

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

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Web-Based Subsidiary Files  
for 2009 and Subsequent Years  
3-PL (Revision 1)

Amendment 12

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Approved by: Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Background**

Software was released previously that allows Farm Operating Plan information to be recorded for the following business types:

- individuals
- churches, charities, and non-profit organizations
- public schools
- State and local governments.

**B Reason for Amendment**

Part 10 has been amended to add procedure for recording Farm Operating Plan information for entities with members. Entities with members include the following business types:

- corporations
- estates
- individuals operating as small businesses
- irrevocable trusts
- limited partnerships
- LLC's
- revocable trusts.

**Note:** Words in *italics* in parenthesis in Part 10 denote that the information included is a generic representation. The language in the interview process changes based on the type of farming operation for which information is being recorded. As such, some of the procedural references are generic and do not match exactly what is displayed through the interview process.

**Example:** The actual question presented in the interview process might be, “is a stockholder of this corporation?”. The procedural reference provided for that question is, “is a (*member*) of this (*entity/joint operation*)?”.

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## \*--Part 10 Business File Web-Based Application

## 361 Overview

## A Introduction

The Business File application automates the processes related to the filing of and determinations for Farm Operating Plans. Not all processes will be available immediately, but the following is a summary of the various efforts under development for the Business File application.

- Allows for all information to be captured in the Business File application that is currently manually recorded on CCC-902I and CCC-902E. The Business File application is designed as an interview-style process that intuitively progresses through each type of contribution based on how questions are answered.

**Example:** If the producer indicates they are not contributing capital to the farming operation, then questions will not be presented for collecting capital contribution percentages, loan information, etc.

- The questions presented through the interview are dictated by the type of farming operation.

**Example:** If the farming operation is a revocable or irrevocable trust, then a question is presented asking whether a copy of the trust agreement has been provided. That question is not presented for joint operations or other types of entities.

- When the interview is complete, the automated version of CCC-902 can be printed to be attached to the current CCC-902 on file or for the producer's signature.
- The COC Determination Report summarizes the contribution information recorded through the interview process and identifies potential problematic conditions.

**Example:** Producer indicates they contribute capital to the farming operation, but elected not to provide information about the sources of capital contributed. This information will be printed on the COC Determination Report for COC review.

- COC determination process automates CCC-903. Like the process for capturing CCC-902 information, the questions presented through this process are predicated on the type of farming operation involved.

**Note:** Because the determination process is being automated, County Offices will no longer be required to update the web-based Eligibility system for actively engaged in farming, foreign person, and cash rent tenant determinations.--\*

## 361 Overview (Continued)

**B Software Release Schedule**

The Business File application will be released in phases. The following is the **projected** release schedule.

<b>Phase</b>	<b>Description</b>	<b>Projected Release</b>
1	Allows for collecting information for individual producers filing CCC-902I's.  <b>Note:</b> Does not include, "Individual Operating as a Small Business". These business types are treated like entities in the Business File application.	May 2011
2	Allows for collecting information for entities without members, such as nonprofit organizations, filing CCC-902E's.	November 2011
3	Allows for collecting information for entities with members, such as corporations, filing CCC-902E's.	*--February 2012
4	Allows for collecting information for joint operations filing CCC-902E's.	March 2012--*
5	*--Allows for permitted entity designations to be recorded.--*	To Be Determined
6	Provides a summarized COC Determination Report of the information collected through the interview process for the farming operation. The COC Determination Report includes potential problematic issues that may need further review by COC.	
7	Allows for COC determination to be recorded in the Business File application through an interview-style process.	

**362 Dataloading CCC-902's on File in County Offices****A Data Migration**

The current System 36 software does not allow for collecting most information captured on CCC-902's. For entities and joint operations, member information and member ownership shares are recorded; however, this information is only a small amount of the information collected on CCC-902.

As a result, County Offices are required to dataload information from existing CCC-902I's and CCC-902E's.

**B Requirement for Obtaining New CCC-902's**

The Business File application is a tool that allows for the automated collection of CCC-902 information. The release of the Business File application is not imposing new program or policy requirements. As such, County Offices are **not** required to obtain new CCC-902's.

**Recommendation:** If a producer is filing CCC-902 and the Business File application is available for the producer's business type, the information should be collected through the automated process. County Offices will save time because the information taken on the manual CCC-902 will eventually have to be dataloaded in the Business File application.

County Offices shall continue to follow 4-PL about requirements for filing CCC-902I's and CCC-902E's.

**C Priority Order for Dataloading CCC-902's**

\*--County Offices shall dataload CCC-902's for the 2012 subsidiary year.--\*

**Note:** If the manual CCC-902 was filed in a previous year, but represents the current determinations applicable for the customer, County Offices shall dataload CCC-902 for the current subsidiary year.

If there are multiple CCC-902's on file for the applicable customer, County Offices shall dataload the most recent CCC-902 filed by the producer in the Business File application.

Additional options may be available in the future to copy data back to a previous year, but the priority for the dataload effort is to record CCC-902 data for the 2012 subsidiary year.

\*--**Note:** There is not a requirement to dataload 2011 Farm Operating Plans for entities and joint operations unless a revised Farm Operating Plans is filed for the 2011 subsidiary year. All revisions shall be recorded in the Business File system for both 2011 and 2012.--\*

**\*--362 Dataloading CCC-902's on File in County Offices (Continued)****D Missing Data on CCC-902**

Depending on the responses recorded through the interview process, some questions may be presented to the user for information that was not provided on the manual CCC-902 filed by the producer. County Offices shall:

- **only** record information that was signed to by the producer on the existing CCC-902 on file in the County Office
- **not** review other documentation on file in the County Office to complete the interview questions presented.

**Example:** Producer is associated with a farm that is leased, but did not specify whether the land is cash or share leased on CCC-902. A copy of the lease agreement is on file because the farm is enrolled in DCP.

The County Office shall **not**:

- search their files to determine if the lease is on file
- record the lease information through the Business File application because the producer has not signed to that information on the manual CCC-902 that was filed.

**E Printing CCC-902's After Dataload Is Completed**

County Offices are not required to print an automated CCC-902 unless the producer signature is required. For information dataloaded in the system, County Offices shall verify that the information recorded matches the information on the original manual CCC-902.

**Notes:** If the automated CCC-902 is not printed following dataload, County Offices can view CCC-902 on screen by accessing the "View 902" option on the Customer page. If CCC-902 is printed following dataload, the automated CCC-902 should be attached to the manual CCC-902 used to record the information in the Business File application.

Producers are not required to sign CCC-902's generated by the Business File application, unless a new or revised CCC-902 is being filed.--\*

**363, 364 (Reserved)**

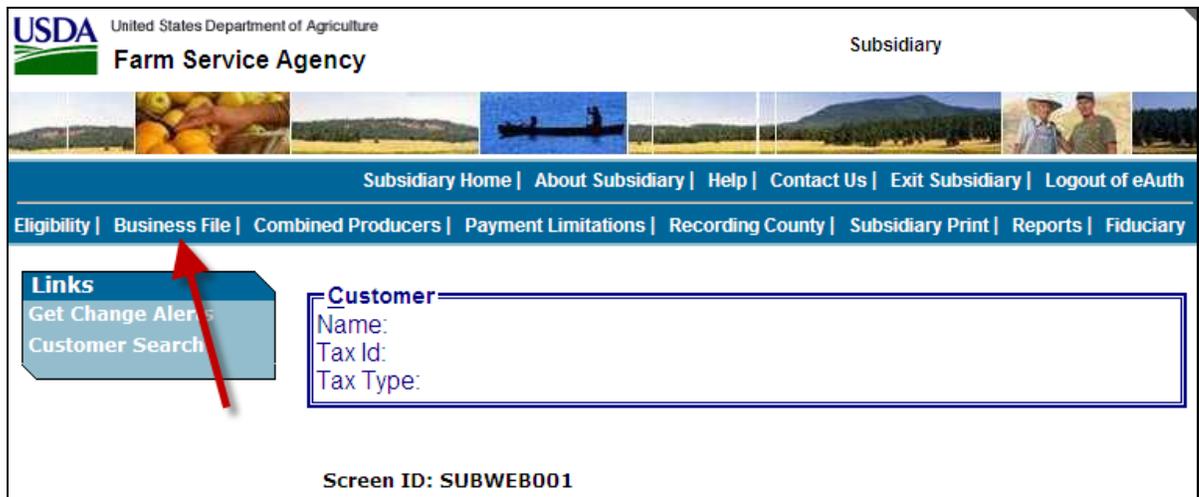
**Section 1 General Overview of Business File Web-Based Application**

**365 Accessing the Business File Application**

**A Accessing the Business File Application From the Subsidiary Application**

The Business File application is included in the Subsidiary application. See paragraph 9 for information on accessing the Subsidiary application.

\*--After successfully logging into the Subsidiary application, the Subsidiary Page will be--\* displayed. To access the Business File application, CLICK **“Business File”** tab.



**B Selecting a Customer**

This table specifies which page will be displayed after users click **“Business File”** tab.

<b>IF users click “Business File” tab...</b>	<b>AND CCC-902 has...</b>	<b>THEN...</b>
before a customer has been selected		SCIMS Search Page will be displayed requiring the user to select a customer from SCIMS.
after a customer has been selected	been recorded for the selected customer for any year	Customer Page will be displayed listing Farm Operating Plans already recorded.
	not been recorded for the selected customer	Create New Farm Operating Plan Page will be displayed.

366 General Information for Managing Farm Operating Plans

A Status Categories for Farm Operating Plans

There are 4 status categories that may be associated with Farm Operating Plans.

Status	Definition
Initiated	<p>The Farm Operating Plan is considered “initiated” when information has been recorded, but the County Office has not indicated that all signatures have been obtained and/or CCC-902 has not been received in the County Office.</p> <p><b>Note:</b> Farm Operating Plans in “initiated” status will remain in the Business File application for 90 calendar days from the date of the last update. On the 91<sup>st</sup> calendar day, the “initiated” Farm Operating Plan will automatically be deleted from the Business File application.</p>
Filed	<p>The Farm Operating Plan is considered “filed” when CCC-902 is received in the County Office and all valid signatures have been obtained. The date Farm Operating Plan is filed is the later of the date:</p> <ul style="list-style-type: none"> <li>• last signature was obtained from the required signatories</li> <li>• documentation was actually received in an FSA County Office.</li> </ul>
Determined	<p>The Farm Operating Plan is considered “determined” when:</p> <ul style="list-style-type: none"> <li>• COC determinations have been completed for the farming operation</li> <li>• date the determinations were completed is recorded in the Business File application.</li> </ul>
Terminated	<p>The Farm Operating Plan is automatically terminated when the following conditions occur in SCIMS:</p> <ul style="list-style-type: none"> <li>• business type for the customer is changed</li> <li>• resident alien status for the customer is changed from a U.S. citizen and/or legal resident alien to a nonresident alien status</li> <li>• birth date is added or changed making the customer a minor when they were previously considered an adult.</li> </ul>
*--Suspended	<p>The Farm Operating Plan is automatically suspended when a change is made to the organizational structure for an entity or joint operation through another Farm Operating Plan.--*</p>

## 366 General Information for Managing Farm Operating Plans (Continued)

### B Version Numbers

Version numbers are automatically assigned anytime a new Farm Operating Plan is created in the Business File application. The version number is also printed at the top of CCC-902 generated by the Business File application.

The version number provides users with a reference for ensuring that signatures dates are recorded for the correct, signed version of CCC-902 and will be used by COC Determination process when fully implemented.

### C Withdrawing Farm Operating Plans

CCC-902 that has been signed and received in the County Office must be acted on by COC within 60 calendar days and the producer notified of the determination or a default determination occurs.

To ensure that multiple Farm Operating Plans are not pending COC review at the same time, the producer must withdraw a signed CCC-902 before a new Farm Operating Plan can be initiated in the Business File application. Withdrawing the signed CCC-902 stops the 60-calendar-day clock, thereby reducing the possibility of:

- determination for the wrong Farm Operating Plan
- default determination.

CCC-902's can be withdrawn by either of the following methods:

- producer providing a written statement to the County Office indicating the signed CCC-902 is no longer applicable and should be withdrawn

**Note:** Ideally the statement should include the date CCC-902 was signed and the version number associated with CCC-902, if the signed version was generated by the Business File application.

- marking CCC-902 as "WITHDRAWN" with the initials of the producer making the request and the date the request is made.

**Reminder:** CCC-902's that have all applicable signatures, but have not been acted on by COC, are in a "filed" status in the system after the signature date is recorded. The requirement to withdraw CCC-902 only applies to "filed" CCC-902's.

**\*--366 General Information for Managing Farm Operating Plans (Continued)**

**D Farm Operating Plan Start and End Dates**

Because a producer can have more than 1 Farm Operating Plan on file for a subsidiary year, the Business File application assigns a start and end date to each Farm Operating Plan in “determined” status. This table describes how the dates are set by the Business File application.

System Date	Description
Start Date	<p>Date COC completed determinations for the applicable Farm Operating Plan that is recorded on the Signature Verification Page.</p> <p><b>Note:</b> If COC determination date recorded in the Business File application is:</p> <ul style="list-style-type: none"> <li>• before October 1, 2010, then the start date for the 2011 subsidiary year is October 1, 2010</li> <li>• after October 1, 2010, then the start date is COC determination date for the 2011 subsidiary year.</li> </ul> <p>During rollover, Farm Operating Plans in “determined” status are rolled to the new subsidiary year and the start date on Farm Operating Plans for the new subsidiary year is the rollover date.</p>
End Date	<p>Set by the Business File application when COC determination date is recorded in the Business File application for a subsequent Farm Operating Plan filed for the same subsidiary year.</p> <p><b>Note:</b> If the Farm Operating Plan is in “determined” status and the end date is “blank”, that version is the current CCC-902 applicable for the producer.</p>

**Example:** CCC-902 is filed by the producer in December 2010 for the 2011 subsidiary year. COC makes all applicable determinations on January 5, 2011.

When filing FSA-578, the Farm Operating Plan is revised to include additional contribution input information. COC reviews the revised CCC-902 and makes all the applicable determinations on August 15, 2011.

- CCC-902 filed in December has a January 5, 2011, start date and an August 14, 2011, end date, indicating that the Farm Operating Plan was effective for that timeframe.
- CCC-902 filed in August has an August 15, 2011, start date and no end date because it is the current CCC-902 for the farming operation.--\*

## 366 General Information for Managing Farm Operating Plans (Continued)

### \*--E Suspending Farm Operating Plans

The Business File application has been designed to retain the ownership structure for an operation only 1 time, even if the entity/joint operation has an ownership interest in multiple operations.

The ownership structure of an entity/joint operation does not change from 1 operation to the next, only the contributions the members provide to each operation change. If an entity or joint operation is recorded in the Business File application through multiple Farm Operating Plans, either at the payment entity or embedded entity level, then the members and shares must be the same for all operations.

As a result, if the members or the member shares are revised through 1 Farm Operating Plan, they must be revised in all Farm Operating Plans. If a Farm Operating Plan is not revised, it is automatically suspended and payments will **not** be issued to that operation until a new CCC-902 is filed for the operation.

**Example:** Farmers Inc. is:

- comprised of 2 members sharing 50 percent each
- earning benefits directly
- an embedded entity in Farmers LLC.

A Farm Operating Plan has been filed for both Farmers Inc. and Farmers LLC. The Farm Operating Plan for Farmers Inc. is then revised and the member shares are changed from 50-50 percent to 60-40 percent. The Farm Operating Plan is then signed by a representative of Farmers Inc. After a determination is completed or reaffirmed, payments can be issued to Farmers Inc. using the 60-40 percent shares.

The Farm Operating Plan for Farmers LLC was not revised so it is suspended, thereby preventing any payments from being issued to Farmers LLC until an updated Farm Operating Plan is filed to reflect the correct member shares.

The purpose of the suspension process is to ensure that:

- a current CCC-902 is on file reflecting the correct members and their shares along with all applicable contribution inputs

**Note:** The system cannot automatically retrieve the new members from 1 revised Farm Operating Plan to another because producers are required to revise a Farm Operating Plan with changes to ensure that the determinations are still applicable.

- statutory requirements for payment attribution are administered properly.--\*



\*--368 Revising Farm Operating Plans Already Recorded (Continued)

**B Impacts of Revising Farm Operating Plans (Continued)**

<b>IF the Farm Operating Plan being revised has...</b>	<b>THEN the Business File application will display the following warning message...</b>	
a “determined” status for the selected customer	“A determination for the selected customer was made on ‘date’. Is the current Farm Operating Plan being revised to add or remove land input information only or will other changes be made to the plan?”	
	<b>IF the user...</b>	<b>THEN...</b>
	selected the option indicating additional changes will be made to the Farm Operating Plan	<ul style="list-style-type: none"> <li>• the original Farm Operating Plan in “determined” status will be:                             <ul style="list-style-type: none"> <li>• copied with an “initiated” status</li> <li>• not be updated with an “ending date” until COC acts on the new Farm Operating Plan</li> <li>• retained in the Business File application and can be viewed by State and County Office users</li> </ul> </li> <li>• the new “initiated” Farm Operating Plan will automatically be updated with information from the Farm Records System</li> <li>• users are allowed to update information related to all types of contributions for the new “initiated” Farm Operating Plan</li> <li>• the next consecutive version number will be assigned to the new “initiated” Farm Operating Plan.</li> </ul>
	does not select the option to continue with the revision	end the process and display the existing Farm Operating Plan for the selected customer.

--\*

## 369 Other Options for Managing Farm Operating Plans

### A Deleting Farm Operating Plans

\*--County Office users do **not** have an option for deleting Farm Operating Plans recorded in--\* the Business File application.

A Farm Operating Plan in “initiated” status remains in the Business File application for 90 calendar days from the date it was last updated. The Business File application automatically deletes Farm Operating Plans on the 91<sup>st</sup> calendar day following the last update.

\*--When deleted, any data previously recorded for that Farm Operating Plan **cannot** be viewed or retrieved.

Authorized State Office users have the option of deleting Farm Operating Plans in a “filed” or “determined” status. Farm Operating Plans in an “initiated” status do not need to be manually deleted because the system will automatically delete them after 90 calendar days from the last activity.

The Business File system is specifically designed to handle historic information for any Farm Operating Plan that has a “filed” and/or “determined” status. These status indicators specifically designate that a producer has signed CCC-902, certifying information as accurate and complete for the time period designated, and should be retained in the system. As a result, data should never be deleted for a Farm Operating Plan with either of these status indicators, except as indicated in this example.

**Example:** CCC-902 is filed for an individual on March 1, 2011. The producer revises the Farm Operating Plan on February 2, 2012, to add additional land and equipment, and COC completes the determination for the revised plan on February 3, 2012.

The first plan has a March 1, 2011, start date and a February 3, 2012, end date.

The revised plan has a February 3, 2012, start date with no end date, indicating it is the current Farm Operating Plan filed.

Instances have been reported, during the dataload effort, where Farm Operating Plans were recorded in error and the date the producer signed and/or a COC determination date was recorded in the system. Therefore, an option was needed remove these Farm Operating Plans from the system as they were truly recorded in error.--\*

**369 Other Options for Managing Farm Operating Plans (Continued)****A Deleting Farm Operating Plans (Continued)**

\*--The “Delete” option allows an authorized State Office user to delete a specific Farm Operating Plan from the Business File system that has been recorded in error. State Office shall:

- exercise caution in using the “Delete” option to ensure that historic data is not removed from the system
- only delete a Farm Operating Plan from the system if it was recorded for the wrong producer
- contact the National Office for guidance for any other situations not described in this subparagraph before deleting a Farm Operating Plan.--\*

**B Viewing Existing Farm Operating Plans**

To view Farm Operating Plans:

- at anytime during the interview process, under “Submit Plan” on the left navigation menu, CLICK “**View 902**”
- after the information has been recorded, from the Customer Page, CLICK “**View 902**”.

See the following paragraphs for additional information:

- paragraph 370, for information on navigation options
- paragraph 402, for information on the Customer Page.

## 370 Navigation

### A Introduction

Because of the amount of data collected on a Farm Operating Plan, numerous options are available to users for navigating through the process, such as:

- following the interview
- selecting an option from the left Navigation Menu to jump to a specific section of the interview.

### B Interview Process Overview

The interview process uses information about the type of farming operation, and how questions are answered through the interview, to determine subsequent questions that should be presented.

The following is an example of the typical options available at the bottom of each page when progressing through the interview process and the action that occurs when each option is selected.

Option	Action	Example
“Back”	Returns to the previous page displayed to the user.	
“Save”	Saves the information recorded on the page, but does <b>not</b> advance to the next applicable page.	
“Save & Continue”	Saves the information recorded on the page and advances to the next applicable page, based on the responses recorded through the interview process.	

**Recommendation:** This method should be used for recording contribution information, especially when:

- dataloading information collected on a manual CCC-902
- collecting the contribution information for the first time.

370 Navigation (Continued)

C Left Navigation Menu

The left Navigation Menu options allow the user to select which section of the interview process they want to “jump to” to record information. Essentially, users can jump from 1 section of the interview to the next without going through the entire interview process.

Following is an example of the typical options available on the left Navigation Menu and the action that occurs when each option is selected.

Option	Action	Example
Select Different Customer	Displays the SCIMS Search Page to allow the user to select a new customer.	 <p>The screenshot shows a 'Business File Menu' with a welcome message for Bobbie Butler (User Role: FSA). It lists several menu items: 'Select Different Customer', 'Record New Farm Operating Plan', and 'Manage Customer'. Below these are sections for 'Individual' (General, Contributions, Capital, Land, Custom Services, Equipment, Labor, Management, Summary) and 'Other' (Remarks).</p>
Record New Farm Operating Plan	Allows the user to initiate a new Farm Operating Plan for the customer that is currently selected.	
Manage Customer	Displays the Customer Page for the customer currently selected. This page displays all the Farm Operating Plans that are currently recorded for the selected customer.	
<p>The following options are applicable for the selected customer and the Farm Operating Plan that is being recorded. See Section 3 for additional information on each page.</p>		
General	Displays the General Information Page.	
Capital	Displays the Capital Contribution Page.	
Land	Displays the Land Contribution Page.	
Custom Services	Displays the Custom Services Page.	
Equipment	Displays the Equipment Page.	
Labor	Displays the Labor Types Page.	
Management	Displays the Management Types Page.	
Summary	Displays the Farming Operation Summary Page. This page summarizes the information that has been recorded through the interview process for all contribution inputs.	
*--Select (Member)	<p>Displays the Select (<i>Member</i>) Page.</p> <p><b>Note:</b> The name of the page may change depending on the business type for the operation. For example, the option will be “Select Stockholder”, if the farming operation is a corporation.--*</p>	
Remarks	Displays the Remarks Page that allows the user to record additional information about the farming operation.	

370 Navigation (Continued)

C Left Navigation Menu (Continued)

Option	Action	Example
*--Fiduciaries	Displays the Fiduciaries Page that allows individuals or businesses with authority to act on behalf of the farming operation to be recorded.--*	
Summary	Displays the Farming Operation Summary Page, including any remarks that have been recorded.	
Validations	Displays the Validations Page that identifies potential problematic areas that may need to be addressed before the Farm Operating Plan is filed.	
Record Signatures	Displays the Signature Verification Page that allows the user to specify when the Farm Operating Plan was filed and when COC determinations were completed.	
View 902	Opens a new window displaying the formatted version of CCC-902.	

**Warning:** Any information recorded that has not been saved when the left Navigation Menu options are selected will be lost and a warning message will **not** be provided.

**Recommendation:** This method should be used when:

- revising Farm Operating Plans
- jumping to a section to review or correct responses recorded.

371-376 (Reserved)

**\*--Section 3 Interview Screen Flow by Section and Contribution Type**

**401 Overview**

**A Introduction**

The interview process is designed to first determine the questions applicable to the type of farming operation. When in the interview, questions are presented to the user based on the responses provided.

**Example:** If the producer indicates they are not contributing capital to the farming operation, then questions will not be presented for collecting capital contribution percentages, loan information, etc.

**B Description of Section**

This section describes each page that may be presented to the user through the normal interview process and how the Business File application will respond based on the answers provided to each question presented.

**Note:** See Section 2 to determine which pages are applicable based on the type of farming operation.

This table provides an overview of the information contained in this section. See the paragraph for each page for a complete description of the options available.

<b>Subsection</b>	<b>Description</b>	<b>Paragraphs</b>
1	Includes all pages applicable to general information about the producer, questions on minor status, and selection of the contributions provided to the farming operation.	402 through 410
2	Includes all pages applicable to recording capital contribution information.	411 through 424
3	Includes all pages applicable to recording land contribution information.	425 through 240
4	Includes all pages applicable to recording equipment contribution information.	441 through 454
5	Includes all pages applicable to recording custom service information.	455 through 460
6	Includes all pages applicable to recording labor contribution information.	461 through 470
7	Includes all pages applicable to recording management contribution information.	471 through 500
8	Includes the end of interview pages.	501 through 503

--\*

**Subsection 1 Beginning the Farm Operating Plan**

**402 Customer Page**

**A Introduction**

The Customer Page is the main page for the Business File application and will be displayed for the selected customer when both of the following conditions apply:

- users click “**Business File**” tab from the Subsidiary application
- **at least 1** Farm Operating Plan has been recorded for the selected customer.

The Customer Page allows the user to:

- record a new Farm Operating Plan for the selected customer
- review the Farm Operating Plans recorded for the selected customer
- take the option to:
  - revise an existing Farm Operating Plan
  - record the date the Farm Operating Plan was filed in the County Office
  - record the date COC determinations were completed
  - view CCC-902’s
  - \*--delete an existing Farm Operating Plan.--\*

**B Example of Customer Page**

The following is an example of the Customer Page.

The screenshot shows the 'Business File Menu' on the left with options: 'Welcome: Bobbie Butler', 'User Role: FSA', 'Select Different Customer', 'Record New Farm Operating Plan', and 'Manage Customer'. The main content area is titled 'Customer' and includes 'CUSTOMER INFORMATION' with 'FARMING OPERATION: Ima Farmer' and 'BUSINESS TYPE: Individual'. Below this is a table titled 'Farm Operating Plans' with columns for Program Year, Status, Version, Start Date, End Date, and actions (Revise, Record Signatures, View 902, Record Determination). The table lists four records for the year 2011 with various statuses and dates.

Program Year	Status	Version	Start Date	End Date	Actions
2011	Initiated	6			Revise Record Signatures View 902
Last Update: 03/17/2011					
2011	Initiated	5			Revise Record Signatures View 902
Last Update: 03/31/2011					
2011	Filed	4			Revise Record Determination View 902
Last Update: 03/18/2011					
2011	Determined	3	10/01/2010		Revise View 902
Last Update: 03/10/2011					

BF002 [Back to Top ^](#)

\*--402 Customer Page (Continued)

**C Information on the Customer Page**

The Customer Page provides the user with an overview of all Farm Operating Plans recorded for the selected customer.

This table describes the information displayed on the Customer Page.

Section of Page	Field	Description
Customer Information	Farming Operation	Name of selected customer.
	Business Type	Current year business type for the selected customer recorded in SCIMS.
Farm Operating Plans	Program Year	<p>Program year associated with the Farm Operating Plan.</p> <p>Date of the last update to the Farm Operating Plan is listed directly below the program year.</p> <p><b>Reminder:</b> The date the Farm Operating Plan was last updated is important because the Business File application will automatically delete any Farm Operating Plans after 90 calendar days of no activity if the Farm Operating Plan is in “initiated” status.</p>
	Status	<p>Current status of the Farm Operating Plan.</p> <p>See subparagraph 366 A for additional Farm Operating Plan status categories.</p>
	Version	<p>Version number for the Farm Operating Plan.</p> <p>See subparagraph 366 B for additional information on version numbers for the Farm Operating Plan.</p>
	Start Date	<p>Start date is only applicable if:</p> <ul style="list-style-type: none"> <li>• COC has completed determinations associated with CCC-902</li> <li>• date has been recorded in the Business File application.</li> </ul> <p>See subparagraph 366 D for additional information on start dates.</p>
	End Date	<p>End date is only applicable:</p> <ul style="list-style-type: none"> <li>• for Farm Operating Plans that are in “determined” status</li> <li>• when COC has completed determination on a subsequent CCC-902 for the same subsidiary year.</li> </ul> <p>See subparagraph 366 D for additional information on end dates.</p>

--\*

402 Customer Page (Continued)

**D Page Options**

For each Farm Operating Plan recorded for the selected customer, the following links may be available depending on the status of the Plan recorded. This table describes the options that may be available on the Customer Page.

Link	Action
"Revise"	<p>Allows users to revise the selected Farm Operating Plan. Depending on the status of the Plan being revised, different confirmation messages may be displayed.</p> <p>See paragraph 368 for additional information on revising Farm Operating Plans.</p>
"Record Signatures"	<p>Option:</p> <ul style="list-style-type: none"> <li>• will only be displayed if the Farm Operating Plan is in "initiated" status</li> <li>• allows users to record the following signature information: <ul style="list-style-type: none"> <li>• date CCC-902 was filed in the County Office</li> <li>• date COC determinations have been completed for the farming operation.</li> </ul> </li> </ul>
"Record Determination"	<p>Option:</p> <ul style="list-style-type: none"> <li>• will only be displayed if the Farm Operating Plan is in "filed" status</li> <li>• allows users to record the date COC determinations have been completed for the farming operation.</li> </ul>
"View 902"	<p>Opens a new window displaying the formatted version of CCC-902 for the selected Farm Operating Plan.</p>
*--"Delete"	<p>Only applicable for authorized State Office users. See subparagraph 369 A for additional information.--*</p>

**Note:** See subparagraph 370 C for additional information on left Navigation Menu options.

404 General Information Page (Continued)

C Information on the Page

The General Information Page displays information that is currently recorded in SCIMS. Information displayed on this page cannot be corrected through the Business File application. If the information is incorrect, County Office users shall access SCIMS to update the incorrect information.

This table describes the information displayed on the General Information Page and how the information is derived from SCIMS.

Business Type	Question/Field	Description	
Individual *--and Individual Members of Entities/Joint Operations--*	Is the individual a U.S. citizen or alien lawfully admitted into the U.S.?	This information is derived from the resident alien field in SCIMS.	
		<b>IF the SCIMS resident alien field is set to...</b>	<b>THEN message...</b>
		“N/A” or “Yes”	“Yes – The individual is a United States citizen or a legal resident alien.” will be displayed.
		“No”	“No – The individual is not a legal resident alien.” will be displayed.
	Will the individual be 18 years of age by June 1 of the current program year?	This information is derived from the birth date field in SCIMS.	
		If a birth date has been entered in SCIMS for the selected producer or member, the system computes the producer/member’s age. The system displays the following messages based on the computation.  <b>Note:</b> If a birth date has not been recorded for the selected producer/member, then the producer/member will be considered an adult.	
		<b>IF the computed age is...</b>	<b>THEN message...</b>
		18 before the status date of the selected subsidiary year	“Yes – The individual is or will be 18 years of age by the applicable status date.” will be displayed.
		not 18 by the status date of the selected subsidiary year	“No – The individual will not be 18 years of age by the applicable status date.” will be displayed.
Parents/Guardians Name.		Name and last 4 digits of the tax ID number of the parent/guardian for the selected customer retrieved from the Fiduciary System.	
Parents/Guardians Tax ID.			

404 General Information Page (Continued)

C Information on the Page (Continued)

\*--

Business Type	Question/Field	Description
Entities and Joint Operations	Was the (type of entity/joint operation) formed within the last 24 months?	Available options are: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul> <b>Notes:</b> If the producer does not want to respond, select “No Response”.  This question is not applicable if the business type for the selected customer is “state and local government”.
	What is the date the (type of entity/joint operation) was formed?	If the entity or joint operation was formed within the last 24 months, the date the operation was formed is required.
	Is more than one signature required for the (type of entity/joint operation)?	Available options are: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul> <b>Note:</b> If the producer does not want to respond, select “No Response”.
	Number of required signatures.	If more than 1 signature is required for the entity or joint operation: <ul style="list-style-type: none"> <li>• an entry is required</li> <li>• number entered must be greater than 1</li> <li>• number must be a whole number.</li> </ul>
State and Local Government	Type of government entity.	This question is only presented if the business type for the customer is “State and Local Government”. The available options are: <ul style="list-style-type: none"> <li>• “State-owned”</li> <li>• “county-owned”</li> <li>• “city-owned”.</li> </ul>

--\*

404 General Information Page (Continued)

C Information on the Page (Continued)

Business Type	Question/ Field	Description
*--Limited Partnership	Designate the partner's liability status for the partnership.	Available options are: <ul style="list-style-type: none"> <li>• "General Partner"</li> <li>• "Limited Partner"</li> <li>• "General and Limited Partner".</li> </ul>
Revocable Trust	Has the grantor provided a copy of the trust agreement?	Available options are: <ul style="list-style-type: none"> <li>• "Yes"</li> <li>• "No".</li> </ul>
Irrevocable Trust	Add Grantor from SCIMS.	Link that displays the SCIMS Search Page so that the grantor of the irrevocable trust can be selected.
	Has the grantor provided a copy of the trust agreement?	Available options are: <ul style="list-style-type: none"> <li>• "Yes"</li> <li>• "No".</li> </ul>
Estates	What is the date that this estate was formed?	Date the estate was formed is a required entry even if formed more than 24 months previously. The date can be entered or selected from the calendar icon.
	Select Deceased from SCIMS.	Link that displays the SCIMS Search Page so that the deceased individual associated with the estate can be selected.  After the deceased individual has been selected from SCIMS, the system will retrieve the following information from SCIMS and the Fiduciary System: <ul style="list-style-type: none"> <li>• deceased individual's name</li> <li>• last 4 digits of the deceased individual's Social Security number</li> <li>• date of death.--*</li> </ul>

404 General Information Page (Continued)

**D Page Options**

The following options are available on the General Information Page.

**Note:** The options available on this page vary based on the business type for the selected customer.

Option	Action
"Back"	Returns to the previous page without saving any data entered.
"Continue"	Saves the data displayed and continues to the next applicable page in the interview process.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and advances to the Contributions Page.
"Read Current Information from SCIMS"	Refreshes the page with the current information from SCIMS.
"Read Current Information from Fiduciary"	Refreshes the page with the current information from the Fiduciary application.  <b>Note:</b> This option is only displayed if the selected producer is a minor.
*--"Select Deceased From SCIMS"	Allows the user to access the SCIMS Search Page to select the deceased individual.  If the individual or business is not already in SCIMS, the customer must be added by accessing SCIMS in the normal manner. The customer cannot be added to SCIMS through the Business File process.--*

404 General Information Page (Continued)

\*--E Page Error Messages

The following error messages may be displayed on the General Information Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Date estate was formed cannot be earlier than the date of death for the deceased individual.	Either the date the estate was formed or the date of death recorded in the Fiduciary System is not correct.	Take either of the following actions: <ul style="list-style-type: none"> <li>• correct the date the estate was formed</li> <li>• access the Fiduciary System to correct the date of death.</li> </ul> <b>Note:</b> If the date of death is correct, the user must click the link to refresh from the Fiduciary System to retrieve the updated information.
Date the ( <i>entity/joint operation</i> ) was formed cannot be later than today's date.	The date recorded as the date the entity or joint operation was formed is a future date.	Reenter the correct date the entity or joint operation was formed.  <b>Reminder:</b> The date the operation was formed is not a required entity unless it was formed within the last 24 months.
Date the ( <i>entity/joint operation</i> ) was formed is invalid.	An invalid date was entered.	Date format is either of the following: <ul style="list-style-type: none"> <li>• mm/dd/yyyy</li> <li>• mmdyyy.</li> </ul> Users can also select the date using the calendar icon.
Number signatures required must be numeric.	User indicated more than 1 signature is required for the farming operation, but the number entered is something other than a numeric value.	Enter the number of signatures required.
The number of required signatures must be less than or equal to 255.		Verify the number of signatures entered is correct.  If more than 255 signatures are <b>required</b> to act on behalf of the entity/joint operation, enter 255 and notify the State Office. State Offices shall notify PECD.

--\*

404 General Information Page (Continued)

\*--F Validation Error Messages

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

**Reminder:** The validation error messages are informational and intended to identify potential problematic conditions. The Farm Operating Plan can be filed if the producer chooses not to answer the applicable question. See paragraph 302 for additional information.

Error Message	Corrective Action
Must specify whether the <i>(entity/joint operation)</i> was formed within the last 24 months.	Available options are: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul> <p><b>Note:</b> Select “No Response” if the representative of the entity/joint operation does not want to specify when the business was formed.</p>
Must enter the date the <i>(entity/joint operation)</i> was formed.	User indicated the business was formed within the last 24 months. Take either of the following actions: <ul style="list-style-type: none"> <li>• enter the date the operation was formed</li> <li>• indicate the business was not formed within the last 24 months, if applicable.</li> </ul>
The date the estate was formed is required.	The date the estate was formed is a required entry. Enter the date the estate was formed
A response was not provided indicating whether more than 1 signature is required to act on behalf of the <i>(entity/joint operation)</i> .	Available options are: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul>
A response was not provided indicating the number of signatures required to act on behalf of the <i>(entity/joint operation)</i> .	Enter the number of signatures required between 2 and 255.

--\*

404 General Information Page (Continued)

\*--F Validation Error Messages (Continued)

Error Message	Corrective Action
A response was not provided identifying the deceased individual.	The deceased individual must be attached to the Farm Operating Plan for the estate. Take the following actions, as applicable. <ul style="list-style-type: none"> <li>• record the individual in SCIMS</li> <li>• record the deceased individual in the Fiduciary System along with the date of death.</li> </ul>
The deceased individual must be recorded in the fiduciary system with the date of death.	Access the Fiduciary System and record the date of death for the deceased individual according to 1-CM.
A response was not provided identifying the grantor of the irrevocable trust.	CLICK “Add Grantor from SCIMS” link to select the grantor of the trust from SCIMS.
The documentation for the irrevocable trust must be provided.	Available options are: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”.</li> </ul>

--\*

405 Minor General Information Page

A Introduction

The Minor General Information Page:

•\*--is only displayed if the selected producer/member:--\*

- is an individual
- will not be 18 years of age by the status date for the applicable subsidiary year

**Notes:** The status date is June 1 of the applicable subsidiary year.

The birth date is retrieved from SCIMS for the selected customer.

- allows users to answer a series of questions so COC can determine if the minor can be considered separate from their parent and/or guardian.

B Example of Minor General Information Page

The following is an example of the Minor General Information Page.

**Business File Menu**  
 Welcome: Bobbie Butler  
 User Role: FSA  
[Select Different Customer](#)  
[Record New Farm Operating Plan](#)  
[Manage Customer](#)  
**Individual**  
[General](#)  
[Contributions](#)  
[Capital](#)  
[Land](#)  
[Custom Services](#)  
[Equipment](#)  
[Labor](#)  
[Management](#)  
[Summary](#)  
**Other**  
[Remarks](#)  
**Submit Plan**  
[Summary](#)  
[Validations](#)  
[Record Signatures](#)  
[View 902](#)

**Minor General Information**

**CUSTOMER INFORMATION**

FARMING OPERATION:	Ima Farmer III
BUSINESS TYPE:	Individual

Is the minor a producer on a farm in which the parent or guardian has no interest?  
 Yes  
 No  
 No Response

Does the minor maintain a separate household from the parent or guardian and personally carry out farming activities with respect to the minor's farming operation, including maintaining separate accounting?  
 Yes  
 No  
 No Response

Does the minor who is represented by a court-appointed guardian or conservator responsible for the minor a) live in a household other than the parents' household(s), and b) have a vested ownership in the farm?  
 Yes  
 No  
 No Response

< Back    Save    Save & Continue >

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**\*--413 Interest in Farming Operation – Loans Page**

**A Introduction**

The Interest in Farming Operation – Loans Page will only be displayed if the user indicated that capital is contributed to the farming operation through either of the following on the Capital Contributions Page:

- commercial loans/credit
- private loans/credit.

**B Example of Interest in Farming Operation – Loans Page**

The following is an example of the Interest in Farming Operation – Loans Page.

**Business File Menu**

Welcome: Bobbie Butler  
User Role: FSA

[Select Different Customer](#)

[Record New Farm Operating Plan](#)

[Manage Customer](#)

**Individual**

[General](#)

[Contributions](#)

[Capital](#)

[Land](#)

[Custom Services](#)

[Equipment](#)

[Labor](#)

[Management](#)

[Summary](#)

**Other**

[Remarks](#)

**Submit Plan**

**Interest in Farming Operation - Loans**

**CUSTOMER INFORMATION**

<b>FARMING OPERATION:</b>	Ima Farmer
<b>BUSINESS TYPE:</b>	Individual

Were any commercial or private loans acquired from, co-signed by, secured by, or guaranteed by an individual or entity who:

Shares in the production or proceeds of the production from this farming operation?

Yes  
 No  
 No Response

Is a landowner or landlord with an interest in this farming operation?

Yes  
 No  
 No Response

< Back
Save
Save & Continue >

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--\*

413 Interest in Farming Operation – Loans Page (Continued)

C Interview Questions

The Interest in Farming Operation – Loans Page is intended to determine if the individual or business that provided the loan has an interest in the farming operation.

This table describes the interview questions presented on the Interest in Farming Operation - Loans Page.

Question/Field	Description	
Were any commercial or private loans acquired from, co-signed by, secured by, or guaranteed by an individual or entity that shares in the production or proceeds of the production from this farming operation?	For each question presented, the available options are: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul> <b>Note:</b> If the producer does not want to respond, select “No Response”.	
Were any commercial or private loans acquired from, co-signed by, secured by, or guaranteed by an individual or entity who is a landowner or landlord with an interest in this farming operation?		
*--Were any commercial or private loans acquired from, co-signed by, secured by, or guaranteed by an individual or entity who is a ( <i>member</i> ) of this ( <i>entity/joint operation</i> )?--*		

D Page Options

The following options are available on the Interest in Farming Operation – Loans Page.

Option	Action
“Back”	Returns to the Capital Contributions Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the next applicable page in the interview process.

\*--426 Land Contributions Page (Continued)

C Information on the Page (Continued)

This table describes other information displayed on the Land Contributions Page.

Section of Page	Description		
Tracts with Lease Information Recorded	Farm	Farm number retrieved from the Farm Records System.	
	Tract	Tract number retrieved from the Farm Records System that also has lease information recorded.  When lease information has been recorded for the tract, the tract number is changed to a link which allows the user to access the lease information.  See paragraph 429 for additional information on viewing and revising lease information already recorded.	
		Relationship to Tract	Indicates the customer's relationship to the farm and/or tract as recorded in the Farm Records System.  <b>IF the producer is...</b> <b>THEN the producer is associated with the...</b>
	operator		farm.
	owner-operator		farm and all tracts associated with the farm.
	owner other tenant		applicable tract.
	Farmland Acres	Farmland acres retrieved from the Farm Records System for the specified tract.	
	Cropland Acres	Cropland acres retrieved from the Farm Records System for the specified tract.	
	Leased To Acres	Number of acres leased to another producer as recorded on the Land Record Lease To Page.	
	Leased From Acres	Number of acres leased from another producer as recorded on the Land Record Lease From Page.	
Tracts Without Any Lease Information Recorded	Farm	Farm and tract number retrieved from the Farm Records System.	
	Tract		
	Relationship to Tract	Indicates the customer's relationship to the farm and/or tract as recorded in the Farm Records System.  <b>IF the producer is...</b> <b>THEN the producer is associated with the...</b>	
		operator	farm.
		owner-operator	farm and all tracts associated with the farm.
		owner other tenant	applicable tract.
	Farmland Acres	Farmland acres retrieved from the Farm Records System for the specified tract.	
Cropland Acres	Cropland acres retrieved from the Farm Records System for the specified tract.		

--\*

426 Land Contributions Page (Continued)

**D Page Options**

When recording lease information, users should select the farm by clicking the radio button next to the farm number and then select click of the following:

- “Record ‘Lease To’ Information”
- “Record ‘Lease From’ Information”.

The producer’s relationship on the farm and tracts determines whether that producer can lease land to or from another producer. This table illustrates options applicable, based on the producer’s relationship to the farm.

IF the producer associated with the Farm Operating Plan is...	THEN for...	THE following types of leases can be recorded...		
		Lease To	Lease From	None
operator on the farm	owners on the tract		✓.	
	any other tenants associated with the tract	✓	✓.	
owner on the farm/tract	the operator associated with the farm	✓.		
	the other tenants associated with the tract	✓.		
	other owners on the tract	✓	✓.	
owner-operator on the farm/tract	other owners associated with the tract	✓	✓.	
	other tenants associated with the tract	✓		
	situations where there are not any other owners or other tenants on any tract associated with the farm			✓.
other tenant on the farm/tract	the operator on the farm	✓	✓.	
	the owners on the tract		✓.	
	*--other tenants on the tract		✓.--*	

**\*--445 Lessor Interest Page**

**A Introduction**

The Lessor Interest Page:

- will only be displayed if the user indicated that some of the equipment contributed to the farming operation is leased from another producer
- allows users to specify whether the individual or business the equipment is leased from has an interest in the farming operation.

**B Example of Lessor Interest Page**

The following is an example of the Lessor Interest Page.

<b>Business File Menu</b> Welcome: Bobbie Butler User Role: FSA  <a href="#">Select Different Customer</a> <a href="#">Record New Farm Operating Plan</a> <a href="#">Manage Customer</a>  <b>Individual</b> <a href="#">General</a> <a href="#">Contributions</a> <a href="#">Capital</a> <a href="#">Land</a> <a href="#">Custom Services</a> <a href="#">Equipment</a> <a href="#">Labor</a> <a href="#">Management</a> <a href="#">Summary</a>  <b>Other</b> <a href="#">Remarks</a>  <b>Submit Plan</b>	<div style="background-color: #4F81BD; color: white; padding: 5px; text-align: center;"> <h2 style="margin: 0;">Lessor Interest</h2> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #D9E1F2;"> <th colspan="2" style="text-align: left; padding: 2px;">CUSTOMER INFORMATION</th> </tr> </thead> <tbody> <tr> <td style="text-align: right; padding: 2px;">FARMING OPERATION:</td> <td style="padding: 2px;">Ima Farmer</td> </tr> <tr> <td style="text-align: right; padding: 2px;">BUSINESS TYPE:</td> <td style="padding: 2px;">Individual</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Was leased equipment acquired from, co-signed by, secured by, or guaranteed by an individual or entity who:</p> <p style="margin-left: 20px;">Shares in the production or proceeds of the production from this farming operation?</p> <p style="margin-left: 40px;"> <input type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> No Response                 </p> <p style="margin-left: 20px;">Is a landowner or landlord with an interest in this farming operation?</p> <p style="margin-left: 40px;"> <input type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> No Response                 </p> <div style="text-align: center; margin-top: 20px;"> <span style="border: 1px solid #ccc; padding: 2px 10px; margin: 0 5px;">&lt; Back</span> <span style="border: 1px solid #ccc; padding: 2px 10px; margin: 0 5px;">Save</span> <span style="border: 1px solid #ccc; padding: 2px 10px; margin: 0 5px;">Save &amp; Continue &gt;</span> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 10px;"> <span>BF059</span> <span><a href="#">Back to Top ^</a></span> </div>	CUSTOMER INFORMATION		FARMING OPERATION:	Ima Farmer	BUSINESS TYPE:	Individual
CUSTOMER INFORMATION							
FARMING OPERATION:	Ima Farmer						
BUSINESS TYPE:	Individual						

--\*

445 Lessor Interest Page (Continued)

**C Interview Questions**

This table describes the interview questions presented on the Lessor Interest Page.

\*--

Question/Field	Description
Was leased equipment acquired from, co-signed by, secured by, or guaranteed by an individual or entity who shares in the production or proceeds of the production from this farming operation?	For each question presented, the available options are: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul> <b>Note:</b> If the producer does not want to respond, select “No Response”.
Was leased equipment acquired from, co-signed by, secured by, or guaranteed by an individual or entity who is a landowner or landlord with an interest in the farming operation?	
Was leased equipment acquired from, co-signed by, secured by, or guaranteed by an individual or entity who is a <i>(member)</i> of this <i>(entity/joint operation)</i> ?	

--\*

**D Page Options**

The following options are available on the Lessor Interest Page.

Option	Action
“Back”	Returns to the Equipment Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the next applicable page in the interview process.

**E Validation Error Messages**

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

**Reminder:** The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was not provided indicating whether the individual or business that the equipment is leased from has an interest in the farming operation.	If the information recorded is incorrect, return to the Lessor Interest Page to specify whether the individual or business that the equipment is leased from has an interest in the farming operation.

462 Labor Types Page (Continued)

**C Interview Questions**

This table describes the interview questions presented on the Labor Types Page.

**Note:** The questions presented on this page vary based on the business type for the selected customer.

**\*--Example:** If the farming operation is a business, such as a corporation, the question related to active personal labor will not be presented to the user when collecting contribution information for the corporation. Instead, the active personal labor question will be presented for the “individual” stockholders of the corporation.--\*

Question/Field	Applicable To	Description
Does this individual contribute active personal labor to the farming operation?	Individuals	For each question presented, the available options are: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul> The interview process will proceed to the: <ul style="list-style-type: none"> <li>• Labor Contributions Page, if “Yes” is selected for at least 1 question</li> <li>• next applicable section of the interview process, if “No” or “No Response” is selected for all questions.</li> </ul>
Is any of the labor contributed to the farming operation hired?	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Entities</li> <li>• Joint Operations</li> </ul>	
Is any additional labor contributed to the farming operation?	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Entities</li> <li>• Joint Operations</li> </ul>	

**D Page Options**

The following options are available on the Labor Types Page.

Option	Action
“Back”	Returns to the previous page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the next applicable page in the interview process.

\*--462 Labor Types Page (Continued)

**E Validation Error Messages**

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

**Reminder:** The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

<b>Error Message</b>	<b>Corrective Action</b>
Must specify the type of labor contributed to the farming operation.	A response was not selected indicating the types of labor contributed to the farming operation. Return to the Types of Labor Page and select 1 of the following options for each type of labor: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul> <p><b>Note:</b> Select “No Response”, if the producer chooses not to respond to the question.</p>

--\*

\*--464 Additional Labor Page (Continued)

**E Page Error Messages**

The following error messages may be displayed on the Additional Labor Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Additional type labor contribution percentage cannot be greater than 100%.	The additional labor contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Additional labor contribution percentage must be greater than 0%.	The additional labor contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> <li>• correct the percentage recorded to a value greater than 0 percent</li> <li>• leave the field blank if the producer does not want to provide the contribution percentage</li> <li>• go back to the Equipment Page and indicate owned equipment is not contributed or indicate the producer does not want to provide a response to the owned equipment question.</li> </ul>
Additional type of labor contribution percentage must be numeric.	Something other than a numeric value was entered for the additional labor contribution percentage.	Correct the value entered to a percentage.

--\*

464 Additional Labor Page (Continued)

**F Validation Error Messages**

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

**Reminder:** The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Additional labor contribution percentage must be entered if additional labor is contributed to the farming operation.	<ul style="list-style-type: none"> <li>• If the information recorded is incorrect, return to the Additional Labor Page to specify the percentage of additional labor that is contributed to the farming operation.</li> <li>• Answer “No” or “No Response” on the Types of Labor Page if additional labor is not contributed to the farming operation or the producer chooses not to respond to the question.</li> </ul>
Must specify the type of labor contributed to the farming operation.	<p>A response was not provided describing the additional labor contributed to the farming operation. Return to the Additional Labor Page and record information about the additional labor.</p> <p><b>Note:</b> Do not record any information if the producer does not want to respond to the question.</p>

465 Labor Contribution in Hours Page

**A Introduction**

The Labor Contribution in Hours page:

- \*--allows users to specify whether at least 1,000 hours of active personal labor are contributed to the farming operation
- is only displayed according to the circumstances identified in this table.

IF the farming operation is for an...	THEN the Labor Contribution Hours Page will be displayed if...
individual	<ul style="list-style-type: none"> <li>• active personal labor contribution percentage is less than 50 percent</li> <li>• user indicated active personal labor is contributed to the farming operation, but the contribution percentage is “blank”.</li> </ul>
entity with members	total accumulated contributions of active personal labor for all “individual” ( <i>members</i> ) is less than 50 percent.

--\*

465 Labor Contribution in Hours Page (Continued)

**B Example of Labor Contribution in Hours Page**

The following is an example of the Labor Contribution in Hours Page.

**C Interview Questions**

This table describes the interview questions presented on the Labor Contribution in Hours Page.

\*--

Question/Field	Options
Does this individual contribute at least 1,000 hours of active personal labor to this farming operation?	Available options are:
Do the ( <i>member</i> ) collectively contribute at least 1,000 hours of active personal labor to this ( <i>entity/joint operation</i> )?	<ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul> <p><b>Note:</b> If the producer does not want to respond, select “No Response”.</p>

--\*

465 Labor Contribution in Hours Page (Continued)

**D Page Options**

The following options are available on the Labor Contribution in Hours Page.

Option	Action
“Back”	Returns to the Labor Contributions Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the next applicable page in the interview process.

**E Validation Error Messages**

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

**Reminder:** The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

\*--

Error Message	Corrective Action
<p>Must specify whether 1,000 or more hours are contributed to the farming operation when active personal labor is less than 50%.</p>	<p>This message will be displayed if the user did not indicate whether 1,000 hours of active personal labor are contributed to the farming operation and for an:</p> <ul style="list-style-type: none"> <li>• individual Farm Operating Plan, active personal labor contribution is less than 50 percent</li> <li>• entity with members, the accumulated active personal labor contribution percentage for all “individuals” (<i>members</i>) is less than 50 percent.</li> </ul> <p>Review the active personal labor contribution percentages recorded and take the following actions:</p> <ul style="list-style-type: none"> <li>• if the contributions recorded are incorrect, return to the Labor Contribution Page for the individual or member and correct the contribution percentage</li> <li>• return to the Labor Contribution in Hours Page to indicate whether at least 1,000 hours are contributed to the farming operation.</li> </ul>

--\*

466 Additional Information for Hired Labor Page

**A Introduction**

The Additional Information for Hired Labor Page will only be displayed if **all** the following conditions apply:

- producer is leasing land from another producer and the lease is “Cash” and/or “Cash and Share”
- owned equipment contribution percentage is less than 50 percent
- \*--active personal labor contribution percentage for the farming operation is less than--\* 50 percent
- at least 1,000 hours of active personal labor is not being contributed to the farming operation.

The Additional Information for Hired Labor Page allows users to specify whether:

- leased equipment and hired labor are contributed by the same individual/business
- if separate contracts exist for the labor and equipment.

**B Example of Additional Information For Hired Labor Page**

The following is an example of the Additional Information For Hired Labor Page.

<b>Business File Menu</b> Welcome: Bobbie Butler User Role: FSA  <a href="#">Select Different Customer</a> <a href="#">Record New Farm Operating Plan</a> <a href="#">Manage Customer</a>  <b>Individual</b> <a href="#">General</a> <a href="#">Contributions</a> <a href="#">Capital</a> <a href="#">Land</a> <a href="#">Custom Services</a> <a href="#">Equipment</a> <a href="#">Labor</a> <a href="#">Management</a> <a href="#">Summary</a>  <b>Other</b> <a href="#">Remarks</a>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #4F81BD; color: white;"> <th colspan="2" style="text-align: left; padding: 5px;">Additional Information For Hired Labor</th> </tr> <tr style="background-color: #D9E1F2;"> <th colspan="2" style="text-align: left; padding: 5px;">CUSTOMER INFORMATION</th> </tr> <tr> <td style="text-align: right; padding: 5px;">FARMING OPERATION:</td> <td style="padding: 5px;">Ima Farmer</td> </tr> <tr> <td style="text-align: right; padding: 5px;">BUSINESS TYPE:</td> <td style="padding: 5px;">Individual</td> </tr> </table> <p style="margin-top: 10px;">Is the additional equipment used for this farming operation provided by the same individual or entity that was hired for labor?</p> <p> <input type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> No Response                 </p> <p>Do separate contracts exist for the hired labor and equipment?</p> <p> <input type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> No Response                 </p> <div style="text-align: center; margin-top: 10px;"> <span style="border: 1px solid #4F81BD; padding: 2px 10px; margin-right: 10px;">&lt; Back</span> <span style="border: 1px solid #4F81BD; padding: 2px 10px; margin-right: 10px;">Save</span> <span style="border: 1px solid #4F81BD; padding: 2px 10px;">Save &amp; Continue &gt;</span> </div> <p style="font-size: small; margin-top: 10px;">BF309 <span style="float: right;"><a href="#">Back to Top ^</a></span></p>	Additional Information For Hired Labor		CUSTOMER INFORMATION		FARMING OPERATION:	Ima Farmer	BUSINESS TYPE:	Individual
Additional Information For Hired Labor									
CUSTOMER INFORMATION									
FARMING OPERATION:	Ima Farmer								
BUSINESS TYPE:	Individual								

**\*--466 Additional Information for Hired Labor Page (Continued)**

**C Interview Questions**

This table describes the interview questions presented on the Additional Information for Hired Labor Page.

Question/Field	Description
Is the additional equipment used for this farming operation provided by the same individual or entity that was hired for labor?	Available options are:
Do separate contracts exist for the hired labor and equipment?	<ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul>
<p><b>Note:</b> This question is only presented if the answer to the previous question is “Yes”.</p>	<p><b>Note:</b> If the producer does not want to respond, select “No Response”.</p>

**D Page Options**

The following options are available on the Additional Information for Hired Labor Page.

Option	Action
“Back”	Returns to the Labor Contribution in Hours Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the next applicable page in the interview process.

**E Validation Error Messages**

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

**Reminder:** The validation error messages are informational and intended to identify potential problematic conditions. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
A response was not provided indicating whether equipment and labor is being provided by the same individual.	If the information recorded is incorrect, return to the Additional Information for Hired Labor Page to respond to the applicable questions.
A response was not provided indicating whether separate contracts exist for the hired labor and equipment.	

--\*

**467-470 (Reserved)**

504 Fiduciaries Page (Continued)

C Interview Questions

This table describes the interview question displayed on the Fiduciaries Page.

Question/Field	Description
Are there any fiduciaries that have authority to act on behalf of the *--(entity/joint operation)?--*	Select 1 of the following options: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul> <p><b>Note:</b> If the producer does not want to respond, select “No Response”.</p> <p><b>*--Reminder:</b> Do <b>not</b> select, “Yes” to this question to record (<i>members</i>) with signature authority. See paragraph 528.--*</p>

D Page Options

The following options are available on the Fiduciaries Page.

Option	Action
“Back”	Returns to the Remarks Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the next applicable page in the interview process.

E Page Error Messages

The following error message may be displayed on the Fiduciaries Page if the data recorded does **not** meet the applicable validations. Users must correct this condition before proceeding to the next applicable page.

Error Message	Description	Corrective Action
A response was not provided indicating whether any fiduciaries have authority to act on behalf of the (entity/joint operation).	A response was not selected indicating whether a fiduciary has authority to act on behalf of the farming operation.	Return to the Fiduciaries Page and select 1 of the following options: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul> <p><b>Note:</b> If the producer does not want to respond, select “No Response”.</p>

**\*--505 Add Fiduciaries Page**

**A Introduction**

The Add Fiduciaries Page:

- displays if the user indicated that a fiduciary has authority to act on behalf of the entity or joint operation
- allows users to add 1 or more fiduciaries with authority to act on behalf of the entity or joint operation
- summarizes fiduciary information that has been recorded.

**B Example of Add Fiduciaries Page**

The following is an example of the Add Fiduciaries Page.

**C Information on Add Fiduciaries Page**

The Add Fiduciaries Page provides the user with an overview of fiduciary information that has been recorded for the farming operation.

This table describes the information displayed on the Add Fiduciaries Page.

Field	Description
Name	Name and last 4 digits of TIN of the individual or business that has fiduciary authority for the selected entity or joint operation.
Tax ID	
Fiduciary Capacity	Indicates the type of fiduciary capacity selected on the Fiduciary Information Page.
Signature Authority	Indicates whether the selected fiduciary has signature authority for the entity or joint operation.

--\*

**\*--506 Fiduciary Information Page (Continued)**

**C Interview Questions**

This table describes the interview questions displayed on the Fiduciary Information Page.

Question/Field	Description
What is the representative capacity held by ( <i>name of fiduciary</i> )?	Select the option provided that best describes the relationship of the fiduciary to the entity or joint operation. The following are a list of the options that may be displayed. <ul style="list-style-type: none"> <li>• “Administrator”</li> <li>• “Agent”</li> <li>• “Director”</li> <li>• “Executor”</li> <li>• “Manager”</li> <li>• “Officer”</li> <li>• “Trustee”.</li> </ul> <p><b>Note:</b> The options provided change depending on the type of farming operation.</p>
Does ( <i>name of fiduciary</i> ) have signature authority for the ( <i>type of entity or joint operation</i> )?	Select either of the following options: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”.</li> </ul>

**D Page Options**

The following options are available on the Fiduciary Information Page.

Option	Action
“Back”	Returns to the Add Fiduciaries Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the next applicable page in the interview process.

--\*

506 Fiduciary Information Page (Continued)

E Page Error Messages

The following error messages may be displayed on the Fiduciary Information Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Must indicate the representative capacity or position held by the fiduciary for the <i>(entity/joint operation)</i>	One of the available options was not selected indicating the fiduciary's representative relationship to the farming operation.	Select the option that best describes the relationship of the fiduciary to the entity or joint operation.
Must indicate whether or not the fiduciary has signature authority for the <i>(entity/joint operation)</i> .	A response was not selected indicating whether the fiduciary has signature authority for the farming operation.	Select either of the following options: <ul style="list-style-type: none"> <li>• "Yes"</li> <li>• "No".</li> </ul>
Cannot add fiduciary unless the fiduciary has signature authority for the church, charity, or nonprofit organization	"No" was selected indicating the fiduciary does not have signature authority for the entity/joint operation.	The fiduciary <b>cannot</b> be added to the Farm Operating Plan unless they have signature authority for the farming operation.  If the selected customer does not have signature authority, do the following: <ul style="list-style-type: none"> <li>• CLICK "<b>Back</b>" to return to the Add Fiduciaries Page</li> <li>• delete the fiduciary recorded from the Add Fiduciaries Page.</li> </ul>

507-520 (Reserved)

**\*--Subsection 9 Recording Information for Members of Entities**

**521 General Information**

**A Introduction**

The members and their contribution information are collected after all contributions have been recorded for the parent entity. If the farming operation is an entity with members, then the Select (*Member*) Page will be displayed when:

- “continue” is selected on the Farming Operation Summary Page
- “Select (*Member*)” is selected from the left navigation menu.

Entities with members include the following business types:

- corporations
- estates
- individuals operating as small businesses
- irrevocable trusts
- limited partnerships
- LLC’s
- revocable trusts.

The remainder of this subsection provides detailed information related to the collecting member information and pages that may be displayed through the interview process.

**B Description of Member Contribution Pages for Members of Entities**

This table provides a general description of the Select (*Member*) Page that may be displayed through the member contribution section of the interview process for members of entities. See paragraph 522 for a complete description of the options available.

Name of Page	Description of Page	Data Recorded/Options
Select ( <i>Member</i> ) Page	This page is the primary page for adding or deleting members in the farming operation.	<ul style="list-style-type: none"> <li>• Add or view (<i>members</i>) of the farming operation along with the ownership shares recorded.</li> <li>• Select a specific member to add or modify share or contribution information.</li> </ul>

--\*

**\*--522 Select (Member) Page**

**A Introduction**

The Select (Member) Page is the primary page for adding or deleting members in the farming operation. This page:

- is organized into 3 sections
- is organized in a “tree” structure that allows the organizational structure to be expanded or collapsed, as needed, by the user
- lists all members associated with the farming operation
- allows members to be added, modified, or deleted to/from the farming operation.

**B Example of Page**

The following is an example of the Select (Member) Page.

**Business File Menu**  
 Welcome: Bobbie Butler  
 User Role: FSA  
[Select Different Customer](#)  
[Record New Farm Operating Plan](#)  
[Manage Customer](#)

**Corporation**  
[Seeking Benefits](#)  
[General](#)  
[Contributions](#)  
[Capital](#)  
[Land](#)  
[Custom Services](#)  
[Equipment](#)  
[Labor](#)  
[Management](#)  
[Summary](#)

**Stockholder**  
[Select Stockholder](#)

**Other**  
[Remarks](#)  
[Fiduciaries](#)

**Submit Plan**  
[Summary](#)  
[Validations](#)  
[Record Signatures](#)  
[View 902](#)

**Select Stockholder**

**CUSTOMER INFORMATION**  
 FARMING OPERATION: Farmers Corporation  
 BUSINESS TYPE: Corporation

**Stockholder List**  Shares display left

- [-] Farmers Corporation 88888 100.0000%
  - [-] John Farmer 11115 30.0000%
  - [+] Farmer Brothers 88888 30.0000%
    - [-] Daniel Farmer 22225 30.0000%
    - [-] Sam Farmer 33335 30.0000%

**SELECTED FARMING OPERATION** | **TOTAL SHARES**

Farmers Corporation	100.0000%
---------------------	-----------

[Add Stockholder](#)

< Back | Continue >

BF100 | [Back to Top ^](#)

\*--522 Select (*Member*) Page (Continued)

**C Information on the Page**

The Select (*Member*) Page is divided into 3 sections. This table describes the information available on the page, based on the example in subparagraph B.

**Warning:** The most important aspect of recording member information correctly is to ensure that the correct producer, embedded entity, or member is selected before proceeding.

Section	Description
1	<p data-bbox="418 583 1295 617">Lists all the members that have been added to the farming operation.</p> <ul data-bbox="418 659 1471 989" style="list-style-type: none"> <li data-bbox="418 659 1393 730">• The members are displayed in a “tree” structure with each member level indented slightly.</li> <li data-bbox="418 772 1393 877">• A plus (+) or minus (-) is provided for the payment entity and embedded entities, if applicable, that allows the user to expand or collapse the information for display.</li> <li data-bbox="418 919 1471 989">• Following the name of the producer/member is the last 4 digits of TIN and the shares recorded.</li> </ul> <p data-bbox="418 995 1406 1066">The “shares display left” option allows users to display the producer/member information by share, producer name, and last 4 digits of TIN.</p> <p data-bbox="418 1100 971 1136">CLICK “<b>check box</b>” to change the display.</p>
2	<p data-bbox="418 1142 1471 1247">Provides information about the <b>selected</b> producer or member in section 1. The producer or member name that is highlighted in section 1 will be listed along with their share in the operation.</p> <p data-bbox="418 1289 1383 1360">This information is helpful in determining the overall shares that have been recorded for the parent entity or an embedded entity.</p> <p data-bbox="418 1394 1416 1499"><b>Example:</b> Using the example in subparagraph B, before members Daniel and Sam are added to the organizational structure, the information in section 2 would be listed as follows:</p> <ul data-bbox="565 1541 1471 1728" style="list-style-type: none"> <li data-bbox="565 1541 1471 1646">• 50 percent for Farmers Corporation; because members have not yet been added for Farmers Brothers, the total ownership share recorded is only 50 percent</li> <li data-bbox="565 1688 1406 1728">• 0 percent for Farmers Brothers because there are no members.</li> </ul>

--\*

\*--522 Select (*Member*) Page (Continued)

**C Information on the Page (Continued)**

Section	Description																							
2 (Cntd)	As members are added to the organizational structure, the shares for entities and joint operations change to reflect each change. To determine the shares recorded for the parent and embedded entities, click the producer name listed in section 1.  In the example in subparagraph B, Farmers Corporation is selected, as indicated, by the name in section 2 and 100 percent of the shares have been recorded.																							
3	Provides the options available for the selected producer/member. The options change based on the actions that can be taken for the selected customer. The following provides the options available.																							
	<table border="1"> <thead> <tr> <th>IF for...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>the parent entity</td> <td>the only option available is to “Add (<i>Member</i>)”.  Click this option to display the SCIMS Search Page and select the member to be added.</td> </tr> <tr> <td rowspan="4">an “individual” member</td> <td>the following options are available:</td> </tr> <tr> <td><b>Option</b></td> <td><b>Action</b></td> </tr> <tr> <td>“Delete”</td> <td>Select to delete the member from the organizational structure.</td> </tr> <tr> <td>“Edit Share”</td> <td>Select to edit the member’s share.</td> </tr> <tr> <td rowspan="4">an embedded entity</td> <td>the following options are available:</td> </tr> <tr> <td><b>Option</b></td> <td><b>Action</b></td> </tr> <tr> <td>“Delete”</td> <td>Select to delete the member from the organizational structure.</td> </tr> <tr> <td>“Edit Share”</td> <td>Select to edit the embedded entity’s share.</td> </tr> <tr> <td></td> <td>“Add (<i>Member</i>)”</td> <td>Select to display the SCIMS Search Page and select the member to be added to the embedded entity.</td> </tr> </tbody> </table>	IF for...	THEN...	the parent entity	the only option available is to “Add ( <i>Member</i> )”.  Click this option to display the SCIMS Search Page and select the member to be added.	an “individual” member	the following options are available:	<b>Option</b>	<b>Action</b>	“Delete”	Select to delete the member from the organizational structure.	“Edit Share”	Select to edit the member’s share.	an embedded entity	the following options are available:	<b>Option</b>	<b>Action</b>	“Delete”	Select to delete the member from the organizational structure.	“Edit Share”	Select to edit the embedded entity’s share.		“Add ( <i>Member</i> )”	Select to display the SCIMS Search Page and select the member to be added to the embedded entity.
IF for...	THEN...																							
the parent entity	the only option available is to “Add ( <i>Member</i> )”.  Click this option to display the SCIMS Search Page and select the member to be added.																							
an “individual” member	the following options are available:																							
	<b>Option</b>	<b>Action</b>																						
	“Delete”	Select to delete the member from the organizational structure.																						
	“Edit Share”	Select to edit the member’s share.																						
an embedded entity	the following options are available:																							
	<b>Option</b>	<b>Action</b>																						
	“Delete”	Select to delete the member from the organizational structure.																						
	“Edit Share”	Select to edit the embedded entity’s share.																						
	“Add ( <i>Member</i> )”	Select to display the SCIMS Search Page and select the member to be added to the embedded entity.																						

**D Page Options**

The following options are available on the Select (*Member*) Page.

Option	Action
“Back”	Returns to the Farm Operation Summary Page.
“Continue”	Allows the user to continue to the next applicable page.  <b>Note:</b> This option should be taken after all ( <i>members</i> ) have been added to the operation.

--\*

**\*--523 (Member's) General Information Page**

**A Introduction**

The (Member's) General Information Page:

- will be displayed after the user selects a (member) from SCIMS to be added to the farming operation
- allows for the (member's) share in the farming operation to be recorded
- allows for the (member's) family member relationship to be recorded, if applicable
- displays the (member's) citizenship status based on the information recorded in SCIMS, if applicable
- displays the (member's) minor status based on the information recorded in SCIMS.

The information displayed on the page varies depending on the type of member being added to the farming operation.

**B Example of Page**

The following is an example of the (Member's) General Information Page.

**Business File Menu**  
 Welcome: Bobbie Butler  
 User Role: FSA

Select Different Customer  
 Record New Farm Operating Plan  
 Manage Customer

**Corporation**  
 Seeking Benefits  
 General  
 Contributions  
 Capital  
 Land  
 Custom Services  
 Equipment  
 Labor  
 Management  
 Summary

**Stockholder**  
 Select Stockholder

**Other**  
 Remarks  
 Fiduciaries

**Submit Plan**  
 Summary  
 Validations  
 Record Signatures  
 View 902

---

**Stockholder's General Information**

**CUSTOMER INFORMATION**

FARMING OPERATION:	Farmers Corporation
BUSINESS TYPE:	Corporation
STOCKHOLDER:	James Farmer
BUSINESS TYPE:	Individual

**Share**  
 Enter this stockholder's share of the corporation.  
 %

**Family Relationship**  
 If this stockholder is related to other stockholders of the corporation, specify relationship.

**Is this stockholder a U.S. citizen, an alien lawfully admitted into the U.S., or a business that originated in the U.S.?**  
 Yes - The stockholder is a United States citizen or a legal resident alien.

**Will this stockholder be 18 years of age by June 1 of the current program year?**  
 Yes - The stockholder is or will be 18 years of age by the applicable status date.

[Read Current Information from SCIMS](#)

< Back    Save    Save & Continue >

BF110 [Back to Top](#)

\*--523 (Member's) General Information Page (Continued)

**C Interview Questions**

This table describes the interview questions presented on the (Member's) General Information Page.

Question/Field	Description
Enter this ( <i>member's</i> ) share of the ( <i>entity/joint operation</i> ).	<p>Record the member's direct ownership share in the specified entity/joint operation. The following validations apply to the share entered:</p> <ul style="list-style-type: none"> <li>• an entry is required</li> <li>• must be greater than 0 percent</li> <li>• cannot be greater than 100 percent</li> <li>• percentage shall be entered in a <b>percentage</b> with up to 4 decimal places.</li> </ul> <p><b>Examples:</b> 100%, 25.25%, 66.6667%, etc.</p>
If this ( <i>member</i> ) is related to other ( <i>members</i> ) of the ( <i>entity/joint operation</i> ), specify relationship.	<p>Text field that allows users to record the family member relationship of the member. An entry is <b>not</b> required.</p> <p><b>Note:</b> This field is <b>not</b> displayed if the member is an entity or joint operation.</p>

--\*

\*--523 (*Member's*) General Information Page (Continued)

**D Information on the Page**

The (*Member's*) General Information Page displays information that is currently recorded in SCIMS. Information displayed on this page **cannot** be corrected through the Business File process. If the information is incorrect, County Office users shall access SCIMS to update the incorrect information.

This table describes the information displayed on the (*Member's*) General Information Page and how the information is derived from SCIMS.

**Note:** This information is not displayed if the member is an entity or joint operation.

Question/Field	Description	
Is this ( <i>member</i> ) a U.S. citizen, an alien lawfully admitted into the U.S., or a business that originated in the U.S.?	This information is derived from the resident alien field in SCIMS.	
	<b>IF the SCIMS “Resident Alien” field is set to...</b>	<b>THEN message...</b>
	“N/A” or “Yes”	“Yes - The ( <i>member</i> ) is a United States citizen or a legal resident alien.” will be displayed.
“No”	“No – The ( <i>member</i> ) is a United States citizen or a legal resident alien.” will be displayed.	
Will this ( <i>member</i> ) be 18 years of age by June 1 of the current program year?	This information is derived from the birth date field in SCIMS.	
	If a birth date has been entered in SCIMS for the selected producer or member, the system computes the producer/member’s age. The system displays the following messages based on the computation.	
	<b>Note:</b> If a birth date has not been recorded for the selected producer/member, then the producer/member will be considered an adult.	
	<b>IF the computed age is...</b>	<b>THEN message...</b>
18 before the status date of the selected subsidiary year	“Yes – The ( <i>member</i> ) is or will be 18 years of age by the applicable status date.” will be displayed.	
not 18 by the status date of the selected subsidiary year	“No – The ( <i>member</i> ) will not be 18 years of age by the applicable status date.” will be displayed.	
Parents/Guardians Name	Name and last 4 digits of TIN of the parent/guardian for the selected customer retrieved from the Fiduciary System.	
Parents/Guardians Tax ID	<b>Note:</b> If the information is incorrect, County Office users shall access the Fiduciary application to update the incorrect information.	

--\*

**\*--523 (Member's) General Information Page (Continued)**

**E Page Options**

The following options are available on the General Information Page.

Option	Action
"Back"	Returns to the Select ( <i>Member</i> ) Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the next applicable page in the interview process.
"Read Current Information from SCIMS"	Refreshes the page with the current information from SCIMS.
"Read Current Information from Fiduciary"	Refreshes the page with the current information from the Fiduciary application.

**F Page Error Messages**

The following error message may be displayed on the (*Member's*) General Information Page if the data recorded does not meet the applicable validations. Users must correct this condition before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Partner share cannot be 100%.	<p>The farming operation or embedded entity is a limited partnership and the user entered a 100 percent share for the selected partner.</p> <p>A partner in a limited partnership <b>cannot</b> be the sole partner in the partnership.</p>	Correct the share according to the partner's ownership interest in the limited partnership.

--\*

**\*--523 (Member's) General Information Page (Continued)**

**G Validation Error Messages**

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

**Reminder:** The validation error messages are informational and intended to identify potential problematic conditions. The Farm Operating Plan can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

<b>Error Message</b>	<b>Corrective Action</b>
Parent/guardian information is required for producers that are not 18 years of age by June 1 of the applicable program year.	The selected producer is considered a minor based on the birth date information recording in SCIMS; however, parent/guardian information has not been recorded in the Fiduciary application.  Access the Fiduciary application to record the minor's parent/guardian information.  <b>Note:</b> See 1-CM and 4-PL for additional information on which parents/guardians should be recorded in the Fiduciary application.
At least one general partner and at least one limited partner must be designated for limited partnerships.	User did not indicate whether 1 or more of the partners is a general or limited partner. Select 1 of the following options: <ul style="list-style-type: none"> <li>• "General Partner"</li> <li>• "Limited Partner"</li> <li>• "General and Limited Partner".</li> </ul>

--\*

**\*--524 (Member) Labor Types Page**

**A Introduction**

The (Member) Labor Types Page will be displayed:

- if the selected member is an “individual”
- when “Save & Continue” is selected from the (Member) General Information Page
- when “Edit Contributions” is selected from the Select (Member) Page.

This page allows users to specify if the member is contributing active personal labor to the farming operation for members of entities.

**B Example of Page**

The following is an example of the (Member) Labor Types Page.

**Business File Menu**  
 Welcome: Bobbie Butler  
 User Role: FSA

Select Different Customer  
 Record New Farm Operating Plan  
 Manage Customer

**Corporation**  
 Seeking Benefits  
 General  
 Contributions  
 Capital  
 Land  
 Custom Services  
 Equipment  
 Labor  
 Management

**Stockholder Labor Types**

**CUSTOMER INFORMATION**

FARMING OPERATION:	Farmers Corporation
BUSINESS TYPE:	Corporation
STOCKHOLDER:	James Farmer
BUSINESS TYPE:	Individual

Does this stockholder contribute active personal labor to the farming operation?

Yes  
 No  
 No Response

< Back    Save    Save & Continue >

BF170 [Back to Top](#)

--\*

**\*--524 (Member) Labor Types Page (Continued)**

**C Interview Questions**

This table describes the interview question presented on the (Member) Labor Types Page.

Question/Field	Description
Does this (member) contribute active personal labor to the farming operation?	<p>Available options are:</p> <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul> <p>The interview process will proceed to:</p> <ul style="list-style-type: none"> <li>• (Member) Labor Contributions Page, if “Yes” is selected</li> <li>• (Member) Management Types Page, if “No” or “No Response” is selected.</li> </ul>

**D Page Options**

The following options are available on the (Member) Labor Types Page.

Option	Action
“Back”	Returns to the Select (Member) Page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the (Member’s) Labor Contributions Page.

--\*

**\*--524 (Member) Labor Types Page (Continued)**

**E Page Error Messages**

The following error message may be displayed on the (*Member's*) Labor Types Page if the data recorded does not meet the applicable validations. Users must correct this condition before proceeding to the next applicable page.

Error Message	Description	Corrective Action
A response is required to indicate whether the ( <i>member</i> ) is contributing active personal labor to the farming operation.	A response was not selected indicating whether the ( <i>member</i> ) is providing active personal labor to the farming operation.	Available options are: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul> <b>Note:</b> If the producer does not want to respond, select “No Response”.

--\*

**\*--525 (Member's) Labor Contributions Page**

**A Introduction**

The (Member's) Labor Contributions Page will be displayed if the user indicated the selected member is contributing labor to the farming operation on the (Member) Labor Types Page.

This page allows users to record the (member's) contribution percentages for active personal labor.

**B Example of Page**

The following is an example of the (Member's) Labor Contributions Page.

<p><b>Business File Menu</b></p> <p>Welcome: Bobbie Butler User Role: FSA</p> <p><a href="#">Select Different Customer</a></p> <p><a href="#">Record New Farm Operating Plan</a></p> <p><a href="#">Manage Customer</a></p> <hr/> <p><b>Corporation</b></p> <p><a href="#">Seeking Benefits</a></p> <p><a href="#">General</a></p> <p><a href="#">Contributions</a></p> <p><a href="#">Capital</a></p> <p><a href="#">Land</a></p> <p><a href="#">Custom Services</a></p> <p><a href="#">Equipment</a></p> <p><a href="#">Labor</a></p>	<p><b>Stockholder's Labor Contributions</b></p>	
	<p><b>CUSTOMER INFORMATION</b></p>	
	<p><b>FARMING OPERATION:</b></p>	<p>Farmers Corporation</p>
	<p><b>BUSINESS TYPE:</b></p>	<p>Corporation</p>
	<p><b>STOCKHOLDER:</b></p>	<p>James Farmer</p>
	<p><b>BUSINESS TYPE:</b></p>	<p>Individual</p>
	<p><b>Active Personal Labor Percentage</b></p>	
	<p>Enter the percentage of active personal labor contributed by this stockholder:</p>	
	<p><input type="text" value="50"/> %</p>	
	<p><input type="button" value=" &lt; Back"/></p>	<p><input type="button" value=" Save"/></p>
<p>BF171</p>	<p><input type="button" value=" Back to Top"/></p>	

--\*

**\*--525 (Member's) Labor Contributions Page (Continued)**

**C Interview Questions**

This table describes the interview question presented on the (Member's) Labor Contributions Page.

Question/Field	Description
Active Personal Labor Percentage	<p>The percentage of active personal labor the selected member contributes to the farming operation. The following validations apply to the percentage entered:</p> <ul style="list-style-type: none"> <li>• an entry is not required</li> <li>• if entered:                             <ul style="list-style-type: none"> <li>• must be greater than 0 percent</li> <li>• cannot be greater than 100 percent</li> <li>• the percentage should be entered in a whole number with up to 2 decimal places.</li> </ul> </li> </ul> <p><b>Examples:</b> 100.00%, 25.25%, etc.</p>

**D Page Options**

The following options are available on the (Member's) Labor Contributions Page.

Option	Action
"Back"	Returns to the (Member) Labor Types Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the (Member) Management Types Page.

--\*

**\*--525 (Member's) Labor Contributions Page (Continued)**

**E Page Error Messages**

The following error messages may be displayed on the (Member's) Labor Contributions Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

<b>Error Message</b>	<b>Description</b>	<b>Corrective Action</b>
Active personal labor contribution percentage cannot be greater than 100%.	The specified contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Active personal labor contribution percentage must be greater than 0%.	The specified contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> <li>• correct the percentage recorded to a value greater than 0 percent</li> <li>• leave the field blank, if the member does not want to provide the contribution percentage</li> <li>• go back to the (Member) Labor Types Page to indicate active personal labor is not contributed or indicate the member does not want to provide a response.</li> </ul>
Active personal labor contribution percentage must be numeric.	Something other than a numeric value was entered for the specified contribution percentage.	Correct the value entered to a percentage.

--\*

**\*--525 (Member's) Labor Contributions Page (Continued)**

**F Validation Error Messages**

The following error message may be displayed during the validation process at the end of the interview, based on the data recorded.

**Reminder:** The validation error messages are informational and intended to identify potential problematic conditions. The Farm Operating Plan can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

<b>Error Message</b>	<b>Corrective Action</b>
Active personal labor contribution percentage must be entered if provided to the farming operation.	<ul style="list-style-type: none"> <li>• If the information recorded is incorrect, return to the <i>(Member's)</i> Labor Contributions Page to specify the percentage of active personal labor that is contributed to the farming operation.</li> <li>• Answer "No" or "No Response" on the <i>(Member)</i> Types of Labor Page, if active personal labor is not contributed to the farming operation or the member chooses not to respond to the question.</li> </ul>

--\*

**\*--526 (Member) Management Types Page**

**A Introduction**

The (Member) Management Types Page will be displayed:

- if the selected member is an “individual”
- when “Save & Continue” is selected after responses are recorded for the member’s labor contributions to the farming operation.

This page allows users to specify if the member is contributing active personal management to the farming operation for members of entities.

**B Example of Page**

The following is an example of the (Member) Management Types Page.

**Business File Menu**

Welcome: Bobbie Butler  
User Role: FSA

[Select Different Customer](#)

[Record New Farm Operating Plan](#)

[Manage Customer](#)

---

**Corporation**

[Seeking Benefits](#)

[General](#)

[Contributions](#)

[Capital](#)

[Land](#)

[Custom Services](#)

[Equipment](#)

[Labor](#)

[Management](#)

**Stockholder Management Types**

CUSTOMER INFORMATION	
FARMING OPERATION:	Farmers Corporation
BUSINESS TYPE:	Corporation
STOCKHOLDER:	James Farmer
BUSINESS TYPE:	Individual

Does this stockholder contribute active personal management to the farming operation?

Yes  
 No  
 No Response

< Back
Save
Save & Continue >

BF180
[Back to Top](#)

--\*

**\*--526 (Member) Management Types Page (Continued)**

**C Interview Questions**

This table describes the interview question presented on the (Member) Management Types Page.

Question/Field	Description
Does this (member) contribute active personal management to the farming operation?	<p>Available options are:</p> <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul> <p>The interview process will proceed to:</p> <ul style="list-style-type: none"> <li>• (Member) Management Contributions Page, if “Yes” is selected</li> <li>• (Member) Signature Authority Page, if “No” or “No Response” is selected.</li> </ul>

**D Page Options**

The following options are available on the (Member) Management Types Page.

Option	Action
“Back”	Returns to the previous page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the next applicable page in the interview process.

--\*

**\*--526 (Member) Management Types Page (Continued)**

**E Page Error Messages**

The following error message may be displayed on the (*Member's*) Management Types Page if the data recorded does not meet the applicable validations. Users must correct this condition before proceeding to the next applicable page.

<b>Error Message</b>	<b>Description</b>	<b>Corrective Action</b>
A response is required to indicate whether the ( <i>member</i> ) is contributing active personal management to the farming operation.	A response was not selected indicating whether the ( <i>member</i> ) is providing active personal management to the farming operation.	Available options are: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul> <b>Note:</b> If the producer does not want to respond, select “No Response”.

--\*

**\*--527 (Member's) Management Contributions Page**

**A Introduction**

The (Member's) Management Contributions Page will be displayed if the user indicated the selected member is contributing management to the farming operation on the (Member) Management Types Page.

This page allows users to record the (member's) contribution percentages for active personal Management.

**B Example of Page**

The following is an example of the (Member's) Management Contributions Page.

**Business File Menu**  
 Welcome: Bobbie Butler  
 User Role: FSA  
[Select Different Customer](#)  
[Record New Farm Operating Plan](#)  
[Manage Customer](#)

**Corporation**  
[Seeking Benefits](#)  
[General](#)  
[Contributions](#)  
[Capital](#)  
[Land](#)  
[Custom Services](#)  
[Equipment](#)  
[Labor](#)  
[Management](#)  
[Summary](#)

**Stockholder**  
[Select Stockholder](#)

**Stockholder's Management Contributions**

CUSTOMER INFORMATION	
FARMING OPERATION:	Farmers Corporation
BUSINESS TYPE:	Corporation
STOCKHOLDER:	James Farmer
BUSINESS TYPE:	Individual

**Active Personal Management Percentage**  
 Enter the percentage of active personal management contributed by this stockholder:  
 %

What type of management duties are performed by this stockholder?

< Back   Save   Save & Continue >

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--\*

**\*--527 (Member's) Management Contributions Page (Continued)**

**C Interview Questions**

This table describes the interview questions presented on the (Member's) Management Contributions Page.

Question/Field	Description
Active Personal Management Percentage	<p>The percentage of active personal management the selected member contributes to the farming operation. The following validations apply to the percentage entered.</p> <ul style="list-style-type: none"> <li>• an entry is not required</li> <li>• if entered:                             <ul style="list-style-type: none"> <li>• must be greater than 0 percent</li> <li>• cannot be greater than 100 percent</li> <li>• the percentage should be entered in a percentage with up to 2 decimal places.</li> </ul> </li> </ul> <p><b>Examples:</b> 100.00%, 25.25%, etc.</p>
What type of management duties are performed by this (member)?	<p>Text field that allows users to record comments about the types of active personal management duties performed by the selected member. Data is not required to be entered, but if entered, up to 1,000 characters are allowed.</p> <p><b>Note:</b> If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.</p>

**D Page Options**

The following options are available on the (Member's) Management Contributions Page.

Option	Action
"Back"	Returns to the (Member) Management Types Page without saving any data entered.
"Save"	Allows the user to save the information recorded without continuing to the next applicable page.
"Save & Continue"	Saves the data recorded and continues to the (Member) Signature Authority Page.

--\*

**\*--527 (Member's) Management Contributions Page (Continued)**

**E Page Error Messages**

The following error messages may be displayed on the (Member's) Management Contributions Page if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Description	Corrective Action
Active personal management contribution percentage cannot be greater than 100%.	The specified contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Active personal management contribution percentage must be greater than 0%.	The specified contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> <li>• correct the percentage recorded to a value greater than 0 percent</li> <li>• leave the field blank if the member does not want to provide the contribution percentage</li> <li>• go back to the (Member) Management Types Page to indicate active personal management is not contributed or indicate the member does not want to provide a response.</li> </ul>
Active personal management contribution percentage must be numeric.	Something other than a numeric value was entered for the specified contribution percentage.	Correct the value entered to a percentage.

--\*

**\*--527 (Member's) Management Contributions Page (Continued)**

**H Validation Error Messages**

The following error messages may be displayed during the validation process at the end of the interview based on the data recorded.

**Reminder:** The validation error messages are informational and intended to identify potential problematic conditions. The Farm Operating Plan can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

<b>Error Message</b>	<b>Corrective Action</b>
Active personal management contribution percentage must be entered if provided to the farming operation.	<ul style="list-style-type: none"> <li>• If the information recorded is incorrect, return to the <i>(Member's)</i> Management Contributions Page to specify the percentage of active personal management that is contributed to the farming operation.</li> <li>• Answer "No" or "No Response" on the <i>(Member)</i> Types of Management Page if active personal management is not contributed to the farming operation or the member chooses not to respond to the question.</li> </ul>
Must specify the type of duties performed for active personal management.	<p>Text field that allows users to specify the types of active personal management duties performed. Data is not required to be entered, but if entered, up to 1,000 characters are allowed.</p> <p><b>Note:</b> If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.</p>

--\*

**\*--528 (Member) Signature Authority Page**

**A Introduction**

The (Member) Signature Authority Page will be displayed:

- if the selected member is an “individual”
- when “Save & Continue” is selected after responses are recorded for the member’s management contributions to the farming operation.

This page allows users to specify if the member has signature authority for the farming operation.

**B Example of Page**

The following is an example of the (Member) Signature Authority Page.

**Business File Menu**

Welcome: Bobbie Butler  
User Role: FSA

[Select Different Customer](#)

[Record New Farm Operating Plan](#)

[Manage Customer](#)

---

**Corporation**

[Seeking Benefits](#)

[General](#)

[Contributions](#)

[Capital](#)

[Land](#)

[Custom Services](#)

[Equipment](#)

[Labor](#)

[Management](#)

[Summary](#)

---

**Stockholder**

[Select Stockholder](#)

## Stockholder's Signature Authority

CUSTOMER INFORMATION	
FARMING OPERATION:	Farmers Corporation
BUSINESS TYPE:	Corporation
STOCKHOLDER:	James Farmer
BUSINESS TYPE:	Individual

**Has documentation been provided to substantiate that this stockholder has signature authority for this farm operation?**

Yes - Stockholder has signature authority for the Corporation.

No - Stockholder does not have signature authority for the Corporation.

Unknown - Documentation has not been provided to determine if this stockholder has signature authority for the Corporation.

No Response - No response provided.

< Back
Save
Save & Continue >

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[Back to Top](#)

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2-17-12

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**\*--528 (Member) Signature Authority Page (Continued)**

**C Interview Questions**

This table describes the interview question presented on the (Member) Signature Authority Page.

Question/Field	Description
Has documentation been provided to substantiate that this (member) has signature authority for this farm operation?	<p>The available options are:</p> <ul style="list-style-type: none"> <li>• “Yes”, (member) has signature authority for the (entity/joint operation)</li> <li>• “No”, (member) does not have signature authority for the (entity/joint operation)</li> <li>• “Unknown”, documentation has not been provided to determine if this (member) has signature authority for the (entity/joint operation)</li> </ul> <p><b>Note:</b> Do <b>not</b> select “Unknown”. This option will be removed in a future software release.</p> <ul style="list-style-type: none"> <li>• “No Response”, no response provided.</li> </ul>

**Note:** This question is not intended to change policy on signature authority as provided in 4-PL. The question will be modified in a future software release to read “Does this (member) have signature authority for this farm operation?”

**D Page Options**

The following options are available on the (Member) Signature Authority Page.

Option	Action
“Back”	Returns to the previous page without saving any data entered.
“Save”	Allows the user to save the information recorded without continuing to the next applicable page.
“Save & Continue”	Saves the data recorded and continues to the (Member’s) Summary Page.

--\*

**\*--528 (Member) Signature Authority Page (Continued)**

**E Page Error Messages**

The following error message may be displayed on the (Member) Signature Authority Page if the data recorded does not meet the applicable validations. Users must correct this condition before proceeding to the next applicable page.

Error Message	Description	Corrective Action
A response is required to indicate whether the (member) has authority to sign for the farming operation.	A response was not selected indicating whether the (member) has signature authority for this farming operation.	Available options are: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”</li> <li>• “No Response”.</li> </ul> <b>Note:</b> If the producer does not want to respond, select “No Response”.

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## Menu and Screen Index (Continued)

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BF002	Customer Page	351, 402
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## Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
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