter for charges due according to subparagraph E
  - file a copy of the statement of charges in the producer's loan folder.

If invoice is **paid within 30 calendar days** of the notification letter, LSA's shall do either of the following:

- send in an automated CCC-719 "S" transaction trailer record with another bale detail record to NITC

**Note:** See 21-CN, paragraph 216.

- \*--acquire a manual authorization code by contacting Shannon Fulghem at 816-926-1533--\* or Diana Johnson at 816-926-1945.

**Notes:** If there are multiple invoices to be reported, a single manual authorization code shall be used to cover the total amount.

If sending in an automated CCC-719 trailer record or acquiring a manual authorization code, e-mail the following information to Diana Johnson at **diana.johnson@kcc.usda.gov**:

- charges to be repaid as indicated on the COPS Producer Collection Invoice
- number of bales forfeited
- Producer Collection Invoice number
- authorization code
- date of wire transfer.

FAX a completed CCC-719 to FSC, FCMO, CLIG at 816-926-5940 with the following information for each invoice:

- charges to be repaid as indicated on the COPS Producer Collection Invoice
- number of bales forfeited
- Producer Collection Invoice number
- authorization code
- date of wire transfer.

If invoice remains **unpaid 30 calendar days after** the date of the notification letter, transfer the required information to the administrative State and/or County Office as follows:

- LSA notification letter
- documentation of any collection activity
- producer collection invoice.



## 54 Collecting Charges Due on Forfeited Loans (Continued)

**D Collecting Charges Due From Producer (Continued)**

Transfer a Producer Collection Invoice payment in COPS according to the following.

<b>Step</b>	<b>Action</b>	<b>Results</b>
1	On the COPS Home Page, under the “Invoicing tab”, CLICK “Invoice Review”.	The Invoice Review Screen will be displayed.
2	On the Invoice Review Screen, click the Invoice Type drop-down menu, CLICK “Producer Collection Invoice”, and click the list button.	The Invoice List Screen will be displayed.
3	Click on the line item for the desired invoice to be transferred.	The Producer Collection Invoice Detail Screen will be displayed.
4	On the Producer Collection Invoice Detail Screen, enter the administrative State or county code field where the documents are being transferred and CLICK “Transfer Invoice”.	A confirmation box will be displayed asking if user is sure he/she wants to transfer the invoice.
5	If LSA is certain that a transfer is to take place, CLICK “OK”.	The Producer Collection Invoice Detail Screen will be displayed reflecting a changed invoice status from “Waiting Payment” to “Transferred Producer”.

**Note:** Any funds collected by LSA **after** the debt has been referred shall be forwarded to the administrative County Office to be recorded as a debt collection. Do **not** remit funds according to 21-CN, paragraph 433.



## 54 Collecting Charges Due on Forfeited Loans (Continued)

### E Notification Letter for Debt Collection

This is an example of the initial notification letter for charges due.

Dear Producer:

It has been determined that you owe CCC \$\_\_\_\_\_. The amount due is a result of the forfeiture of your cotton loan number \_\_\_\_\_.

You were notified of this loan's maturity date and of the options available to you. By having decided to forfeit the loan collateral in satisfaction of the loan, you agreed to pay to CCC at rates that are specified in the storage agreement between the warehouse and CCC, all:

- warehouse storage charges that accrued **before** the date all documents required from you for the loan were provided to LSA
- unpaid warehouse receiving charges including any charges for new ties
- unpaid warehouse compression charges
- any difference between the warehouse CSA loan rate and the storage credit rate during the loan period from date documents received to maturity.

You may contact this office to review records related to the determination of this debt or to receive an explanation of the debt. You may obtain a copy of the records subject to copying charge.

You have 30 calendar days from the date of this letter to seek an informal review and request reconsideration of the determination of the debt. In requesting the reconsideration, provide a written explanation of the basis of your disagreement with the determination and provide documentation to support your position.

You may pay your debt by check payable to (**insert LSA name**) and mail the check to this office at the above address. Please contact this office at \_\_\_\_\_ if you have any questions. We will work with you to resolve this matter.

If this debt is not resolved, CCC reserves the right to use all additional actions available to recover the debt. The debt may be collected by internal administrative offset from any CCC or FSA payment that may be due to you. Additional actions that may be taken to recover the debt include the assessment of late payment interest, administrative costs, and penalties; administrative wage garnishment; reporting the debt to credit bureaus; referring the debt to private collection agencies and debt collection centers; collecting the debt by offset of qualified disbursements and refunds, including federal tax refunds; referring the debt to litigation (if collection administratively is unsuccessful); and reporting the debt to the Internal Revenue Service if the debt, or any portion of the debt, is discharged. Once your debt is more than 180 days delinquent, we are required to refer the debt to the Department of Treasury for collection.

Our records do not reflect that you have filed for bankruptcy protection under Title II of the United States Code. If you have filed bankruptcy, please notify us so that we may update our records and proceed to resolve this debt in accordance with bankruptcy procedures.

Sincerely,

LSA Official

\_\_\_\_\_ LSA Office



## 55 Loan Reconcentrations

### A Background

CCC may, from time to time, decide to relocate loan collateral. KCCO shall notify LSA's of cotton intended for reconcentration and specific instructions LSA's shall follow in processing reconcentrations. LSA's shall then notify producers of their options of repaying the loan or allowing the reconcentration.

### B How LSA's Process Reconcentrations

LSA's shall process reconcentrations according to this table.

IF the producer chooses to...	THEN...
allow the reconcentration	<ul style="list-style-type: none"> <li>• follow instructions in the KCCO notification letter about the reconcentration</li> <li>• deliver a shipping and receiving list to CCB to do either of the following: <ul style="list-style-type: none"> <li>• obtain applicable warehouse receipts</li> <li>• instruct CCB to notify EWR provider to amend EWR to show original warehouse as holder</li> </ul> </li> </ul> <p><b>Note:</b> EDS shall prepare and provide shipping and receiving lists for LSA's.</p> <ul style="list-style-type: none"> <li>• send released individual card warehouse receipts to original warehouse</li> <li>• after receiving replacement individual card warehouse receipts from new warehouse: <ul style="list-style-type: none"> <li>• submit receipts to CCB</li> <li>• provide EWR receipt number to CCB that shows CCC as holder</li> </ul> </li> <li>• pay any related charges to the reconcentration and obtain reimbursement from CCC according to 21-CN</li> <li>• file copies of all documents.</li> </ul>
repay the loan	follow instructions in 21-CN, Part 4.

56-70 (Reserved)



**\*--Part 5 LDP Processing and Issuance****71 Before Processing LDP****A Eligibility**

The eligibility requirement for the producer and cotton shall be determined according to 1-CMA before processing LDP's.

**B Required Forms and Documentation**

For 2006 and subsequent crop years, LDP's **must** be requested on CCC-633 EZ. CCC-Cotton AA and CCC-709 are obsolete.

**C Divided or Undivided Shares**

If the bales are divided among producers, give each producer on the farm an opportunity to choose whether to obtain a loan or LDP.

**Note:** These instructions regarding divided or undivided bales also apply when a producer requests lock-in of the AWP rate to be used for the LDP calculation. In such cases, modules or any other unit of unginned cotton must be divided if a joint LDP is not being requested.

**D No Deferred Payments**

LDP's cannot be deferred or delayed at any time. All payments must be made as soon as possible after the date of request.

**E Determining Date Documents Received**

When a gin provides LSA's preprocessed bale data by e-mail, CD or diskette, for purposes of determining the "date documents received" for processing the LDP application, the date of receipt of the data is:

- the date the electronic data were received
- **not** the date the producer signed and dated a paper copy of the bale data.--\*



72 LDP Overview

A Making LDP's

LSA's shall make LDP's according to the following table.

Step	Action	
1	Receive from producers: <ul style="list-style-type: none"> <li>• production evidence required according to 7-CN, Part 5</li> <li>• beneficial interest information as provided in paragraph 28</li> <li>•*--information required for CCC-633 EZ--*</li> <li>• a power of attorney, if FSA-211 has been completed.</li> </ul> * * *	
2	Follow procedures in paragraph 28 to determine whether BI is held by the producer at time of LDP.	
	<b>IF...</b>	<b>THEN...</b>
	held	continue.
	not held	stop process and return receipts and classification data to producer, *--unless CCC-633 EZ, page 1 was filed before BI was lost.--*



## 72 LDP Overview (Continued)

## A Making LDP's (Continued)

Step	Action	
3	Determine eligibility according to 7-CN.	
	<b>IF...</b>	<b>THEN...</b>
	eligible	continue.
	not eligible	stop process and return receipts and classification data to producer.
4	Instruct producer to notify EWR provider to amend EWR to show cotton will be used to obtain LDP from LSA.	
5	*--Calculate LDP and complete CCC-633 EZ.	
6	Recheck all LDP documents for accuracy.	
7	Obtain signatures on CCC-633 EZ from producer or, if applicable, producer's agent on FSA-211, and inform signee that he or she has either of the following options: <ul style="list-style-type: none"> <li>•*--sign and submit CCC-633 EZ within 15 calendar days--*</li> <li>• cancel LDP. If canceled, the producer may reapply.</li> </ul>	
8	Submit applicable LDP transaction to ACRS according to 21-CN, and receive--* LDP funds from CCC.  Issue LDP to producer within 3 calendar days.  <b>Note:</b> This is the Advance/LDP Date (Field 31) in ACRS.	
9	File and deliver executed LDP documents as instructed in this handbook.	



**\*--72.5 Establishing LDP Eligibility Before BI Is Lost****A Eligibility When BI Lost**

Effective for 2005 and subsequent crop upland cotton, a producer may apply for LDP benefits after BI is lost if the producer has submitted CCC-633 EZ, page 1 before BI was lost on the cotton.

CCC-633 EZ, page 1 is:

- only a statement of intentions
- **not** an LDP request for an identified quantity.

Producers who submit CCC-633, page 1 before BI is lost:

- may request LDP on production identified on CCC-633 EZ after BI has been lost; see options in subparagraph 73.5 A
- may request a marketing assistance loan on the covered quantity as long as BI is retained at the time of the loan request
- are not irrevocably committed to request either a loan or LDP for cotton identified on CCC-633 EZ.

This new policy does **not** guarantee or provide LDP eligibility in all circumstances where BI was lost. Cotton will lose eligibility for LDP unless CCC-633 EZ, page 1 is submitted before BI is lost.

**B Using CCC-633 EZ to Establish LDP Eligibility**

CCC-633 EZ, page 1 must be submitted **before** BI was lost on a quantity for the cotton to be assured eligibility for LDP.

The following is an example of CCC-633 EZ, page 1 that is a statement of intentions to receive LDP on all eligible production.--\*



## 72.5 Establishing LDP Eligibility Before BI Is Lost (Continued)

## B Using CCC-633 EZ to Establish LDP Eligibility (Continued)

\*--

This form is available electronically.

<b>CCC-633 EZ</b> (03-28-14)		<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation		1. Name and Address of Producer (Include ZIP Code) (Please Print)	
<b>LOAN DEFICIENCY PAYMENT (LDP) AGREEMENT AND REQUEST</b>				2. Telephone or Cell Number (Include Area Code):	
All eligible producers entering into this agreement MUST meet marketing assistance loan eligibility and have beneficial interest in the quantities covered by this agreement for the applicable crop year when signing this form. A producer is considered to have beneficial interest in the specified quantities if the producer has ALL of the following:				3. ID Number (Last 4 Digits):	
• Title to the commodity • Control of the commodity				4. Crop Year:	
File this form BEFORE loss of beneficial interest (title and control) to indicate your intentions to receive Loan Deficiency Payment (LDP) benefits for this crop year for all counties and all eligible harvested, sheared, or slaughtered commodities for the individual, joint operation, or entity identified in Item 1. The CCC-633 EZ - LDP Request (Page 2), Cotton LDP Request (Page 3), or Request for Wool, Mohair, or Unshorn Pelt LDP (Page 4) must be completed BEFORE the final loan/LDP availability date to receive LDP benefits.				5. State(s) and County(s)	
<b>PART A - TERMS AND CONDITIONS</b>					
• The LDP rate will be based on the earlier of: a) the date beneficial interest is lost as applicable to specific commodity provisions; or b) the LDP request date as submitted on the CCC-633 EZ (Page 2) Part E, or CCC-633 EZ (Page 4) for wool, mohair, and unshorn pelts. For cotton LDPs requested on CCC-633 EZ Cotton (Page 3), the LDP rate will be based on the information provided on Page 3. • Quantities covered by this agreement were produced by the producer and not purchased or acquired directly or indirectly from any other source or committed under a marketing agreement to a Cooperative Marketing Association (CMA). • As a condition of receiving an LDP, a producer (or members of a CMA) must first resolve delinquent federal non-tax debt(s). The debt(s) must be resolved before the final loan/LDP availability date. • CCC may request copies of contracts and supplemental documentation to determine eligible quantity and when beneficial interest was lost. • If a Marketing Assistance Loan (MAL) is disbursed for a quantity covered by this agreement and the MAL is repaid at a price less than principal and interest, this agreement becomes null and void for that specific quantity. • All producers with an interest in the quantity covered by this agreement must sign a CCC-633 EZ Part C, to obtain LDP benefits.					
<b>PART B - METHODS OF PAYMENT REQUEST (Request must be submitted by final loan/LDP availability date.)</b>					
• For quantities represented by verifiable production evidence under this agreement, submission of evidence in combination with Part E, Part N, or Part O of this form as applicable shall be considered a request for payment. Evidence must include sufficient data to determine producer and commodity eligibility and LDP rate. • For quantities for which verifiable evidence is unavailable (i.e., certified quantities, fed quantities, quantities used for seed, silage, etc.), the request for payment shall be initiated by recording a certification of quantity on Part E, Part N, or Part O of this form as applicable. Additional information may be requested by CCC to determine producer and commodity eligibility and LDP rate. • Submission of an eLDP shall be a request for payment. The CCC-633 EZ Part E is not required for that specific quantity. • For Cotton Producers Only: Producer agrees: a) any request for a module lock-in or post-ginning LDP is irrevocable and cannot be cancelled or revised unless the LDP is denied due to AGI; b) any request for a gin-direct LDP is irrevocable on or after the date of ginning; c) entry of information on Page 3 of this application constitutes an irrevocable application for the Adjusted World Price (AWP) to be locked in on the date an accurately completed application is submitted for an LDP based on gin-provided documentation identifying the bales produced from the module/storage unit for which the AWP lock-in applies.					
<b>PART C - PRODUCER SIGNATURE AND CERTIFICATION (For additional signatures, complete CCC-633 EZ continuation, Part C)</b>					
I/we certify all information entered on this form is true and correct. By certifying to the terms and conditions in Part A, the producer(s) hereby enters into this agreement with CCC for all eligible commodities. The producer(s) agree: 1) any false claim or false statement may lead to civil liability or criminal prosecution; 2) LDP's may be selected for spot-check and the producer will be required to provide supplemental documents to determine program eligibility; 3) to forgo a commodity loan on the quantity requested for LDP unless a quantity is denied LDP due to payment limitation; 4) not to refund any LDP amount in order to obtain a commodity loan; 5) this agreement and subsequent payment request is subject to CCC determination of producer and commodity eligibility subject to 7 CFR Parts 1421, 1425, 1427 and 1434; 6) that CCC shall require refund of LDP, plus interest, from the date of payment if producer(s) and/or commodity is later determined ineligible by CCC; 7) CCC shall assess administrative penalties and/or liquidated damages in accordance with 7 CFR Parts 1421, 1425, 1427 and 1434, as applicable, if producer(s) misrepresents the eligible quantity and/or commodity covered by this agreement; 8) the maximum eligible quantity and yield determinations must equal the quantity and yield determinations for disaster or crop insurance indemnity payments, when and if applicable; and 9) to submit the applicable CCC-633 EZ, Page 2, Page 3, Page 4 or an eLDP online request before obtaining LDP amounts.					
6A. Producer's Signature (BY)		6B. Title/Relationship (Individual Signing in a representative capacity)		7. Date (MM-DD-YYYY)	
8A. Producer's Signature (BY)		8B. Title/Relationship (Individual Signing in a representative capacity)		7. Date (MM-DD-YYYY)	
<b>PART D - CCC AGREEMENT (FOR CCC USE ONLY)</b>					
8. Signature of CCC Representative		10. Date (MM-DD-YYYY)		11. Additional Information	
9. Title of CCC Representative				12. Name and Address of County FSA Office or LSA or DMA	
<b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1425, 7 CFR Part 1427, 7 CFR Part 1434, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246) as amended by the American Taxpayer Relief Act of 2012, and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility for loan deficiency payment program benefits. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for loan deficiency payment program benefits. This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F - Administration). The provisions of criminal and civil fraud, privacy and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE. The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or on the basis of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a> , or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a> . USDA is an equal opportunity provider and employer.					

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## 72.5 Establishing LDP Eligibility Before BI Is Lost (Continued)

## B Using CCC-633 EZ to Establish LDP Eligibility (Continued)

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CCC-633 EZ (03-28-14)										
PART E - REQUEST FOR LDP										
13A. Contact Name and Address of Producer (Include Zip Code) (Please Print)			13B. ID Number (Last 4 digits)		14. Telephone or Cell Number (Include Area Code) (Optional)		15. Crop Year		17. Are you or any co-applicant delinquent on any federal non-tax debt? If "YES", explain in Item 32.  <input type="checkbox"/> YES <input type="checkbox"/> NO	
			16. State and County where Farm Records are Maintained							
A completed CCC-633 EZ, Page 1 must be on file before beneficial interest (title and control) is lost in the requested quantity for this to be considered a valid request for payment. This request for payment, with acceptable production evidence (if applicable), must be submitted to the County FSA office that administers the farm records for the requested commodity and quantity.										
Complete Items 19 through 23 and sign/date below. Indicate in Item 21 if this is a certified LDP, request for measurement service, or indicate production evidence is attached, as applicable. When beneficial interest has been lost, indicate date of sale, fed, used for seed, etc, as applicable, in Item 23. If additional entries are needed, provide data on an additional CCC-633 EZ, Page 2.										
18. LDP No. (CCC Use Only)	19. Commodity Class, Variety, Type	20. Net Quantity Requested and Unit of Measure (bu., tons, cwt., lbs., etc.)	21. Source of Quantity (Check one of the following)			22. Stored or Delivery Location, if applicable (State, County, Warehouse, or Bin Site)  Examples: Warehouse-Stored: Ohio, Athens Co., ABC Warehouse Farm-Stored: Texas, Webb Co., 30' Butler Bin, North of House	23. Effective Date of LDP Rate (MM-DD-YYYY)		24. LDP Rate (CCC Use Only)	
			A. Certified	*B. Measure- ment Service	C. Production Evidence		A. Date of LDP Request or Date Beneficial Interest Was Lost	B. Check to Request Date of Delivery		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
* If measurement service is requested, I agree to pay the required fee(s) and agree this request is irrevocable. The quantity determined by measurement service will be the maximum quantity eligible at the time of this request. Producer must enter in Item 20, a specific quantity or "ALL" for this LDP application to be valid.										
PART F - PRODUCER CERTIFICATION (For additional signatures, complete CCC-633 EZ Continuation, Part F)										
I certify all information entered on this form is true and correct. By completing Part E and signing and dating this form, I hereby make a request for payment from the Commodity Credit Corporation (CCC) for the commodity described above under the terms and conditions as provided on the CCC-633 EZ, Loan Deficiency Payment (LDP) Agreement and Request. I also understand that a CCC-633 EZ, Page 1 MUST be on file at the FSA County Office for this LDP request to be considered complete.										
25A. Producer's Signature (By)	25B. Title/Relationship (Individual Signing in a Representative Capacity)	26. Share %	27. Date (MM-DD-YYYY)	25A. Producer's Signature (By)	25B. Title/Relationship (Individual Signing in a Representative Capacity)	26. Share %	27. Date (MM-DD-YYYY)			
PART G - CCC APPROVAL (FOR CCC USE ONLY)										
28. Signature of CCC Representative	29. Title of CCC Representative	30. Date (MM-DD-YYYY)	31. Action: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	32. Additional Information/Second Party Review						

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## 72.5 Establishing LDP Eligibility Before BI Is Lost (Continued)

## B Using CCC-633 EZ to Establish LDP Eligibility (Continued)

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CCC-633 EZ (03-28-14)							
PART H - REQUEST FOR COTTON LDP							
33A. Contact Name and Address of Producer (Include Zip Code) (Please Print)			33B. ID No. (Last 4 digits)	34. Telephone or Cell Number (Include Area Code) (Optional)	35. Farm Number	36. Crop Year	37. Are you or any co-applicant delinquent on any federal non-tax debt? If "YES", explain in Item 56.  <input type="checkbox"/> YES <input type="checkbox"/> NO
38. Producer Initials to verify LDP type and bale quantity	Type of LDP Requested	Must be Requested	Must have Beneficial Interest at Time of LDP Application?	The LDP Rate will be the rate in effect on the:	39. Quantity: (Use Part K for file sequence number(s))		
	Irrevocable Module Lock-In	After Harvest, Before Ginning	YES	Date an Accurately Completed Request is Submitted: ►	Identified by gin as being produced from the module(s) listed in Part I and identified by bale list or file sequence number(s).		
	Gin-Direct	Before Date of Ginning	YES	Date of Ginning ►	GIN DIRECT ONLY: For each farm number producer enters number of bales or "ALL" to be identified by bale list or file sequence number.		
					A. FARM NO.	B. NO. BALES	A. FARM NO.
	Irrevocable Post-Ginning	After Ginning	YES	Later of: 1) date of request or 2) date bale list submitted ►	C. Producer enters bale quantity (to be verified by bale list or file sequence number):		
	Lost Beneficial Interest	After Ginning	NO	Date Beneficial Interest Lost ►	D. Producer enters bale quantity (to be verified by bale list or file sequence number):		
PART I - MODULE IDENTIFICATION OF SEED COTTON (Completed for Module Lock-In LDP Request)							
40. Gin Code:				41. Module Location at Farm or Gin:			
42. Gin's Module/Trailer Number:							
PART J - PRODUCER CERTIFICATION (For additional signatures, complete CCC-633 EZ Continuation, Part J)							
I certify all information entered on this form is true and correct.							
43A. Producer's Signature (By)	43B. Title/Relationship (Individual Signing in a Representative Capacity)	44. Share %	45. Date (MM-DD-YYYY)	43A. Producer's Signature (By)	43B. Title/Relationship (Individual Signing in a Representative Capacity)	44. Share %	45. Date (MM-DD-YYYY)
PART K - INFORMATION FOR LDP REQUEST (Complete Upon Receipt of Bale Data Files) (FOR CCC USE ONLY)							
46. LDP Number	47. File Sequence Number(s)		48. Date File(s) Received (MM-DD-YYYY)		49. Bale Count		
PART L - CCC APPROVAL (FOR CCC USE ONLY)							
50A. Signature of CCC Representative		50B. Title of CCC Representative		53. Date Request Submitted (MM-DD-YYYY)		55. Name and Address of FSA County Office or LSA	
51. Action:  <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		52. Date of Signature by CCC Representative (MM-DD-YYYY)		54. AWP on Applicable Date		56. Additional Information/Second Party Review	

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## 72.5 Establishing LDP Eligibility Before BI Is Lost (Continued)

## B Using CCC-633 EZ to Establish LDP Eligibility (Continued)

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**CCC-633 EZ (03-28-14)**

**PART M – REQUEST FOR WOOL, MOHAIR, OR UNSHORN PELT LDP**

57. Contact Name and Address of Producer (Include Zip Code) (Please Print) \_\_\_\_\_

58. ID Number (Last 4 Digits) \_\_\_\_\_

59. Telephone or Cell Number (Include Area Code) \_\_\_\_\_

60. Crop Year \_\_\_\_\_

61. Are you or any co-applicant delinquent on any federal non-tax debt? If "YES", explain in Item 86. ☐ YES ☐ NO

62. State and County where Farm Records are Maintained \_\_\_\_\_

A completed CCC-633 EZ (Page 1) must be on file for the crop year identified in Item 60 before beneficial interest (title and control) is lost in the requested quantity for this to be considered a valid request for payment. This request for payment, with acceptable production evidence (if applicable), must be submitted to the County FSA office that administers the farm records for the requested commodity and quantity.

Complete Items 64 through 69 for wool and mohair or Items 72 through 77 for unshorn lamb pelts and sign/date below. Indicate the source of quantity in Item 67 or 75 if this is a certified LDP. Indicate for wool or mohair only if the quantity is in excess of the certified quantity, or indicate if production evidence is attached, as applicable. When beneficial interest has been lost, indicate date of sale, delivery, slaughter, etc., as applicable, as the effective date of LDP rate in Item 69 or 77. If additional entries are needed, provide data on an additional CCC-633 EZ, Page 4.

**PART N – COMPLETED FOR WOOL OR MOHAIR**

63. LDP No. (CCC Use Only)	64. Commodity	65. Type	66. Net Quantity (lbs.)	67. Source of Quantity (Check one of the following)			68. Stored Location (State, County, Warehouse, Farm Storage Location)	69. Effective Date of LDP Rate (Date of Request or Date Beneficial Interest was Lost) (MM-DD-YYYY)	70. LDP Rate (CCC Use Only)
				A. Certified	B. Production Evidence	C. Qty in Excess of Certified Qty.			
	Mohair <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Wool <input type="checkbox"/>	Graded <input type="checkbox"/> Ungraded <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Mohair <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Wool <input type="checkbox"/>	Graded <input type="checkbox"/> Ungraded <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Mohair <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Wool <input type="checkbox"/>	Graded <input type="checkbox"/> Ungraded <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Mohair <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Wool <input type="checkbox"/>	Graded <input type="checkbox"/> Ungraded <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

**PART O – COMPLETED FOR UNSHORN LAMB PELTS**

71. LDP No. (CCC Use Only)	72. Number of Unshorn Lamb Pelts Requested	73. Use				74. Stored Location (If applicable) (State, County, Warehouse, Farm Storage Location)	75. Source of Quantity (Check one of the following)		76. Current Herd/Flock Size	77. Effective Date of LDP Rate (Date of Request or Date Beneficial Interest was Lost) (MM-DD-YYYY)	78. LDP Rate (CCC Use Only)
		A. Immediate Slaughter	B. Slaughter for Personal Use	C. Preserved and Stored	D. Sold as Feeders to Lamb Buyer		A. Certified	B. Production Evidence			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			

**PART P – PRODUCER CERTIFICATION (For additional signatures, complete CCC-633 EZ Continuation, Part P)**

I certify all information entered on this form is true and correct and that the commodity was owned/retained for at least 30 days before the date of shearing or slaughter for unshorn lambs. By completing Part N for wool and mohair or Part O for unshorn lamb pelts and signing and dating this form, I hereby make a request for a payment from Commodity Credit Corporation (CCC) for the commodity described above under the terms and conditions as provided on the CCC-633 EZ, Loan Deficiency Payment (LDP) Agreement and Request. I also understand that a CCC-633 EZ, Page 1 MUST be on file at the FSA County Office for this LDP request to be considered complete.

79A. Producer's Signature (By) _____	79B. Title/Relationship (Individual Signing in a Representative Capacity) _____	80. Share % _____	81. Date (MM-DD-YYYY) _____	79A. Producer's Signature (By) _____	79B. Title/Relationship (Individual Signing in a Representative Capacity) _____	80. Share % _____	81. Date (MM-DD-YYYY) _____
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**PART Q – CCC APPROVAL (FOR CCC USE ONLY)**

82A. Signature of CCC Representative _____	82B. Title of CCC Representative _____	83. Date (MM-DD-YYYY) _____	84. Action: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	85. Is the quantity for this LDP reasonable? <input type="checkbox"/> YES <input type="checkbox"/> NO	86. Additional Information/Second Party Review _____
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72.5 Establishing LDP Eligibility Before BI Is Lost (Continued)

B Using CCC-633 EZ to Establish LDP Eligibility (Continued)

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CCC-633 EZ Continuation (03-28-14)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation			
CONTINUATION SHEET FOR LOAN DEFICIENCY (LDP) PAYMENT AGREEMENT AND REQUEST (Use with CCC-633 EZ Pages 1, 2, 3, or 4)					
Attach to Form CCC-633 EZ, Page _____					
Enter a Check by the Appropriate Part to Indicate which Section this Form Applies.					
<input type="checkbox"/> <b>PART C - PRODUCER CERTIFICATION (CCC-633 EZ Page 1) (Continuation)</b>					
6A. Producer's Signature (By)	6B. Title/Relationship (Individual Signing in a representative capacity)	7. Date (MM-DD-YYYY)	6A. Producer's Signature (By)	6B. Title/Relationship (Individual Signing in a representative capacity)	7. Date (MM-DD-YYYY)
<input type="checkbox"/> <b>PART F - PRODUCER CERTIFICATION (CCC-633 EZ Page 2) (Continuation for LDP Request)</b>					
25A. Producer's Signature (By)	25B. Title/Relationship (Individual Signing in a representative capacity)	26. Share %	27. Date (MM-DD-YYYY)	25A. Producer's Signature (By)	25B. Title/Relationship (Individual Signing in a representative capacity)
<input type="checkbox"/> <b>PART J - PRODUCER CERTIFICATION (CCC-633 EZ Page 3) (Continuation for Cotton LDP Request)</b>					
43A. Producer's Signature (By)	43B. Title/Relationship (Individual Signing in a representative capacity)	44. Share %	45. Date (MM-DD-YYYY)	43A. Producer's Signature (By)	43B. Title/Relationship (Individual Signing in a representative capacity)
<input type="checkbox"/> <b>PART P - PRODUCER CERTIFICATION (CCC-633 EZ Page 4) (Continuation for Wool, Mohair, or Unshorn Pelt LDP Request)</b>					
79A. Producer's Signature (By)	79B. Title/Relationship (Individual Signing in a representative capacity)	80. Share %	81. Date (MM-DD-YYYY)	79A. Producer's Signature (By)	79B. Title/Relationship (Individual Signing in a representative capacity)

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## \*--72.5 Establishing LDP Eligibility Before BI Is Lost (Continued)

**C LSA Employee Instructions for CCC-633 EZ, Page 1**

Producers must complete Items 1 through 4, Parts A, B, C, and E, as indicated.

Item	Instructions
1	Enter name and address of the producer. This should be the name of the individual, joint operation, or entity for which benefits may be requested.
2	Enter telephone number of the applicant.
3	Enter last four digits of the producers ID number.
4	Enter crop year for the commodity covered by the LDP agreement.
5	Enter all States, if necessary, and counties where the producer in Item 1 has an interest for the designated crop year.  This form covers interests in <b>all</b> eligible LDP commodities of the producer for the crop year entered in Item 4.
Part A	Terms and Conditions
	All producers requesting LDP shall review and understand the terms and conditions of this agreement.
Part B	Methods of Payment Request
	All producers requesting LDP shall review and understand the methods a payment request may be initiated under this agreement.  Terms related to cotton LDP requests explained in the fourth paragraph of this part.  <b>Note:</b> A request for payment is made for cotton using CCC-633 EZ, page 3 that must be received in LSA before the final loan availability date for the applicable commodity.  If this form is approved for electronic transmission and the producer has established credentials with USDA to submit forms electronically, the producer's transmission is certification that he/she has read and understands the Methods of Payment.
Part C	Producer Signature and Certification
6 and 7	After reading the certification statement, the producer signs in item 6 and enters date of signature in item 7. Use CCC-633 EZ, page 4 if additional signature space is needed. The signatures indicate the producer has reviewed and agrees to the conditions listed above.
Part D	Approval/Disapproval
8 - 10	An authorized CCC representative shall approve or disapprove CCC-633 EZ by completing blocks 8 through 10.
11	Enter any additional information pertinent to the approval or disapproval of this agreement.
12	Enter name and address of the approving LSA.

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**73 FAXed Applications Not Received**

**A Handling Unreceived FAXed Applications**

If a producer inquires about a FAXed LDP application and the application is subsequently not received, LSA's shall:

- require producers to submit a copy of the FAX transmission report or some type of documentation to verify that the FAX transmission was attempted to verify that the application was FAXed
- accept producer's completed LDP application
- document the date that the LDP application was FAXed and the reason the FAX was not received
- approve, with concurrence, the LDP application
- use the LDP rate in effect on the date printed by the FAX machine on the original LDP application
- not accept or approve producer's LDP application if the actual date of the FAX cannot be verified by the producer.



**\*--73.5LDP Options Relative to Harvest and Ginning****A LDP Request Options**

Cotton LDP's may be disbursed, in all cases, only on eligible, ginned cotton upon presentation of production evidence in the form of a warehouse receipt or bale list.

Applications for LDP's are submitted using CCC-633 EZ for any of the following options.

Type	Rate used for LDP is rate effective on...	BI status at time of application...
	LDP for cotton in which producer has BI at the time of the LDP application is:	
Irrevocable module lock-in.	date of application.	producer has BI.
Gin-direct.	date of ginning.	
Irrevocable post-ginning.	date of application.	
Lost BI before application.	the date BI was lost.	BI lost.

- **Irrevocable module lock-in.** For harvested cotton in modules, before ginning, a producer may submit CCC-633 EZ, page 3 to request lock-in of AWP rate to be used for LDP calculation. AWP/LDP rate is that which **is effective on the date an accurately completed request is submitted**. The cotton is identified by a gin-supplied trailer or module number. After the cotton is ginned, the producer provides bale information that corresponds to the cotton identified by the trailer or module number. These requests for lock-in of AWP and LDP cannot be revised or canceled. See subparagraph 75 E.
- **Gin-direct.** A producer may request gin-direct LDP's using CCC-633 EZ, page 3. LDP rate provided is the rate payment rate effective on the date the cotton is ginned. These requests are allowed to be revised or terminated under certain circumstances. See paragraph 74.
- **Irrevocable post-ginning.** On cotton that has been ginned, a producer may request LDP using CCC 633 EZ, page 3 supported by a bale list. LDP rate provided is the rate effective on the date that an accurately completed application is submitted. These LDP requests, once submitted, cannot be revised or canceled. See paragraph 75.
- **Lost BI.** If BI has been lost before the LDP is requested, and the producer had filed CCC-633 EZ, page 1 before the date BI was lost, then the producer may request LDP using CCC-633 EZ, page 3. For these LDP's, the only payment rate provided is the rate applicable on the date that BI was lost. The producer must provide acceptable documentation of the date BI was lost on the applicable quantity.--\*



**\*--74 Gin-Direct LDP's**

**A Applicability**

[7 CFR 1427.23] Producers who want to receive LDP's based on the date ginned may file CCC-633 EZ, page 3:

- on or before the date of ginning
- for 1 or more farm's expected production
- for all or a portion of the expected production.

**B Time of Executing Gin-Direct LDP Request**

CCC-633 EZ, page 3 **must** be submitted on or before the date of ginning.

**Notes:** Applications may be entered into after ginning begins; however, any cotton ginned before the date of the application is not covered.

See subparagraph J for preparing CCC-633 EZ, page 3.--\*



**\*--74 Gin-Direct LDP's (Continued)****C Quantity Included on Application**

The entire quantity included on the application is eligible for the LDP rate, including a zero rate that is in effect **on** the date of ginning.

**Note:** If the LDP rate on the date of ginning is zero, the producer will not receive LDP and will not be eligible for a loan on that quantity shown on the application.

**Example:** Producer files either CCC-633 EZ, page 3 for all the production of cotton from all farms. The producer produced 500 bales of cotton on all farms. Of the 500 bales, 50 bales were ginned on a date when LDP was equal to zero. These 50 bales are not eligible for LDP or loan.

**D Specifying Delivery Locations**

Producers who want gin-direct LDP provisions to be applicable for production delivered to a specific location or buyer may designate that quantity on the application.

**Note:** Because the cotton LDP rate is based on the date of ginning, cotton producers may designate only the cotton delivered directly from the gin to a specific location or buyer. The date of ginning will continue to be used to determine the LDP rate for the designated quantity.

**Example:** If the producer wants all production from Farm 57 that will be delivered to Bob River Mills, Inc. to be the only production from Farm 57 covered by the gin-direct application, the producer should enter the following onto the application in CCC-633 EZ, page 3, item 22.

<b>Farm Number</b>	<b>Production Units</b>
57	All to Bob River Mills, Inc.
40	All
37	300 Bales

**Notes:** All production from Farm 57 not delivered to Bob River Mills, Inc. is eligible for a loan or LDP if all eligibility requirements are met.

All the production from Farm 40 would be covered by the gin-direct LDP request.

300 bales from Farm 37 would be covered.--\*



## 74 Gin-Direct LDP's (Continued)

**E Signatures Required for Approval**

If more than 1 producer shares in a bale of cotton, each producer who has a share in the bale must sign LDP request before it can be approved.

**Note:** Only the share of the production applicable to the producers who sign the request will be considered covered.

**F Revising Gin-Direct Applications**

Gin-direct LDP applications may only be revised before ginning. If a producer wants to revise a gin-direct application, require the producer to:

- line through the applicable quantity to be revised
- enter the revised quantity and initial and date the entry.

**Note:** All producers who signed the application must initial and date all revisions for the farms of which they share in the production.

**Example:** If a producer signed the application for all the cotton on Farm 40, the producer could gin 300 bales and before ginning any more, revise the application to cover only the 300 bales, leaving the bales remaining to be ginned eligible for a loan or LDP in the normal manner.--\*



## 74 Gin-Direct LDP's (Continued)

**G Terminating Gin-Direct LDP Request**

Gin-direct LDP applications may only be terminated if the producer has not ginned any of the cotton covered by the application.

**Example:** If a producer signed an application for all the cotton on Farm 40 and 300 bales had been ginned as of the current date, the producer would not be allowed to terminate the agreement for the 300 bales ginned, but COC may permit the producer to revise the application so cotton not yet ginned would not be covered by the application.

**Note:** Cotton for which LDP is requested, but for which LDP is not provided because of \*--AGI, may be pledged for loan if otherwise eligible and BI has been maintained. This loan cannot be repaid at a reduced rate.--\*

**H Production Evidence**

To receive LDP on requested production, the producer must provide acceptable production evidence on or before May 31 after the calendar year in which the crop is planted. Production evidence must show the date each bale is ginned.

**Note:** Producers are not required to provide evidence for all production covered by the application before LDP may be made. Multiple LDP's may be made under the terms of any gin-direct LDP application.

**I Processing LDP**

Once production evidence is provided, process the LDP request.

**Notes:** Use AWP and CCA in effect on the date cotton was ginned.

Use the date the application was approved as the LDP Approval Date.

More than one LDP may be required when a different AWP and CCA are applicable for the production listed on any gin-direct LDP application.



## \*--74 Gin-Direct LDP's (Continued)

**J Completing CCC-633 EZ, Page 3 for Gin-Direct LDP**

Effective for 2006 and subsequent crop upland cotton, producers **must** request gin-direct LDP's using CCC-633 EZ, page 3.

For gin-direct LDP requests, complete CCC-633 EZ, page 3 according to the following table.

Item	Instruction
33	Enter the producer's name and address.
34	Enter the last 4 digits of the applicant's SSN or tax ID.
35	Enter the applicant's telephone/cell number.
36	Enter the crop year of the commodity for which the LDP is requested.
37	Applicant answers question by checking (✓) either the "Yes" or "No" box.  <b>Note:</b> If the applicant answers "Yes", then the applicant uses the remarks section of the continuation page to explain the amount owed, the Federal agency owed, and terms of any repayment agreement.
38	Applicant enters initials in box to the left of "Gin-Direct".
39	Applicant may request LDP's for 1 or more farms. For each individual farm an LDP is requested for some or all production, the applicant must enter the farm number and, in the box adjacent to the farm number, must enter either "All" to indicate that LDP is requested for all bales, or must enter the exact number of bales from the farm to which the LDP request applies.
40-42	This part is not applicable to gin-direct LDP requests.
43-45	Each producer with a share in the production on the application submitted must enter: <ul style="list-style-type: none"> <li>• their signature in Item 43</li> <li>• their percent share of the quantity in Item 44</li> <li>• the date of signature in Item 45.</li> </ul>

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## \*--74 Gin-Direct LDP's (Continued)

**J Completing CCC-633 EZ, Page 3 for Gin-Direct LDP (Continued)**

Item	Instruction
46-49	<p>Item 46: Enter LDP number.</p> <p>Item 47: Enter file sequence number of all applicable bale files provided as production evidence.</p> <p>Item 48: Enter date the bale list or data file was received.</p> <p>Item 49: Enter number of bales represented by each bale list or data file.</p>
50-56	<p>Item 50: CCC Representative enters signature.</p> <p>Item 51: Enter title of CCC Representative.</p> <p>Item 52: Check (✓) box indicating approval or disapproval.</p> <p>Item 53: See subparagraph 274 B to establish the date a completed application was submitted.</p> <p><b>Note:</b> Applications for gin-direct must be received on or before the date of ginning, and nor later than <b>May 31</b>.</p> <p>Item 54: AWP applicable to gin-direct LDP's is the date of ginning.</p> <p>Item 55: Enter the name/address of the LSA.</p> <p>Item 56: May be used to amend gin-direct LDP's or to explain "Yes" answer to Item 37.</p>

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## 74 Gin-Direct LDP's (Continued)

## K Example CCC-633 EZ, Page 3

Following is an example of CCC-633 EZ, page 3 that may be used for requesting upland cotton LDP's of any type.

\*--

CCC-633 EZ (03-28-14)							
PART H - REQUEST FOR COTTON LDP							
33A. Contact Name and Address of Producer (Include Zip Code) (Please Print)			33B. ID No. (Last 4 digits)	34. Telephone or Cell Number (Include Area Code) (Optional)	35. Farm Number	36. Crop Year	37. Are you or any co-applicant delinquent on any federal non-tax debt? If "YES", explain in item 56.  <input type="checkbox"/> YES <input type="checkbox"/> NO
38. Producer Initials to verify LDP type and bale quantity	Type of LDP Requested	Must be Requested	Must have Beneficial Interest at Time of LDP Application?	The LDP Rate will be the rate in effect on the:	39. Quantity: (Use Part K for file sequence number(s))		
	Irrevocable Module Lock-In	After Harvest, Before Ginning	YES	Date an Accurately Completed Request is Submitted. ▶	Identified by gin as being produced from the module(s) listed in Part I and identified by bale list or file sequence number(s).		
	Gin-Direct	Before Date of Ginning	YES	Date of Ginning ▶	GIN DIRECT ONLY: For each farm number producer enters number of bales or "ALL" to be identified by bale list or file sequence number. A. FARM NO. B. NO. BALES A. FARM NO. B. NO. BALES		
	Irrevocable Post-Ginning	After Ginning	YES	Later of: 1) date of request or 2) date bale list submitted ▶	C. Producer enters bale quantity (to be verified by bale list or file sequence number):		
	Lost Beneficial Interest	After Ginning	NO	Date Beneficial Interest Lost ▶	D. Producer enters bale quantity (to be verified by bale list or file sequence number):		
PART I - MODULE IDENTIFICATION OF SEED COTTON (Completed for Module Lock-In LDP Request)							
40. Gin Code:				41. Module Location at Farm or Gin:			
42. Gin's Module/Trailer Number:							
43. Gin's Module/Trailer Number:							
PART J - PRODUCER CERTIFICATION (For additional signatures, complete CCC-633 EZ Continuation, Part J)							
I certify all information entered on this form is true and correct.							
43A. Producer's Signature (By)	43B. Title/Relationship (Individual Signing in a Representative Capacity)	44. Share %	45. Date (MM-DD-YYYY)	43A. Producer's Signature (By)	43B. Title/Relationship (Individual Signing in a Representative Capacity)	44. Share %	45. Date (MM-DD-YYYY)
PART K - INFORMATION FOR LDP REQUEST (Complete Upon Receipt of Bale Data Files) (FOR CCC USE ONLY)							
46. LDP Number		47. File Sequence Number(s)		48. Date File(s) Received (MM-DD-YYYY)		49. Bale Count	
PART L - CCC APPROVAL (FOR CCC USE ONLY)							
50A. Signature of CCC Representative		50B. Title of CCC Representative		53. Date Request Submitted (MM-DD-YYYY)		55. Name and Address of FSA County Office or LSA	
51. Action: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		52. Date of Signature by CCC Representative (MM-DD-YYYY)		54. AWP on Applicable Date		56. Additional Information/Second Party Review	

Page 3

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**\*--75 Module Lock-In and Post-Ginning LDP's****A Request for Payment****A Request for Payment**

Requests for module lock-in or post-ginning LDP's are submitted on CCC-633 EZ, page 3. These LDP requests must be made:

- by all producers having an interest in the cotton
- before BI in the cotton is lost
- on or before the final loan availability date.

One payment may be made for more than 1 farm, or multiple payments may be made for 1 farm.

By submitting any LDP request, producers certify that production:

- is eligible for loan
- has not been previously used for loan or LDP
- will not be used for a subsequent loan or LDP.

Requests for module lock-in or post-ginning LDP's, once submitted, cannot be canceled or revised. See further policy in subparagraph D.

**B Approval**

The LDP application shall be approved by CCC on the day that either application form, signed and dated by all applicable producers, and the accompanying production evidence are **both** provided. If the application and production evidence are provided on separate days, the approval date is the later date.

When an application is to request AWP lock-in for modules, the LDP application is not approved for payment until the corresponding bales are identified. Interest is not payable for the period between AWP lock-in and submission of bale information.

**Exception:** CCC may approve an application for a module lock-in or post-ginning LDP before classing data is presented if:

- classing data is not yet available

**Note:** Producer is required to submit classing data as soon as it is available from Agricultural Marketing Service.

- acceptable gin tag or warehouse receipts are submitted
- all producers sharing in the cotton have signed the application.

**Note:** If BI is questioned, follow subparagraph 72 A.--\*



**\*--74 Gin-Direct LDP's**

**A Applicability**

[7 CFR 1427.23] Producers who want to receive LDP's based on the date ginned may file CCC-633 EZ, page 3:

- on or before the date of ginning
- for 1 or more farm's expected production
- for all or a portion of the expected production.

**B Time of Executing Gin-Direct LDP Request**

CCC-633 EZ, page 3 **must** be submitted on or before the date of ginning.

**Notes:** Applications may be entered into after ginning begins; however, any cotton ginned before the date of the application is not covered.

See subparagraph J for preparing CCC-633 EZ, page 3.--\*



**\*--74 Gin-Direct LDP's (Continued)****C Quantity Included on Application**

The entire quantity included on the application is eligible for the LDP rate, including a zero rate that is in effect **on** the date of ginning.

**Note:** If the LDP rate on the date of ginning is zero, the producer will not receive LDP and will not be eligible for a loan on that quantity shown on the application.

**Example:** Producer files either CCC-633 EZ, page 3 for all the production of cotton from all farms. The producer produced 500 bales of cotton on all farms. Of the 500 bales, 50 bales were ginned on a date when LDP was equal to zero. These 50 bales are not eligible for LDP or loan.

**D Specifying Delivery Locations**

Producers who want gin-direct LDP provisions to be applicable for production delivered to a specific location or buyer may designate that quantity on the application.

**Note:** Because the cotton LDP rate is based on the date of ginning, cotton producers may designate only the cotton delivered directly from the gin to a specific location or buyer. The date of ginning will continue to be used to determine the LDP rate for the designated quantity.

**Example:** If the producer wants all production from Farm 57 that will be delivered to Bob River Mills, Inc. to be the only production from Farm 57 covered by the gin-direct application, the producer should enter the following onto the application in CCC-633 EZ, page 3, item 22.

<b>Farm Number</b>	<b>Production Units</b>
57	All to Bob River Mills, Inc.
40	All
37	300 Bales

**Notes:** All production from Farm 57 not delivered to Bob River Mills, Inc. is eligible for a loan or LDP if all eligibility requirements are met.

All the production from Farm 40 would be covered by the gin-direct LDP request.

300 bales from Farm 37 would be covered.--\*



## 74 Gin-Direct LDP's (Continued)

**E Signatures Required for Approval**

If more than 1 producer shares in a bale of cotton, each producer who has a share in the bale must sign LDP request before it can be approved.

**Note:** Only the share of the production applicable to the producers who sign the request will be considered covered.

**F Revising Gin-Direct Applications**

Gin-direct LDP applications may only be revised before ginning. If a producer wants to revise a gin-direct application, require the producer to:

- line through the applicable quantity to be revised
- enter the revised quantity and initial and date the entry.

**Note:** All producers who signed the application must initial and date all revisions for the farms of which they share in the production.

**Example:** If a producer signed the application for all the cotton on Farm 40, the producer could gin 300 bales and before ginning any more, revise the application to cover only the 300 bales, leaving the bales remaining to be ginned eligible for a loan or LDP in the normal manner.--\*



## 74 Gin-Direct LDP's (Continued)

**G Terminating Gin-Direct LDP Request**

Gin-direct LDP applications may only be terminated if the producer has not ginned any of the cotton covered by the application.

**Example:** If a producer signed an application for all the cotton on Farm 40 and 300 bales had been ginned as of the current date, the producer would not be allowed to terminate the agreement for the 300 bales ginned, but COC may permit the producer to revise the application so cotton not yet ginned would not be covered by the application.

**Note:** Cotton for which LDP is requested, but for which LDP is not provided because of \*--AGI, may be pledged for loan if otherwise eligible and BI has been maintained. This loan cannot be repaid at a reduced rate.--\*

**H Production Evidence**

To receive LDP on requested production, the producer must provide acceptable production evidence on or before May 31 after the calendar year in which the crop is planted. Production evidence must show the date each bale is ginned.

**Note:** Producers are not required to provide evidence for all production covered by the application before LDP may be made. Multiple LDP's may be made under the terms of any gin-direct LDP application.

**I Processing LDP**

Once production evidence is provided, process the LDP request.

**Notes:** Use AWP and CCA in effect on the date cotton was ginned.

Use the date the application was approved as the LDP Approval Date.

More than one LDP may be required when a different AWP and CCA are applicable for the production listed on any gin-direct LDP application.



## \*--74 Gin-Direct LDP's (Continued)

**J Completing CCC-633 EZ, Page 3 for Gin-Direct LDP**

Effective for 2006 and subsequent crop upland cotton, producers **must** request gin-direct LDP's using CCC-633 EZ, page 3.

For gin-direct LDP requests, complete CCC-633 EZ, page 3 according to the following table.

Item	Instruction
33	Enter the producer's name and address.
34	Enter the last 4 digits of the applicant's SSN or tax ID.
35	Enter the applicant's telephone/cell number.
36	Enter the crop year of the commodity for which the LDP is requested.
37	Applicant answers question by checking (√) either the "Yes" or "No" box.  <b>Note:</b> If the applicant answers "Yes", then the applicant uses the remarks section of the continuation page to explain the amount owed, the Federal agency owed, and terms of any repayment agreement.
38	Applicant enters initials in box to the left of "Gin-Direct".
39	Applicant may request LDP's for 1 or more farms. For each individual farm an LDP is requested for some or all production, the applicant must enter the farm number and, in the box adjacent to the farm number, must enter either "All" to indicate that LDP is requested for all bales, or must enter the exact number of bales from the farm to which the LDP request applies.
40-42	This part is not applicable to gin-direct LDP requests.
43-45	Each producer with a share in the production on the application submitted must enter: <ul style="list-style-type: none"> <li>• their signature in Item 43</li> <li>• their percent share of the quantity in Item 44</li> <li>• the date of signature in Item 45.</li> </ul>

--\*



## \*--74 Gin-Direct LDP's (Continued)

**J Completing CCC-633 EZ, Page 3 for Gin-Direct LDP (Continued)**

Item	Instruction
46-49	<p>Item 46: Enter LDP number.</p> <p>Item 47: Enter file sequence number of all applicable bale files provided as production evidence.</p> <p>Item 48: Enter date the bale list or data file was received.</p> <p>Item 49: Enter number of bales represented by each bale list or data file.</p>
50-56	<p>Item 50: CCC Representative enters signature.</p> <p>Item 51: Enter title of CCC Representative.</p> <p>Item 52: Check (✓) box indicating approval or disapproval.</p> <p>Item 53: See subparagraph 274 B to establish the date a completed application was submitted.</p> <p><b>Note:</b> Applications for gin-direct must be received on or before the date of ginning, and nor later than <b>May 31</b>.</p> <p>Item 54: AWP applicable to gin-direct LDP's is the date of ginning.</p> <p>Item 55: Enter the name/address of the LSA.</p> <p>Item 56: May be used to amend gin-direct LDP's or to explain "Yes" answer to Item 37.</p>

--\*



## 74 Gin-Direct LDP's (Continued)

## K Example CCC-633 EZ, Page 3

Following is an example of CCC-633 EZ, page 3 that may be used for requesting upland cotton LDP's of any type.

\*--

CCC-633 EZ (07-31-09)						
PART H - REQUEST FOR COTTON LDP						
33A. Contact Name and Address of Producer (Include Zip Code) (Please Print)			33B. ID No. (Last 4 digits)	34. Telephone or Cell Number (Include Area Code) (Optional)	35. Farm Number	36. Crop Year
						37. Are you or any co-applicant delinquent on any federal non-tax debt? If "YES", explain in Item 56. <input type="checkbox"/> YES <input type="checkbox"/> NO
38. Producer Initials to verify LDP type and bale quantity	Type of LDP Requested	Must be Requested	Must have Beneficial Interest at Time of LDP Application?	The LDP Rate will be the rate in effect on the:	39. Quantity: (Use Part K for file sequence number(s))	
	Irrevocable Module Lock-In	After Harvest, Before Ginning	YES	Date an Accurately Completed Request is Submitted. ▶	Identified by gin as being produced from the module(s) listed in Part I and identified by bale list or file sequence number(s).	
	Gin-Direct	Before Date of Ginning	YES	Date of Ginning ▶	GIN DIRECT ONLY: For each farm number producer enters number of bales or "ALL" to be identified by bale list or file sequence number.	
					A. FARM NO.	B. NO. BALES
	Irrevocable Post-Ginning	After Ginning	YES	Later of: 1) date of request or 2) date bale list submitted ▶	C. Producer enters bale quantity (to be verified by bale list or file sequence number):	
	Lost Beneficial Interest	After Ginning	NO	Date Beneficial Interest Lost ▶	D. Producer enters bale quantity (to be verified by bale list or file sequence number):	
PART I - MODULE IDENTIFICATION OF SEED COTTON (Completed for Module Lock-In LDP Request)						
40. Gin Code:				41. Module Location at Farm or Gin:		
42. Gin's Module/Trailer Number:						
PART J - PRODUCER CERTIFICATION (For additional signatures, complete CCC-633 EZ Continuation, Part J)						
I certify all information entered on this form is true and correct.						
43A. Producer's Signature (By)	43B. Title/Relationship (Individual Signing in a Representative Capacity)	44. Share %	45. Date (MM-DD-YYYY)	43A. Producer's Signature (By)	43B. Title/Relationship (Individual Signing in a Representative Capacity)	44. Share %
PART K - INFORMATION FOR LDP REQUEST (Complete Upon Receipt of Bale Data Files) (FOR CCC USE ONLY)						
46. LDP Number		47. File Sequence Number(s)		48. Date File(s) Received (MM-DD-YYYY)		49. Bale Count
PART L - CCC APPROVAL (FOR CCC USE ONLY)						
50A. Signature of CCC Representative		50B. Title of CCC Representative		53. Date Request Submitted (MM-DD-YYYY)		55. Name and Address of FSA County Office or LSA
						56. Additional Information/Second Party Review
51. Action: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		52. Date of Signature by CCC Representative (MM-DD-YYYY)		54. AWP on Applicable Date		

Page 3

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**\*--75 Module Lock-In and Post-Ginning LDP's****A Request for Payment**

Requests for module lock-in or post-ginning LDP's are submitted on CCC-633 EZ, page 3. These LDP requests must be made:

- by all producers having an interest in the cotton
- before BI in the cotton is lost
- on or before the final loan availability date.

One payment may be made for more than 1 farm, or multiple payments may be made for 1 farm.

By submitting any LDP request, producers certify that production:

- is eligible for loan
- has not been previously used for loan or LDP
- will not be used for a subsequent loan or LDP.

Requests for module lock-in or post-ginning LDP's, once submitted, cannot be canceled or revised. See further policy in subparagraph D.

**B Approval**

The LDP application shall be approved by CCC on the day that either application form, signed and dated by all applicable producers, and the accompanying production evidence are **both** provided. If the application and production evidence are provided on separate days, the approval date is the later date.

When an application is to request AWP lock-in for modules, the LDP application is not approved for payment until the corresponding bales are identified. Interest is not payable for the period between AWP lock-in and submission of bale information.

**Exception:** CCC may approve an application for a module lock-in or post-ginning LDP before classing data is presented if:

- classing data is not yet available

**Note:** Producer is required to submit classing data as soon as it is available from Agricultural Marketing Service.

- acceptable gin tag or warehouse receipts are submitted
- all producers sharing in the cotton have signed the application.

**Note:** If BI is questioned, follow subparagraph 72 A.--\*



**\*--75 Module Lock-In and Post-Ginning LDP's (Continued)****C Returning Warehouse Receipts**

If acceptable warehouse receipts are presented as production evidence and the producer requests that the receipts be returned the same day, the LSA shall only return warehouse receipts on the same day if all requirements are met, except providing classing data, and all of the following occur:

- the application is approved
- either:
  - a list of the warehouse receipts showing the same information as the receipts are presented with the warehouse receipts

**Note:** LSA shall verify that the information on the list matches the negotiable warehouse receipts.

- photocopies of the warehouse receipts can be obtained.

**Note:** If the photocopies are not made by the LSA, LSA shall verify that the photocopies represent the negotiable warehouse receipts presented.--\*



## 75 Module Lock-In and Post-Ginning LDP's (Continued)

**D Policy for Module Lock-In LDP**

Use CCC-633 EZ, page 3 to process LDP applications when the following 3 conditions are met:

- producers request to “lock-in” AWP
- producer’s eligible cotton has been harvested
- the cotton has not been ginned.

Such requests lock-in the LDP payment rate for payments that will be disbursed after the cotton is ginned and bale information is provided. Procedures in subparagraph A apply. Lock-in requests will expire if bale information is not provided before the final date of availability (May 31). See 7-CN, paragraph 162.

**Notes:** Requests for LDP's based on a locked-in rate, once submitted, may not be canceled or revised by the producer. However, cotton for which the lock-in is provided, but LDP \*--is not provided because AGI is eligible to be pledged for loan. **Any initial AWP--\* lock-in on CCC-633 EZ, page 3 does not apply to these loans.**

If the modules or trailers:

- are divided among producers, give each producer on the farm an opportunity to choose to obtain a LDP
- are **not** divided, a joint LDP must be requested.

Interest is not payable for the period between the AWP lock-in and the presentation of production evidence (the list of bales corresponding to the module for which lock-in is provided).



## \*--75 Module Lock-In and Post-Ginning LDP's (Continued)

**E Using CCC-633 EZ for Module lock-in and Post Ginning LDP**

For module lock-in and post-ginning LDP requests, complete CCC-633 EZ, page 3 according to the following table.

Item	Instruction
33	Enter the producer's name and address.
34	Enter the last 4 digits of the applicant's SSN or tax ID.
35	Enter the applicant's telephone/cell number.
36	Enter the crop year of the commodity for which the LDP is requested.
37	Applicant answers question by checking (✓) either the "Yes" or "No" box.  <b>Note:</b> If the applicant answers "Yes", then the applicant uses the remarks section of the continuation page to explain the amount owed, the Federal agency owed, and terms of any repayment agreement.
38	Applicant enters initials in box to the left of either "Irrevocable Module Lock-in" or "Irrevocable Post-Ginning".
39	This item does not apply to either module lock-in or post-ginning LDP requests.
40-42	If the request is for a module lock-in LDP, the applicant completes Part I as follows.  Item 40. Enter the gin code of the gin that supplied the module numbers and that will gin the cotton.  Item 41. Enter the type of storage unit, like module, rick, or trailer.  Item 42. Enter all gin-assigned numbers that are affixed to the storage unit to identify it with this LDP request.  <b>Note:</b> This part is not applicable to post-ginning LDP requests.
43-45	Each producer or their POA with a share in the production on the application submitted must enter:  <ul style="list-style-type: none"> <li>• their signature in Item 43</li> <li>• their percent share of the quantity in Item 44</li> <li>• the date of signature in Item 45.</li> </ul>

--\*



**\*--75 Module Lock-In and Post-Ginning LDP's (Continued)****E Using CCC-633 EZ for Module lock-in and Post Ginning LDP (Continued)**

<b>Item</b>	<b>Instruction</b>
46-49	<p>Item 46: Enter the LDP number</p> <p>Item 47: Enter the file sequence number of all applicable bale files provided as production evidence</p> <p>Item 48: Enter the date the bale list or data file was received.</p> <p>Item 49: Enter the number of bales represented by each bale list or data file.</p>
50-56	<p>Item 50: CCC Representative enters signature.</p> <p>Item 51: Enter title of CCC Representative.</p> <p>Item 52: Check (✓) box indicating approval or disapproval.</p> <p>Item 53: See subparagraph 74 B to establish the date a completed application was submitted.</p> <p><b>Note:</b> All LDP requests must be received before <b>May 31</b>.</p> <p>Item 54: Enter the applicable AWP on the date the request was submitted, for both the module lock-in and post-ginning LDP requests.</p> <p>Item 55: Enter the name/address of the LSA.</p> <p>Item 56: May be used to amend gin-direct LDP's or to explain "Yes" answer to Item 37.</p>

**F Example CCC-633 EZ, Page 3**

An example of CCC-633 EZ, page 3 is provided in subparagraph 74 K.--\*



**\*--75 Module Lock-In and Post-Ginning LDP's (Continued)****G Distributing CCC-633 EZ**

Distribute the approved CCC-633 EZ as follows:

- file original in LDP folder
- provide 1 copy to each signing producer.

**H Conducting Module Spotchecks Using CCC-Cotton AA-2**

LSA shall:

- arrange for spotchecks:
  - on no less than 2.5 percent of the requests for a lock-in of the AWP and LDP rates on upland seed cotton
- Note:** The 2.5 percent is based on the number of requests and not the number of modules or storage units.

  - each month based on the lock-in requests received that month
- record the spotcheck results using CCC-Cotton AA-2 according to the following table

Item	Instructions
1	Enter LSA name.
2	Enter State and county codes.
3	Enter crop year.
4	Enter farm number from CCC-633 EZ, page 3.
5	Enter gin-assigned number of the storage module or trailer selected for spotcheck.
6	Enter date of AWP lock-in from the corresponding CCC-633 EZ, page 3.
7	Enter condition of the observed storage unit by entering either of the following: <ul style="list-style-type: none"> <li>• a checkmark (✓) confirming the unginned cotton location at either farm or gin</li> <li>• the date of ginning of the module or trailer of cotton.</li> </ul>
8 A-C	Signature and title of person performing the spotcheck and date.

- retain CCC Cotton AA-2 indefinitely.--\*



## I Completing CCC-Cotton AA-2

Complete CCC-Cotton AA-2 according to the following.

[illegible]



**\*--76 Lost BI LDP's****A Policy**

Effective for 2005 and subsequent-crop upland cotton, BI policy allows producers to apply for LDP benefits after BI is lost if the producer submitted CCC-633 EZ, page 1 **before** BI was lost on the cotton.

**Note:** This policy does not guarantee or provide LDP eligibility in all circumstances where BI was lost. CCC-633 EZ, page 1 must be submitted **before** BI was lost on a quantity.

LDP's requested for cotton for which BI has been lost shall be:

- submitted only on CCC-633 EZ, page 3
- calculated based on the rate effective on the date BI was lost
- supported by acceptable:
  - production evidence as used for other LDP applications, including:
    - bale gin code/gin tag
    - bale weight
  - evidence of the date BI was lost.

**B Instructions for Lost BI LDP Applications**

Producers submit applications for LDP's for cotton on which BI has been lost using **only** of CCC-633 EZ, page 3.

Complete CCC-633 EZ, page 3 for a lost BI LDP according to the following table.

Item	Instruction
33	Enter the producer's name and address.
34	Enter the last 4 digits of the applicant's SSN or tax ID.
35	Enter the applicant's telephone/cell number.
36	Enter the crop year of the commodity for which the LDP is requested.
37	<p>Applicant answers question by entering a check (✓) in either the "Yes" or "No" box.</p> <p><b>Note:</b> If the applicant answers "Yes", then the applicant uses Item 56 to explain the amount owed, the Federal agency owed, and terms of any repayment agreement.</p>

--\*



## \*--76 Lost BI LDP's (Continued)

**B Instructions of Lost BI LDP Applications (Continued)**

<b>Item</b>	<b>Instruction</b>
38	Applicant enters initials in box to the left of "Lost Beneficial Interest".
39	This item is not applicable to lost BI LDP requests.
40-42	This part is not applicable to lost BI LDP requests.
43-45	Each producer with a share in the production on the application submitted must enter: <ul style="list-style-type: none"> <li>• their signature in Item 43</li> <li>• their percent share of the quantity in Item 44</li> <li>• the date of signature in Item 45.</li> </ul>
46-49	Item 46: Enter LDP number.  Item 47: Enter file sequence number, if applicable, of all applicable bale files provided as production evidence.  Item 48: Enter date the bale list or data file was received.  Item 49: Enter number of bales represented by each bale list or data file.
50-56	Item 50: CCC Representative enters signature.  Item 51: Enter title of CCC Representative.  Item 52: Check (✓) box indicating approval or disapproval.  Item 53: See subparagraph 274 B to establish the date a completed application was submitted.  <b>Note:</b> All LDP requests must be received before <b>May 31</b> .  Item 54: Enter the applicable AWP for the date BI was lost, as documented by sales invoices or other acceptable evidence.  Item 55: Enter the name/address of the LSA.  Item 56: May be used to amend gin-direct LDP's or to explain "Yes" answer to Item 37.

**C Example CCC-633 EZ, Page 3**

An example of CCC-633 EZ, page 3 is provided in subparagraph 74 K.--\*



**77 Fees and Calculations****A Background**

For LDP's, Cotton Board regulations provide a supplemental assessment of 0.5 of 1 percent (0.005) of the current value of upland cotton must be collected and transmitted to the Cotton Board.

**B Calculation Procedure**

LDP R&P fees are calculated by multiplying the total LDP amount times 0.5 of 1 percent (0.005), and deducting it from the total LDP amount before reductions for PCF and PE.--\*

**C LDP Producer Distribution Calculations**

LSA's shall follow procedures in the following table to calculate LDP producer distribution amounts.

<b>Factor</b>	<b>Calculation Instruction</b>	<b>Example</b>
Gross LDP	Follow instructions in 21-CN, Part 4.	
R&P Fees	Multiply: <ul style="list-style-type: none"> <li>gross LDP</li> <li>times 0.005.</li> </ul> Round to 2 decimal places.	$  \begin{array}{r}  \$1,250.00 \\  \times .005 \\  \hline  6.2500 \\  \$6.25  \end{array}  $
Denied Gains	Follow instructions in 21-CN, Part 4. Total for all bales covered by LDP.	52.50
LSA Fee	Add: <ul style="list-style-type: none"> <li>\$1 for the first 6 bales</li> <li>plus 10 cents for each bale over 6 (44 at \$0.10).</li> </ul>	$  \begin{array}{r}  \$1.00 \\  \times 4.40 \\  \hline  \$5.40  \end{array}  $
Amount to Producer	Subtract: <ul style="list-style-type: none"> <li>LDP amount</li> <li>minus:               <ul style="list-style-type: none"> <li>total of R&amp;P fees</li> <li>total of denied benefits</li> <li>LSA service fees.</li> </ul> </li> </ul>	$  \begin{array}{r}  \$1,250.00 \\  \\  - 6.25 \\  - 52.50 \\  - 5.40 \\  \hline  \$1,185.85  \end{array}  $

**78, 79 (Withdrawn--Amend. 9)**

**80 (Withdrawn--Amend. 13)**

**81-91 (Reserved)**







**\*--Part 6    Offsets and Assignments****92    General Policies for Offsets and Assignments****A   LSA Policies**

The following offsets and assignment policies apply to LSA's.

- Offsets, when applicable, shall be collected for producers who obtain loans or LDP's through LSA's from loan and LDP funds.
- Assignments, when applicable, shall be collected for producers who obtain LDP's through LSA's from LDP funds.
- Producers through LSA's have the following options:
  - not obtain any loan and LDP on quantities with applicable offset or assignment
  - pay applicable offset or assignment on production included in loan and LDP activity.
- LSA's shall follow control County Office guidance in bankruptcy cases.

**B   Payment Date**

The date of payment for offsets and assignments shall be the date LSA contacts the County Office to obtain payment information.

**Notes:**    See subparagraph D for LSA payment priority order.

**C   Notifications**

LSA's will receive notification that offsets and assignments are applicable:

- normally, through the CMA Process according to 1-CMA, Part 7
- in rare instances, through notifications from the State Office.--\*



**\*--92 General Policies for Offsets and Assignments (Continued)**

**D LSA Payment Priority Order**

When LSA producer has both offsets and assignments applicable, LSA's shall collect offsets first, and then assignments.

**E State Office Notifications**

State Offices are authorized to notify LSA's of large individual dollar amount offsets and assignments.

**93 Offset Actions for LSA's**

**A LSA Policies**

The following policies in addition to those listed in paragraph 92 also apply to offsets through LSA's:

- no action is needed when the applicable producer does not obtain either loan or LDP funds through LSA
- when a lien has been filed for a producer with an offset, the lienholder has the right to refuse to grant a waiver. If the lienholder grants the waiver, proceed with processing the loan or LDP. If the lienholder does **not** grant the waiver, the producer is not eligible for loans or LDP's.--\*



## \*--93 Offset Actions for LSA's (Continued)

**B LSA Action**

LSA's shall follow the procedures in the following table when offsets are applicable for a producer involved in a loan or LDP.

Step	Action
1	<p>When a joint operation record is received from the CMA process with "Y" in Field 67 for a component member, notify the joint operation's control County Office's State Office that record has been received. In notification, identify applicable joint operation, component members, and control County Offices.</p> <p><b>Notes:</b> The State Office has 30 calendar days to notify the applicable LSA when a payment to CCC is <b>not applicable</b>. See step 6 for additional instructions.</p> <p>When the loan or LDP proceed is for a component member of a joint operation, the proceed amount is determined by multiplying the applicable component member's actual share (Field 16 from the CMA Process) times the joint operation's proceed amount.</p>
2	<p>Contact control County Office to determine offset amount and applicable administrative County Offices no more than 3 workdays before obtaining loan or LDP proceeds.</p> <p><b>Note:</b> If control County Office does not receive payment within 8 workdays of this contact, it will reject the payment. When this happens, LSA's must contact the control County Office again to determine the exact amount due on the day producer obtained loan or LDP proceeds.</p>
3	<p>LSA shall notify the control County Office of the date loan or LDP proceeds will be, or were, obtained for the producer within 2 workdays of the date of the proceed.</p> <p><b>Note:</b> This notification may be made at the time the inquiry in step 2 is made.</p>

--\*



## 93 Offset Actions for LSA's (Continued)

## \*--B LSA Action (Continued)--\*

Step	Action	
4	<b>IF offset is...</b>	<b>THEN issue a payment to...</b>
	less than loan or LDP proceeds due producer	<ul style="list-style-type: none"> <li>• CCC for producer to control County Office for offset according to step 5</li> <li>• producer for balance of proceeds due producer.</li> </ul>
	Equal to or greater than loan or LDP proceeds due producer	CCC for producer to control County Office for loan or LDP proceed amount according to step 5.
5	<ul style="list-style-type: none"> <li>• Issue payments to CCC.</li> <li>• Attach a memorandum stating that the payment is an "Offset payment of \$_____ for (<b>producer's name, ID number, and administrative County Office</b>)".</li> <li>• Submit payment to control County Office.</li> </ul>	
6	<p>When notified by State Office that payment to CCC is <b>not applicable for a joint operation</b> after payment was made:</p> <ul style="list-style-type: none"> <li>• request refund from administrative County Office</li> </ul> <p><b>Note:</b> A copy of State Office's notification <b>must</b> be included with the refund request.</p> <ul style="list-style-type: none"> <li>• issue payment to producer within 3 workdays of receiving payment from administrative County Office.</li> </ul>	



**\*--94 Offset Actions for State and County Offices****A Control County Office Actions**

Control County Offices shall follow the procedures in the following table for LSA offsets.

<b>Step</b>	<b>Action</b>	
1	<b>IF contacted by...</b>	<b>THEN record date...</b>
	cotton LSA	loan or LDP will be, or was, obtained for producer.  <b>Note:</b> Contact must be within 2 workdays of the date of loan or LDP or LSA must recontact County Office for update amount.
2	Determine County Offices where producer has offsets and each applicable amount.	
3	<b>IF...</b>	<b>THEN...</b>
	no offset exists	provide LSA written verification that offset no longer applies.
	any offset exists	continue.
4	Calculate offset amount, plus interest, through date in step 1 for each county.	
5	Inform the applicable LSA, within 2 workdays of LSA contact, of: <ul style="list-style-type: none"> <li>• offset amount, plus interest, for each offset and applicable County Office</li> <li>• County Office order of repayments by ascending State and County Office number order</li> <li>• how to handle cases involved in bankruptcies based on Regional Attorney instructions.</li> </ul> <b>Note:</b> For multiple types of debts within a single county, County Offices shall follow the normal priority of payment procedures in 58-FI.	
6	<b>IF offset payment is...</b>	<b>THEN...</b>
	not received from LSA within 8 workdays of date in step 1	<ul style="list-style-type: none"> <li>• call and notify LSA that no payment was received</li> <li>• provide LSA with an updated payment amount based on loan or LDP date.</li> </ul>
	received from LSA within the appropriate time period	forward payment to administrative County Office.

--\*



**\*--94 Offset Actions for State and County Offices (Continued)****B Administrative County Office Action**

Administrative County Offices shall follow procedures in the following table for LSA offsets.

Step	Action	
1	<b>IF offset...</b>	<b>THEN...</b>
	payment is received from LSA	go to step 2.
	refund is requested by LSA	go to step 6.
2	Deposit payment according to 58-FI.	
3	Update producer's records to reflect offset payment received.	
4	Send LSA confirmation payment was received within 5 workdays of receiving payment.	
5	Update producer's NAM's offset flag to indicate that no offset is owed when all offset amounts have been paid.	
6	Issue a refund according to 1-FI within 3 workdays.	
	<b>Note:</b> Refund requests based on State Office notification for component members, must include a copy of the State Office's notification that a payment was <b>not applicable</b> .	

**C State Office Action**

State Offices shall follow procedures in the following table for LSA offsets.

**Note:** If State Office is aware that payment has been made before notification in step 1 is received, State Office shall notify applicable LSA's that offsets are not applicable.

Step	Action	
1	Upon notification from LSA that they have received a joint operation record from CMA process with a "Y" in Field 67 for a component member, verify within 20 calendar days whether payments for the component member may be collected through the joint operation, according to 58-FI.	
2	<b>IF offsets may...</b>	<b>THEN...</b>
	be collected	no further action is required.
	<b>not</b> be collected	immediately provide LSA a written notification that payments may <b>not</b> be collected for the component member through the joint operation.

--\*

**95-100 (Reserved)**



**101 LSA Assignments****A Occurrence**

Assignments apply when a producer voluntarily requests that CCC issue LDP funds to another entity. Assignments **only** apply to producers obtaining LDP's.

**B LSA Action**

LSA's shall use the following procedures for producers with assignments who obtain LDP's.

\*--

Step	Action	
1	Contact applicable administrative County Office or access the FSA financial services web site, if authorized, no more than 3 workdays before disbursing LDP proceeds to the producer to determine amount of assignment and the assignee.	
2	<b>IF assignment amount is...</b>	<b>THEN issue a payment to...</b>
	less than LDP amount due producer	<ul style="list-style-type: none"> <li>• assignee for the assignment amount</li> <li>• producer for balance of LDP proceeds due the producer.</li> </ul>
	equal to or greater than amount of LDP due producer	assignee.
3	Immediately submit a memo by mail or e-mail to the administrative County Office stating, "Assignment payment of \$_____ for ( <b>producer's name, address, and ID number</b> ) and crop year __," has been made. If the assignment is farm number specific, add the FSN. Also include the assignee's name, address, and ID number.	

--\*



**101 LSA Assignments (Continued)****C Administrative County Office Action**

Administrative County Offices shall use the following procedures for assignments.

\*--

Step	Action	
1	<b>IF assignment...</b>	<b>THEN...</b>
	still applies	continue.
	has already been collected	<ul style="list-style-type: none"> <li>• provide LSA written verification that the assignment no longer applies and advise the LSA to notify the applicable financial institution</li> <li>• stop process.</li> </ul>
2	Update producer's records to reflect assignment payment was made.	
3	Send LSA confirmation that the memo was received within 5 workdays.	

--\*



## Reports, Forms, Abbreviations, and Delegations of Authority

### Reports

None

### Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents	23.5	18, 23, 36
CCC-500	Loan Repayment Receipt		51
CCC-601	Commodity Credit Corporation Note and Security Agreement Terms and Conditions		15, 18, 38, 39
CCC-605	Designation of Agent - Cotton	27	Text
CCC-605-1	Designation of Agent - Cotton (Continuation Sheet to Form CCC-605)	27	18, 24, 26
CCC-605-2	Designation of Subsequent Agent - Cotton	27	18, 24-26
CCC-633 EZ	Loan Deficiency Payment (LDP) Agreement and Request	72.5, 74	21, Part 5
CCC-674	Certification for Contracts, Grants, Loans and Cooperative Agreements	29	36
CCC-679	Lien Waiver	23	18, 36
CCC-686	Application for Loan or Loan Deficiency Payment by Heirs (On a Commodity Produced by a Person Who Has Died)	22	
CCC-709 <sup>1/</sup>	Direct Loan Deficiency Payment Agreement		71
CCC-719	ACRS Transaction Report		3, 12, 15, 18, 54

<sup>1/</sup> This form is obsolete.



## Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

## Forms (Continued)

Number	Title	Display Reference	Reference
CCC-846-1A	Recertification of Status for Approved Loan Servicing Agents or Designated Marketing Associations	13	19.5
CCC-912	Agreement of Authorized Loan Servicing Agent		10, 11, 12
CCC-Cotton A	Cotton Producer's Note and Security Agreement	38	Text
CCC-Cotton A Continuation	CCC-Cotton A Continuation Sheet	39	17, 18, 38
CCC-Cotton A-1	Schedule of Pledged Cotton	40	15, 17, 18, 36
CCC Cotton A-5	Statement of Eligibility and Information Worksheet	37	18, 36, 38, 54
CCC-Cotton AA <u>1</u> /	Upland Cotton Producer's Loan Deficiency Payment Application and Certification		15, 18, 71
CCC-Cotton AA-1	Schedule of LDP for Upland Cotton		17, 18
CCC Cotton AA-2	Spotcheck of Upland Cotton Subject to AWP Lock-in	75	75
FSA-211	Power of Attorney	20	Text
FSA-211A	Power of Attorney Signature Continuation Sheet	20	Part 5
SF-LLL	Disclosure of Lobbying Activities	29	36

1/ This form is obsolete.



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

## Abbreviations

This table lists all abbreviations used in this handbook.

<b>Approved Abbreviation</b>	<b>Term</b>	<b>Reference</b>
ACRS	automated cotton reporting system	Text
ADC	Application Development Center	54
AWP	adjusted world price	15.5, 52, Part 5
BI	beneficial interest	28, 72.5, 73.5, 74, 75, 76
CCA	coarse count adjustment	15.5, 52, 80
CCB	Cotton Commercial Bank	Text
CCC	Commodity Credit Corporation	Text
CCR	Centralized Cotton Redemption	27, 37
COC	County Committee	21, 22, 80
CFR	Code of Federal Regulations	Text
CLG	Commodity Loan Group	54
CLIG	Commodity Loans and Inventory Group	
COPS	Cotton On-line Processing System	53, 54
DAFP	Deputy Administrator for Farm Programs	2
EDS	Electronic Data Systems Corporation	55
ELS	extra-long staple	Text
e.t.	eastern time	72
EWR	electronic warehouse receipt	Text
FAX	facsimile transmission	Text
FCMO	Fund and Commodity Management Office	54
FLP	Farm Loan Program	2, 11
FMD	Financial Management Division	2, 11
FmHA	Farmers Home Administration	23
FSA	Farm Service Agency	Text
FSC	Financial Services Center	54



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

## Abbreviations (Continued)

Approved Abbreviation	Term	Reference
ID	identification number	38, 39, 52
IRS	Internal Revenue Service	52
KCAO	Kansas City Administrative Office	54
KCCO	Kansas City Commodity Office	3, 40, 54
KC-ITSTO	Kansas City ITS Technical Office	2
LDP	loan deficiency payment	Text
LSA	Authorized Loan Servicing Agent	Text
NALR	national average loan rate	52, 79
NITC	National information Technology Center	54
NRCS	Natural Resources Conservation Service	21
PCF	percent of cropland factor	77
PE	permitted entity	77
PLM	payment limitation	1
POA	Power of Attorney	37, 75, 78, 80
PSCAO	Price Support and Commodity Applications Office	54
PSD	Price Support Division	Text
R&P	research and promotion	19, 36, 38, 40, 77, 79
SSN	Social Security number	74, 75, 76
USDA	United States Department of Agriculture	11, 12, 21, 23

## Redelegations of Authority

None



**Definitions of Terms Used in This Handbook****Authorized Loan Servicing Agent (LSA)**

Authorized LSA is an entity approved by CCC to act as its agent in providing service to producers for CCC-Cotton A loans under the CCC Cotton Loan Program according to CCC-912.

**Cotton Board**

Cotton Board is the board authorized under the Cotton Research and Promotion Act (80 Stat. 297) to collect the research and promotion fee assessed on upland cotton.

**Cotton Commercial Bank (CCB)**

CCB is a bank under contract to CCC that serves as CCC's agent for handling and servicing CCC cotton loans, redemptions, and other transactions.

**\*--Date Documents Provided**

Date documents provided is 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

**Note:** The date by which a lien search conducted is not applicable to this item.

- the date CCC was made holder of EWR's
- if applicable, the date paper warehouse receipts were delivered to LSA.--\*



**Definitions of Terms Used in This Handbook (Continued)****Electronic Warehouse Receipt (EWR) Provider**

EWR provider is an entity that has entered into an “Farm Service Agency Provider Agreement to Electronically File and Maintain Cotton Warehouse Receipts”.

**Gin Direct**

Gin direct is cotton under a contract that specifies that the control of the cotton is transferred immediately to the buyer or mill 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.

**Individual Card Warehouse Receipt**

Individual card warehouse receipt is a negotiable machine card-type cotton warehouse receipt according to 7-CN, Part 5, Section 2.

**Primary Owners**

Primary owners are those entities owning more than 10 percent of LSA.

**Program Services**

Program services are those services LSA's are authorized to provide for CCC to producers under CCC-912 with CCC.



# CCC-912, Agreement of Authorized Loan Servicing Agent

The following is an example of CCC-912.

\*--

This form is available electronically.	
<b>CCC-912</b> (09-30-08)	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation
<b>AGREEMENT OF AUTHORIZED LOAN SERVICING AGENT</b>	
1. Date of Agreement (Day, Month, Year)	2. Name of Authorized Loan Servicing Agent
<p><b>Note:</b> The authority for collecting the following information is Pub. L. 110-246. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. 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.</p> <p>The following statements are made in accordance with the Privacy Act of 1974 (5 USC 552a). The authority for requesting the information to be supplied on this form is the Agricultural Act of 1949, as amended, the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), and the Commodity Credit Corporation Charter Act, as amended, and regulations (7 CFR Part 1425 and 7 CFR Part 1427). The information will be used to evaluate if the applicant is eligible for LSA status. 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. <b>RETURN COMPLETED FORM TO THE DIRECTOR, PRICE SUPPORT DIVISION, USDA, FSA, STOP 0512 WASHINGTON, D.C. 20013.</b></p>	

This agreement is entered into on the date indicated above by and between the Commodity Credit Corporation (hereafter referred to as "CCC") and the authorized loan servicing agent indicated above (hereafter referred to as "LSA").

It is the desire of CCC to permit, a person or firm to act as agent for CCC in performing certain administrative functions involved in making loans and loan deficiency payments (LDP's) available to cotton producers through Form A cotton loans in accordance with CCC's cotton loan and LDP program.

It is the desire of the person or firm named above to be approved by CCC to render service to producers under the CCC cotton loan and LDP program.

The CCC Cotton Loan Program Regulations provide that a person or firm which desires to act as Agent of CCC for these purposes shall execute and file a written agreement with CCC.

NOW, THEREFORE, in consideration of the premises and other considerations contained herein, the parties hereto agree as follows:

1. Subject to the other provisions of this Agreement, CCC hereby appoints the person or firm named above (hereinafter referred to as the "LSA") as a loan servicing agent for CCC for the purpose of performing certain services requisite to the making and servicing of CCC cotton loans and LDP's to eligible producers of eligible cotton in accordance with the cotton loan and LDP programs carried out by CCC. The LSA may act as CCC's agent for the following purposes:
  - (a) preparing and executing CCC cotton loan and LDP documents;
  - (b) disbursing CCC cotton loan and LDP proceeds to individual producers;
  - (c) receiving funds from the cotton commercial bank (CCB) for the loan or LDP amount shown on the loan documents presented to the CCB;
  - (d) preparing and executing documents for loan repayments;
  - (e) collecting repayment funds from producers and transmitting such funds to CCC through the CCB;
  - (f) handling documents involved in a claim for loss or damage of loan cotton by CCC or the producer;
  - (g) transmitting documents and advising the CCB to render forfeited collateral to CCC; and
  - (h) collecting data for reporting to CCC as may be prescribed by CCC.

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CCC-912, Agreement of Authorized Loan Servicing Agent (Continued)

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2. In performing the services enumerated in section 1, the LSA shall:

- (a) perform such services in accordance with the procedures outlined in the applicable cotton program regulations and notices published in the Federal Register, applicable cotton handbooks and any amendments thereto, and notices or instructions issued by the Deputy Administrator, Farm Programs.
- (b) make and service CCC cotton loans and LDP's, as provided in section 1, only upon the presentation of warehouse receipts, unless otherwise provided by CCC, and class information by an eligible producer to the LSA;
- (c) become familiar with the cotton program for each crop of cotton as set forth in the applicable regulations, notices published in the Federal Register, Farm Service Agency (FSA) Cotton Loans Handbook, forms, and other instructions issued relating to the cotton loan and LDP program;
- (d) before executing documents for the purpose of making a CCC cotton loan or LDP to any producer, determine to the best of the LSA's knowledge and belief that the producer requesting a CCC cotton loan or LDP through the service provided by the LSA is an eligible cotton producer (as defined in the applicable commodity program regulations) and that the cotton is eligible cotton (as defined in the applicable commodity program regulations);
- (e) make a lien search prior to the disbursement of a CCC cotton loan and determine that the cotton to be pledged to CCC as security for a CCC cotton loan is free and clear of all liens except for those liens authorized by CCC in the warehouseman's storage agreement with CCC. If liens are discovered, other than the liens authorized in the warehouseman's storage agreement with CCC, a lien waiver is required from lienholders before the loan proceeds are disbursed;
- (f) advise each producer for whom the LSA executes loan or LDP documents that the producer should retain the producer's copy of the loan or LDP documents for the producer's records; and
- (g) before executing and presenting loan or LDP documents to the CCB, provide to the CCB the signatures of those persons who were approved by CCC to sign as the LSA.

3. Upon notification by the LSA that a producer may request loans and LDP's through the service provided by the LSA, CCC shall:

- (a) determine whether the producer is an eligible producer;
- (b) determine whether the producer has complied with the applicable loans and LDP eligibility requirements; and make debt information from the FSA debt register available to the LSA.

4. If the LSA is notified at any time that a producer requesting loans or LDP's through the service provided by the LSA is indebted to CCC or is otherwise subject to setoff by CCC in accordance with the setoff regulations of CCC, the LSA shall:

- (a) contact CCC for the amount that is owed to CCC and is to be setoff from the loan or LDP proceeds prior to the disbursement of such proceeds; and
- (b) prepare a check payable to CCC for the amount collected by setoff and forward the check to CCC as directed by CCC.

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CCC-912, Agreement of Authorized Loan Servicing Agent (Continued)

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5. (a) The LSA may charge the producer requesting a CCC cotton loan or LDP through the service provided by the LSA a fee for preparation of loan or LDP documents and for servicing the loan, at a rate determined by CCC. Fees shall be deducted from the loan or LDP amount received by the LSA from CCC before distribution to the producer.
- (b) Any fees charged by the LSA for making and servicing loans or LDP's shall be assessed at the same rate for each producer requesting a CCC cotton loan or LDP through the service provided by the LSA.
6. If the LSA is designated by a producer to be the producer's agent for the purpose of executing loan or LDP documents in order to obtain LDP's or Form A cotton loans or repaying such loans on behalf of the producer, the LSA will not sign as a witness on a cotton Form A or applicable Cotton AA which the LSA has signed as either the agent for the producer or as agent for the producer's spouse.
7. If the LSA is designated by a producer to be the producer's agent for the purpose of executing documents to obtain a Form A cotton loan, repaying such loans on behalf of the producer, marketing the producer's cotton, or obtaining LDP, the LSA shall:
  - (a) disclose to CCC all facts which the LSA knows or should know would reasonably affect the judgment of CCC in permitting the LSA to act as agent for both CCC and the producer;
  - (b) include the following language (or equivalent language approved by CCC) in any agency agreement entered into between the LSA and a producer:

""[The producer] hereby acknowledges that [the LSA] is an agent of the Commodity Credit Corporation for the purpose of performing certain services requisite to the making and servicing of Commodity Credit Corporation cotton loans and LDP's to eligible producers of eligible cotton and agrees to permit [the LSA] to act as agent for both [the producer] and the Commodity Credit Corporation. [The LSA] shall disclose to [the producer] all facts which [the LSA] knows or should know would reasonably affect the judgement of [the producer] in permitting [the LSA] to act as agent for both [the producer] and the Commodity Credit Corporation"; and
  - (c) submit for CCC's approval any such agency agreement entered into between the LSA and producer.
8. The LSA will not pool the producer's cotton for the purpose of obtaining loans or LDP's from CCC and will not pool the proceeds obtained from loans or LDP's made by CCC or make settlement of loan proceeds with producers on a pool basis.
9. The LSA will not adopt any scheme or device to circumvent the purpose of the applicable commodity program regulations, the regulation governing LSA's, or this agreement.
10. Any charge for marketing services performed by the LSA for a producer requesting CCC cotton loans or LDP's through the service provided by the LSA shall be established by the producer and the LSA prior to execution of a marketing agreement and power of attorney. Any such charge will be assessed at the same rate for all producers for which the LSA performs marketing services.
11. The LSA shall not discriminate against any person because of race, color, religion, sex, national origin, marital status, national origin, physical disability, mental disability, or age in conducting activities in accordance with this agreement.
12. The services of the LSA shall be made available to all eligible producers whether or not such producers have granted the LSA a power of attorney or have designated the LSA as the producer's agent for the purpose of:
  - (a) executing loan documents to obtain Form A cotton loans, or LDP's
  - (b) repaying such loans on behalf of the producer, or
  - (c) marketing the producer's cotton.

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CCC-912, Agreement of Authorized Loan Servicing Agent (Continued)

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CCC-912 (09-30-08)

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13. (a) The LSA shall furnish security to CCC in order to guarantee performance. The security shall be either:
- (1) a certified or cashier's check payable to CCC;
  - (2) an irrevocable commercial letter of credit in the form approved by CCC; or
  - (3) a bond conditioned on the LSA fully discharging all of its obligations under this agreement.
- The amount of the financial security shall be equal to an amount, as determined by CCC, by which the number of bales of cotton to be handled by the LSA under this Agreement multiplied by \$10 exceeds the LSA's net worth. In lieu of the foregoing, CCC may at its discretion, accept such other form of security as CCC may deem appropriate.
- (b) The LSA is liable to CCC for any losses incurred by CCC as a result of the LSA's failure to discharge all of its obligations under this agreement. Payment in the amount of such losses shall be made to CCC first, from the financial security furnished by LSA, and second, by the LSA if the amount of the loss exceeds the amount of the financial security.
14. The LSA shall maintain, for a period not less than six (6) years following loan closure (repayment or forfeiture) or LDP, current and complete records with respect to executed loan and LDP documents required by this agreement.
15. The LSA shall permit CCC or its representatives to examine the books, loan records, papers, and accounts relating to the activities of the LSA in connection with the making and servicing of CCC cotton loans or LDP's any time during normal business hours. Examination and inspections made by CCC or by a Federal, State, or other body authorized by CCC shall, however, in no way relieve the LSA of its obligations under the terms and conditions of this agreement.
16. No information collected or acquired by the LSA in its capacity as agent of CCC shall be released, supplied, or made available, without prior approval of CCC, to any person other than CCC or the person who supplied such information.
17. (a) An LSA shall, upon the request of CCC or its representatives, furnish a current financial statement prepared in accordance with generally accepted accounting principles and including the items listed below:
- (1) balance sheet;
  - (2) income statement (profit and loss statement);
  - (3) cash flow statement; and
  - (4) statement of retained earnings.
- (b) Each financial statement shall be accompanied by a report of audit or review conducted by an independent Certified Public Accountant in accordance with standards established by the American Institute of Certified Public Accountants. The accountant's report of audit or review shall include the accountant's certifications, assurances, opinions, comments and notes with respect to such financial statements.

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CCC-912, Agreement of Authorized Loan Servicing Agent (Continued)

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CCC-912 (09-30-08)

Page 5 of 5

18. The LSA shall hold CCC harmless from any claim made against CCC in connection with any loan or LDP making, loan servicing, or other activity carried out by the LSA which is not in accordance with the terms and conditions of this agreement.
19. (a) This agreement may be terminated by either party at any time upon 30 days notice to the other party.
- (b) CCC may terminate this Agreement without providing 30 days notice if CCC determines that the LSA has failed to meet the terms and conditions of this Agreement.
- (c) Termination of this Agreement by either party is without prejudice to any rights of a party against the other under this agreement arising from a party's failure to meet the terms and conditions of this Agreement.
- (d) If the LSA sends a notice of termination to CCC or receives a notice of termination from CCC, the LSA shall immediately cease the execution of loan or LDP documents.
20. Member Delegate - Unless exemption by 41 U.S.C. 22, no member or Delegate to Congress, or resident commissioner, shall be admitted to any share or part of this agreement or to any benefit arising from it. However, this provision does not apply to this agreement to the extent that this agreement is made with such persons in their capacity as producers of agricultural commodities or with a corporation for its general benefit.

IT IS FURTHER AGREED that this Agreement does not render the LSA a Federal employee. It is agreed that this Agreement will become effective upon execution by CCC and will remain in effect until terminated.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date set forth above.

COMMODITY CREDIT CORPORATION

Attest: (a) \_\_\_\_\_ Date (b) \_\_\_\_\_ By (c) \_\_\_\_\_ Date (d) \_\_\_\_\_  
(Signature) (Signature of Contracting Officer)

Attest: (e) \_\_\_\_\_ Date (f) \_\_\_\_\_ By (g) \_\_\_\_\_ Date (h) \_\_\_\_\_  
(Signature) (Signature of Authorized Loan Servicing Agent)

*The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.*

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## CCC-601, Commodity Credit Corporation Note and Security Agreement Terms and Conditions

The following is an example of CCC-601.

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<p>This form is available electronically. <b>CCC-601</b> (04-07-10)</p>	<p>U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation</p>	<p>See Page 6 for Privacy Act Statement.</p>
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**COMMODITY CREDIT CORPORATION  
NOTE AND SECURITY AGREEMENT TERMS AND CONDITIONS**

**1. GENERAL.**

**(a) Definitions.** The following definitions shall apply to this form, CCC-601, and any appendix thereto.

**"Amount Due"** means that amount of the loan due CCC on the maturity date which is (A) the sum of: (1) the total loan amount; (2) any applicable charges; as determined by CCC and applicable interest as provided in the definitions found in this agreement, or (B) at CCC's discretion, an amount that is less than the sum of the amount of the loan principal plus charges and applicable interest.

**"CCC"** means the Commodity Credit Corporation.

**"Classification"** means the measurement results provided by the Agricultural Marketing Service of color grade, leaf, staple length, uniformity, extraneous matter and micronaire, and for upland cotton, strength.

**"Collateral"** means the kind, class, type, and quantity of the commodity which has been pledged by the producer as collateral for the satisfaction of the loan as identified in the Note. The collateral consists of (A) with respect to farm-stored loans, the entire quantity of the commodity which is stored as identified in the Note and any authorized replacement of such quantity; or (B) with respect to warehouse-stored loans, the commodity represented by the warehouse receipts identified in the Note and any required supporting documents.

**"Interest"** means for a CCC commodity loan disbursed by a U.S. Treasury issued check or by EFT, an amount calculated when repaid on a daily basis from the date of disbursement to, but not including, the second day before the date of repayment (7 CFR Part 1405).

**"Loan Service Fee"** means the service fee deducted at loan disbursement and is calculated as follows: (A) for wheat, feed grains, oilseeds, lentils, dry peas, chick peas, wool, mohair, peanuts, rice, and seed cotton, the smaller of  $\frac{1}{2}$  of 1 percent (.005) times the gross loan amount or \$45 per loan plus \$3 for each storage structure, warehouse receipt, rick or module, as applicable, over 1; (B) for ginned cotton, the smaller of  $\frac{1}{2}$  of 1 percent (.005) times the gross loan amount or \$7.50 per loan plus 90 cents for each bale; (C) for sugar, \$60 per loan; and (D) for distress loans, \$45 per loan.

**"Note"** means any CCC Note and Security Agreement which by reference incorporates this form.

**"Regulations"** means the regulations in Title 7 of the Code of Federal Regulations which are applicable to the crop of the commodity described in the Note.

**"Schedules of Premiums and Discounts"** means the premiums and discounts established by CCC which are applicable to the grade or classification of the commodity as determined from the grading factors reflected on a: (A) warehouse receipt; (B) Federal Grain Inspection Service official grading certificate; (C) Agricultural Marketing Service Classification; or (D) Core test report from a CCC-approved testing facility. These premiums and discounts shall be used in the settlement of a nonrecourse loan if the producer does not repay the loan as required by the program regulations. Copies of the schedules of premiums and discounts are available in State or county Farm Service Agency offices.

**"Total Loan Amount"** means the amount so identified in the Note.

All other words and phrases shall have the meanings assigned to them in the regulations found at 7 CFR Parts 718, 1400, 1403, 1405, 1421, 1425, 1427, 1434 and 1435.

**(b) Joint and Several Liability.** Each producer signing the Note is jointly and severally liable for payment of the amount due. If a producer has granted another person the authority to act on behalf of the producer with respect to any, or all, of the provisions of this note, if the actions of such other person result in loss or damage to CCC, the producer and such person shall be jointly and severally liable for payment to reimburse CCC for each losses or damages.

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## CCC-601, Commodity Credit Corporation Note and Security Agreement Terms and Conditions

The following is an example of CCC-601.

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This form is available electronically.

**CCC-601**  
(10-30-13)

See Page 7 for Privacy Act and Paperwork Reduction Act Statements.

U.S. DEPARTMENT OF AGRICULTURE  
Commodity Credit Corporation

### COMMODITY CREDIT CORPORATION NOTE AND SECURITY AGREEMENT TERMS AND CONDITIONS

**NOTE:** Marketing Assistance Loans and Commodity Loans may be reduced by a specified percentage due to a sequester order required by Congress and issued pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985, as amended by the Budget Control Act of 2011. Should a reduction be required, the total loan amount shall be reduced by the required sequestration reduction.

#### 1. GENERAL.

(a) **Definitions.** The following definitions shall apply to this form, CCC-601, and any appendix thereto.

**"Amount Due"** means that amount of the loan due CCC on the maturity date which is (A) the sum of: (1) the total loan amount; (2) any applicable charges; as determined by CCC and applicable interest as provided in the definitions found in this agreement, or (B) at CCC's discretion, an amount that is less than the sum of the amount of the loan principal plus charges and applicable interest.

**"CCC"** means the Commodity Credit Corporation.

**"Classification"** means the measurement results provided by the Agricultural Marketing Service of color grade, leaf, staple length, uniformity, extraneous matter and micronaire, and for upland cotton, strength.

**"Collateral"** means the kind, class, type, and quantity of the commodity which has been pledged by the producer as collateral for the satisfaction of the loan as identified in the Note. The collateral consists of (A) with respect to farm-stored loans, the entire quantity of the commodity which is stored as identified in the Note and any authorized replacement of such quantity; or (B) with respect to warehouse-stored loans, the commodity represented by the warehouse receipts identified in the Note and any required supporting documents.

**"Interest"** means for a CCC commodity loan disbursed by a U.S. Treasury issued check or by EFT, an amount calculated when repaid on a daily basis from the date of disbursement to, but not including, the second day before the date of repayment (7 CFR Part 1405).

**"Loan Service Fee"** means the service fee deducted at loan disbursement and is calculated as follows: (A) for wheat, feed grains, oilseeds, lentils, dry peas, chick peas, wool, mohair, peanuts, rice, and seed cotton, the smaller of  $\frac{1}{2}$  of 1 percent (.005) times the gross loan amount or \$45 per loan plus \$3 for each storage structure, warehouse receipt, rick or module, as applicable, over 1; (B) for ginned cotton, the smaller of  $\frac{1}{2}$  of 1 percent (.005) times the gross loan amount or \$7.50 per loan plus 90 cents for each bale; (C) for sugar, \$60 per loan; and (D) for distress loans, \$45 per loan.

**"Note"** means any CCC Note and Security Agreement which by reference incorporates this form.

**"Reduced Loan Amount"** means the total loan principal amount after any sequestration reduction.

**"Regulations"** means the regulations in Title 7 of the Code of Federal Regulations which are applicable to the crop of the commodity described in the Note.

**"Schedules of Premiums and Discounts"** means the premiums and discounts established by CCC which are applicable to the grade or classification of the commodity as determined from the grading factors reflected on a: (A) warehouse receipt; (B) Federal Grain Inspection Service official grading certificate; (C) Agricultural Marketing Service Classification; or (D) Core test report from a CCC-approved testing facility. These premiums and discounts shall be used in the settlement of a nonrecourse loan if the producer does not repay the loan as required by the program regulations. Copies of the schedules of premiums and discounts are available in State or county Farm Service Agency offices.

**"Sequestration Reduction Rate"** means the reduction rate required by the Budget Control Act of 2011, and applicable to specified programs to reduce government spending.

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CCC-601, Commodity Credit Corporation Note and Security Agreement Terms and Conditions  
(Continued)

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CCC-601 (10-30-13)

Page 2 of 7

**"Total Disbursement Amount"** means the disbursement amount after the sequestration reduction, service fees, applicable commodity assessment, and other fees are subtracted. This amount includes any offsets paid to others on the producer's behalf by CCC.

**"Total Loan Amount"** means the amount so identified in the Note, and is the applicable statutory loan rate for the specified commodity at the storage location identified, including those premiums and discounts applicable at loan making, times the loan quantity.

All other words and phrases shall have the meanings assigned to them in the regulations found at 7 CFR Parts 718, 1400, 1403, 1405, 1421, 1425, 1427, 1434 and 1435.

- (b) **Joint and Several Liability.** Each producer signing the Note is jointly and severally liable for payment of the amount due. If a producer has granted another person the authority to act on behalf of the producer with respect to any, or all, of the provisions of this note, if the actions of such other person result in loss or damage to CCC, the producer and such person shall be jointly and severally liable for payment to reimburse CCC for each losses or damages.
- (c) **Notification.** Several of the terms and conditions of the Note require the producer to notify CCC of actions to be taken by the producer. Any such notification must be made by notifying a representative of CCC at the Farm Service Agency county office that prepared the Note. All notices which CCC must provide to the producer will be mailed to the producer at the address maintained by that office. The producer will be deemed to have received such notice upon deposit, as first class or priority mail, in the U.S. Mail.
- (d) **Applicable Sections.** Except as may otherwise be stated herein: (i) Sections 1 through 3, 5 through 7 and 11 are applicable to all loans; (ii) Section 4 is only applicable to nonrecourse loans; (iii) Section 8 is only applicable to farm-stored nonrecourse loans; (iv) Section 9 is only applicable to warehouse-stored nonrecourse loans; (v) Section 10 is only applicable to recourse loans.
- (e) **Applicable Regulations.** The Note evidences a CCC loan made in accordance with Title 7 of the Code of Federal Regulations. Applicable parts of Title 7 of the Code of Federal Regulations are incorporated by reference as a part of the Note.
2. **EQUAL OPPORTUNITY.** Participation in CCC Programs is open to all eligible applicants without regard to race, color, religion, national origin, age, sex, marital status, or disability.
3. **LOAN MATURITY.** The Note will mature at the earlier of the maturity date stated in the Note or any earlier date determined by CCC. If CCC makes demand for payment before the stated maturity date, the producer will be notified in writing of the accelerated maturity date.
4. **LIQUIDATION OF NONRECOURSE LOANS.** On or before the loan maturity date, the producer may repay the loan by paying the amount due. If the producer repays the loan at a rate less than the sum of the loan principal plus charges and interest, the producer must provide to CCC evidence of production of the commodity which had been pledged as collateral for the loan. In lieu of repayment of the amount due, the producer may, in accordance with Sections 8 and 9, deliver the collateral to CCC. In the case of farm-stored loans, the producer shall bear all expenses including receiving charges of the delivery of the collateral to the delivery point stated in the delivery instructions issued by CCC. The producer will pay to CCC any costs incurred by CCC if the producer fails to deliver the collateral in accordance with such instructions. All wool and mohair nonrecourse marketing assistance loans not repaid by the loan maturity date must be liquidated through local sales at the farm storage location within a 60-calendar day period at no storage expense to CCC. Any charges incurred by CCC as a result of the local sale will be paid by the producer.
5. **WAIVER OF PRESENTMENT.** The producer waives presentment for payment, demand, protest, notice of protest, and notice of non-payment of the Note.
6. **PRODUCER'S RESPONSIBILITY.**
- (a) **General.** The producer must be in compliance with all applicable program requirements and must have beneficial interest in the commodity pledged as collateral for the loan.
- (b) **Liens.** The producer must pledge commodities that are eligible for loan and that are free and clear of all liens including Federal and State tax liens, security interests, and other encumbrances. No additional liens or encumbrances shall be placed on the loan collateral after the loan is approved.

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CCC-601, Commodity Credit Corporation Note and Security Agreement Terms and Conditions  
(Continued)

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CCC-601 (10-30-13)

Page 3 of 7

- (c) **Movement of Collateral.** The producer will not move any collateral from the location stated in the Note without prior approval of CCC and then only in accordance with instructions issued by CCC or provisions of CCC-699C, Cotton Transfer Agreement. If such movement is not completed as instructed by CCC or the collateral is disposed of, either CCC may at its discretion accelerate the loan maturity date, assess liquidated damages as specified in Section 6(g), and take other administrative actions, as determined appropriate by CCC, including denial of future loans.
- (d) **Access to Collateral.** The producer will allow CCC to enter the premises and inspect the collateral. In the case of high moisture collateral stored in oxygen-limiting structures, the producer must open the facility when requested by CCC to permit inspection of the collateral. If safe access to the collateral is not provided or if the inspection cap on the facility is not opened to permit visual inspection of the collateral, the loan maturity date may be accelerated.
- (e) **Certification.** The producer must provide an accurate certification of the quantity of the commodity to be pledged as collateral for a loan. If CCC determines that the producer has filed an incorrect certification of such eligible quantity, CCC may at its discretion accelerate the loan maturity date, assess liquidated damages, as specified in Section 6(g), and take other administrative actions, as determined by CCC, including denial of future loans.
- (f) **Loss or Damaged Loan Collateral.** The producer is responsible for any loss in quantity or quality of the commodity pledged as collateral for a farm-stored or warehouse-stored loan. CCC shall not assume any loss in quantity or quality of the loan collateral regardless of where stored.
- (g) **Liquidated Damages.** If CCC determines that the producer has violated provisions of Sections 6(c), 6(e), or 7(a), liquidated damages may be assessed on the quantity of the commodity which is involved in the violation. For each violation, CCC will review the actions of the producer to determine if the producer acted in good faith to comply with such provisions.
- (i) For producers determined to have violated provisions of Section 6(c) and if CCC determines that the producer acted in good faith, liquidated damages may be assessed by multiplying the quantity involved in the violation by 10 percent of the loan rate. The producer shall pay such liquidated damage penalties plus the lesser of (1) the principal amount of the loan and charges plus interest, (2) CCC determined value on the date the violation occurred plus 15 percent of the applicable loan rate with respect to the quantity involved in the violation within 30 days of notification by CCC, or CCC will call the loan involved in the violation and require full payment at principal and charges plus interest. For honey, the producer shall pay the principal amount of the loan and charges plus interest.
- (ii) For producers determined to have violated provisions of Section 6(e) or 7(a), and if CCC determines the producer acted in good faith, liquidated damages may be assessed by multiplying the quantity involved in the violation by 10 percent of the loan rate. The producer shall pay such liquidated damages plus the principal amount of the loan and charges plus interest with respect to the quantity involved in the violation, within 30 days of notification by CCC, or CCC will call the loan involved in the violation.
- (iii) If CCC determines that the producer did not act in good faith with regard to the violation, or for cases other than the first or second offense, CCC will call the loan involved in the violation and may assess liquidated damages computed by multiplying the quantity involved in the violation by 10 percent of the loan rate. The producer shall pay such liquidated damages plus the principal amount of the loan and charges plus interest.
- (h) **Delinquent Federal Nontax Debt.** If it is discovered that a producer incorrectly certified to the DCIA question, the producer will be notified that the loan must be repaid at principal and interest immediately.
- If a producer receives a loan and it is later discovered that the producer has a delinquent Federal nontax debt, the producer will be notified that the delinquent Federal nontax debt must be resolved before the final loan availability date for the applicable commodity. If the delinquent Federal nontax debt is not resolved before the final loan availability date, the producer must repay the loan at principal plus interest.
- (i) **Certification for Contracts, Grants, Loans and Cooperative Agreements.** If it is discovered that a producer did not 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 SF-LLL if they have or will use monies received for lobbying purposes. 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.

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CCC-601, Commodity Credit Corporation Note and Security Agreement Terms and Conditions  
(Continued)

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CCC-601 (10-30-13)

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- (j) **Miscellaneous Charges.** Miscellaneous charges, such as but not limited to storage and receiving are the sole responsibility of the producer requesting the MAL or commodity loan.

7. **LIABILITY OF PRODUCER.**

- (a) **Fraud or Conversion.** If the producer has made a fraudulent representation in obtaining the loan or has engaged in or aided in the conversion of the collateral, the producer will be liable for the amount of the loan, for any additional amounts paid to the producer, and for all costs which CCC would not have incurred had it not been for the fraudulent representation or conversion, plus interest on such amounts. In addition, CCC may assess liquidated damages, as specified in Section 6(g), and take other administrative actions, as determined by CCC, including denial of future farm-stored loans.
- (b) **Poisonous Substances and Contamination.** The producer will be liable for any damage resulting from tendering to CCC any commodity, whether or not accepted by CCC, containing mercurial compounds, toxin producing molds or other substances poisonous to humans or animals.
- (c) **Over-disbursement or Under-collection.** If the amount disbursed under the Note exceeds the amount authorized by the applicable regulations or a repayment made by the producer is insufficient to repay the amount due, the producer will be liable for repayment of such amounts and charges, if any, plus interest.
- (d) **Claims.** If the producer fails to settle the loan within 30 calendar days from the maturity date of the loan, or such other date as CCC may agree to, a claim for the amount due will be established in accordance with applicable statutes and regulations.
- (e) **Ineligible Commodities.** If at any time CCC determines that the commodity pledged as collateral is ineligible to be pledged as collateral for the loan, the producer shall be liable for the amount of the loan or if the producer repaid the loan at a rate less than the sum of the loan principal plus charges and interest for the ineligible quantity, the producer must repay to CCC the difference between such sum and the repayment amount, plus interest on such amounts. If the producer has received credit from CCC for storage, such amount must also be repaid. Ineligible commodities may not be delivered to CCC in satisfaction of the amount due, except as may be determined by CCC. If CCC allows the producer to deliver the commodity to CCC in satisfaction of the amount due, the value of the commodity shall be determined as specified by either Section 8(b) or 9(c).

8. **FARM-STORED NONRECOURSE LOANS.**

- (a) **General.** This section is applicable to a loan made with respect to collateral stored in CCC-approved storage under the control of the producer and not in a public warehouse.
- (b) **Settlement.** (i) If the producer elects to deliver the collateral to CCC in satisfaction of the amount due in accordance with Section 4, CCC will not accept delivery of any quantity of commodity in excess of 110 percent of the eligible outstanding loan quantity, at time of settlement, as determined by CCC. If a quantity in excess of the eligible quantity is included on the warehouse receipt tendered to CCC for such delivery, the producer shall provide for the correction of such warehouse receipt and other applicable documents. If the producer does not take action to correct such warehouse receipt, CCC shall provide for such corrected documents and any charges incurred by CCC shall be for the account of the producer. The collateral shall be delivered in bulk form except as determined by CCC. If the loan collateral is delivered to CCC in satisfaction of the amount due, in accordance with Section 4, the value of the collateral for purposes of settlement will be determined using the applicable schedules of premiums and discounts on the basis of the quality of the collateral for the quantity which is delivered to CCC. (ii) Settlement of corn collateral will be made on a shelled corn basis. (iii) If the value of the collateral at settlement is less than the amount due because of any loss in quantity or quality of the collateral, the producer will pay to CCC the amount of such deficiency and charges, plus interest on such deficiency from the date of disbursement. (iv) If the value of the collateral at or subsequent to the time of settlement is greater than the amount due, CCC will retain such excess and will not pay such amount to any party. (v) If at any time prior to the maturity date of the loan the collateral can no longer be properly stored due to deterioration or for any other reason, the producer may authorize CCC to sell such collateral on behalf of the producer. (vi) Title to the collateral will vest in CCC only after delivery of the collateral to CCC in accordance with Section 4.

9. **WAREHOUSE-STORED NONRECOURSE LOANS.**

- (a) **General.** This section is applicable to a loan that has been made with respect to eligible commodities pledged as loan collateral which is stored in a warehouse approved by CCC.
- (b) **Rights of CCC.** At any time prior to the date CCC takes title to the collateral or the date the producer redeems such collateral, in order to protect its interest, CCC may move the collateral from one storage location to another storage

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CCC-601, Commodity Credit Corporation Note and Security Agreement Terms and Conditions  
(Continued)

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CCC-601 (10-30-13)

Page 5 of 7

location, take actions to protect or determine the quality of the collateral, or accelerate the maturity date of such loan. Any charges incurred by CCC as the result of such actions will be paid by the party redeeming such collateral.

- (c) **Settlement.** (i) If the producer elects to forfeit the collateral in satisfaction of the amount due in accordance with Section 4, the value of the collateral for purposes of settlement will be determined using the applicable schedules of premiums and discounts on the basis of the weight, grade, and other quality factors stated on the warehouse receipt or supporting documents. (ii) If the value of the collateral at or subsequent to the time of settlement is less than the amount due, the producer will pay to CCC the sum of the amount of such deficiency plus charges, and interest which has accrued on such deficiency from the date of disbursement. (iii) If the value of the collateral at settlement is greater than the amount due, CCC will retain such excess and will not pay such amount to any party. (iv) Title to the collateral will vest in CCC on the day following the loan maturity date. (v) CCC may elect to calculate such settlement values based on the net weight, good condition, and classification as reflected on the warehouse receipt delivered to CCC, whether such receipt is the receipt issued by the original storing warehouse and presented for calculating the loan amount or a receipt issued by a subsequent warehouse due to the transfer of such commodity while pledged as collateral for a CCC loan.
- (d) **Cotton EWR's.** For all bales on the cotton loan specified in the Note that are represented by an electronic warehouse receipt (EWR), the producer hereby: 1) acknowledges having exclusive authority to authorize and designate an entity to transfer holdership of EWR's to CCC; 2) authorizes the individual or entity that transfers holdership of EWR's to CCC for loan, in accordance with requirements of the EWR provider, to (a) establish at the direction of the producer an Electronic Agent Designation (EAD) for the loan cotton as identified on CCC-605, Designation of Agent, and (b) identify the loan cotton eligible for electronic redemption; 3) agrees that the designate agent, or any subsequent agent, identified by form CCC-605 or by the agent field of the EWR is authorized to repay the CCC loan obligation of the cotton; 4) requests and authorizes CCC to accept repayment from, and release loan collateral of the note to the individual or entity identified in the agent field of the EWR for the bales; 5) agrees to hold CCC harmless for any errors that may result from reliance on the information supplied by the producer, producer's agent, or subsequent agent through the EWR or otherwise; and 6) acknowledges that the loan may be removed from the EAD redemption process by specific request to the FSA County Office that processed the loan (see question on CCC-Cotton A-S).
- (e) **Cotton Loan Redemptions and Settlement.** (i) The amount by which an upland cotton loan repayment value may be reduced for the value of storage charges during the period of the loan shall be zero for any period the cotton is stored outside and shall otherwise be calculated based on the maximum payment rate determined for the warehouse and announced by CCC. Cotton shall be considered by CCC to be stored outside if it is stored outside any time during the period of the loan exceeding the 15-day period that starts with the first day the warehouse is notified the cotton is pledged as collateral for a CCC loan. (ii) If the producer elects to forfeit either upland cotton or ELS cotton loan collateral to CCC in satisfaction of the amount due in accordance with Section 1(a), the producer shall pay to CCC: (at rates that are specified in the storage agreement between the warehouse where the cotton is stored and CCC) (1) all warehouse storage charges associated with the forfeited cotton that accrued before the cotton was pledged as collateral for the loan; (2) any accrued warehouse receiving charges associated with the forfeited cotton, including, if applicable, charges for new bale ties, unpaid warehouse compression, or other charges as may be levied by the storing warehouse; and (3) Warehouse storage charges for periods of outside storage or charges that exceed the maximum storage credit rates for the loan period paid by CCC to the warehouse.
- (f) **Transfer of CCC Upland or ELS Cotton or Peanut Loan Collateral.** Collateral for an upland or ELS cotton or peanut marketing assistance loan may be transferred from a CCC-approved warehouse to another CCC-approved warehouse if CCC holds as security for the loan a warehouse receipt with respect to such commodity and the following terms and conditions of this subsection are met. (i) The producer may grant authorization to transfer loan collateral only to the agent designated and authorized by the producer to redeem all or a portion of the loan collateral. Any authorization to transfer loan collateral granted by the producer may be transferred by such agent of the producer to a subsequent agent as provided by the terms of applicable CCC forms. A producer is not obligated by CCC to grant authorization to transfer loan collateral as a condition of designating and authorizing any agent to redeem from loan all or a portion of the loan commodity. (ii) CCC will calculate any loan redemption for transferred cotton based on the credits, and charges with respect to the shipping warehouse under the transfer authorization. If a producer delivers transferred cotton to CCC in satisfaction of a loan obligation, CCC will settle such collateral delivery based on the charges effective at the receiving warehouse plus any unpaid charges at the shipping warehouse. (iii) As a condition for CCC to approve the transfer of cotton loan collateral, the requestor of a transfer, whether such requestor is the producer, or the producer's agent, must agree to pay all charges that may result from such transfer or intended transfer and be responsible for all losses of quantity or quality that result from the transfer. Despite any such agreement, the producer is responsible for any charges associated with the transfer of CCC cotton loan collateral including those that are not paid by any agent, or subsequent agent, the producer authorized to request such a transfer and who agreed to pay such charges. All such unpaid charges are for the account of the producer and shall not be charged to the outstanding balance of the loan obligation. CCC will not assume any liability for any charge associated with the transfer of any cotton loan collateral. (iv) The producer is responsible to CCC for all losses of quantity or quality associated with the transfer of

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**Certification of No Contract**

The following is an example of an option to purchase and sales contract certification.

<b><u>REPRODUCE LOCALLY</u></b>			
<b>OPTION TO PURCHASE AND SALES CONTRACT CERTIFICATION</b>			
<i>LDP Number</i> _____		<i>Loan Number</i> _____	
<p><i>The undersigned producer(s) ("Producer") has requested a loan or loan deficiency payment (LDP) from the Commodity Credit Corporation (CCC). With respect to the commodity which will be the subject of such loan or LDP, the Producer certifies that; (1) the Producer has had beneficial interest in the commodity and has not lost such interest before filing the LDP application or loan application; (2) the Producer did not enter into any written option to purchase or any written contract for sale, with respect to the commodity to sell, deliver, or market the commodity, before such loan or LDP was requested; (3) the Producer did not enter into a verbal option to purchase or verbal contract for sale, except as noted below; (4) no payment with regard to such commodity was received before such loan or LDP was requested. The Producer understands that this certification is subject to review by CCC to determine that no option to purchase, contract for sale, or payment was applicable to the commodity. If any option to purchase, contract for sale, or payment is later negotiated while the commodity is pledged for collateral for a loan, the producer agrees to notify the County FSA Office of such event and to provide a copy of such option or contract to the County FSA Office for review. Upon such notification, CCC shall review such option to purchase and contract for sale for a determination of the date beneficial interest would be considered to have been lost. By signing this certification, the Producer warrants and agrees that the making of any fraudulent representation may render the Producer subject to criminal prosecution under Federal law and will result in the refund by the producer of any amounts paid as the result of the fraudulent representation, plus interest.</i></p> <p><i>Terms and Conditions of Verbal Contract:</i></p> <p>_____</p> <p>_____</p>			
_____ <i>Signature of Producer</i>	_____ <i>Date</i>	_____ <i>Signature of Producer</i>	_____ <i>Date</i>



