

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

<b>Dairy Margin Coverage Program Automation 2-DMC</b>	<b>Amendment 4</b>
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**Approved by:** Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reason for Issuance**

Paragraph 117 has been added to include procedure for tax ID updates and how it impacts the DMC contract and automated bills.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibits</b>
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#### **Exhibits**

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## 116 Canceling a Collection (Continued)

**C Field, Description, Action**

Users have the ability to cancel collections with the following status:

- unscheduled
- active/verified.

**Note:** If a remittance is in a status other than “unscheduled” or “active-verified”, action must be taken in NRRS to change the status to “active-verified” or “unscheduled”, as applicable, before the collection can be canceled.

Perform the following steps to cancel the collection in DMC.

Step	Action
1	Ensure the remittance is “unscheduled” or “active-verified” in NRRS.
3	Select the applicable dairy operation and CLICK “Collections”.
4	The Contract Collections Screen will be displayed for the selected dairy operation.
5	CLICK “View Collections History” button to view all collections associated with the selected dairy operation.
6	The Collection History Pop-up will be displayed.
7	CLICK the “Cancel” link next to the applicable collection.
8	The status of the cancelled collection should now be “Canceled”.

**D Example of Collection History Pop-up with Canceled Collection**

The following is an example of the Collection History Pop-up with a canceled collection.

Collection History <span>✕</span>							
Premium Credit: \$0.00		Premium Used: \$0.00			Premium Credit Remaining: \$0.00		
Date Submitted	Transaction Amount	Collection Type	NRRS Receipt ID	Check/Item Number	Remittance Amount	Status	Action
06/12/2019	<del>\$100.00</del>	Admin Fee	853536	4	\$100.00	Canceled	
06/12/2019	\$6,500.00	Premium	853541	4785	\$6,500.00	Unscheduled	<a href="#">Cancel</a>

**\*--117 Tax ID Updates****A Introduction**

With the implementation of Billing Service, DMC is required to properly update the contract and any automated bills or receivables established if the dairy operation's tax ID is updated or removed because the bill or potential subsequent receivable must be associated with a valid tax ID.

Any updates or removal of a dairy operation's tax ID in Business Partner will now automatically update in the DMC software. This could result in the contract status being set back to initiated status. Additionally, any automated bill or receivable may be impacted.

**Note:** If the dairy operation is an informal joint venture without tax ID and one is then entered, a new contract is required to change the shares to the entity with tax ID.

For informal joint ventures where the members are added to the contract, the same rules apply if a member's tax ID number is updated or changed since the bill and potential receivable are established with the member's tax ID number.--\*

## \*--117 Tax ID Updates (Continued)

**B Tax ID Change or Removal**

Use the following table to determine the appropriate actions for different scenarios when the tax ID number in Business Partner is changed or removed.

<b>IF the contract status is...</b>	<b>AND ...</b>	<b>THEN...</b>	<b>County Office Action</b>
<ul style="list-style-type: none"> <li>• producer certified</li> <li>• approved</li> </ul>	a tax ID is not re-recorded the same day	<ul style="list-style-type: none"> <li>• the contract is reverted to initiated.</li> </ul> <p><b>Note:</b> Signatures will not be removed because new signatures are not required. Only the status changes.</p> <ul style="list-style-type: none"> <li>• any automated bills or receivables are canceled.</li> </ul>	Record the valid tax ID in Business Partner. The DMC contract and bills will automatically re-set after an overnight process.
	A tax ID is re-recorded the same day	<ul style="list-style-type: none"> <li>• there is no impact on the contract</li> <li>• and the bills or receivables will be automatically reinstated by the system during the nightly process.</li> </ul>	No action is needed. The contract will be put back into the original status and the automated bills/receivables will be re-established with the corrected tax ID.
initiated	a tax ID is not re-recorded the same day	the contract remains in initiated status until the applicable producer signature(s) are recorded.	Record the tax ID in Business Partner. Once a valid tax ID has been recorded, producer signatures can be recorded.
	A tax ID is re-recorded the same day	the contract remains in initiated status and producer signatures can be recorded when applicable.	No action is needed.

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118-150 (Reserved)

