

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 13

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

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

- individuals
- entities with and without members.

B Reasons for Amendment

Software will be released on March 30, 2012, that allows for entering Farm Operating Plan information for joint operations into the Business File application.

Part 10 has been amended to add procedure for recording Farm Operating Plan information for general partnerships and joint ventures.

Note: Words in *italics* in parenthesis in Part 10 denote that the information included is a generic representation. The language in the interview process will change 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 partner of this general partnership?”. The procedural reference provided for that question is “is a (*member*) of this (*joint operation*)?”.

Paragraph 404 C has been amended to:

- clarify that the question, “Is more than one signature required for the (entity)?”, is only applicable to entities with members
- remove the reference to the types of partners for limited partnerships.

Amendment Transmittal (Continued)

B Reasons for Amendment (Continued)

Paragraph 425.5 has been added to provide guidance for collecting land contribution percentages for joint operations.

Subparagraphs 427 E, 427 G, 428 E, 428 G, 430 D, and 430 F have been amended to specify that if lease information is being recorded, the “type of lease” is required. The March 30 software release includes a validation that will not allow the user to continue from the Lease Page until the type of lease is selected.

Paragraph 445 has been amended to:

- provide an updated example of the Lessor Interest Page
- indicate that question, “Was leased equipment acquired from, co-signed by, secured by, or guaranteed by an individual or entity who is a (*member*) of this (*entity/joint operation*)?”, is only applicable if the farming operation is an entity or joint operation.

Subparagraph 462 E has been amended to clarify that if “labor” is selected on the Contributions Page for the farming operation, then at least 1 type of labor **must** be recorded. Users appear to be indicating “labor” is provided by the farming operation, but then select “No” to all labor questions at the farm operation level.

Paragraph 465 has been amended to provide additional information about when the question is presented about the contribution of 1,000 hours of active personal labor.

Paragraph 472 has been amended to clarify that if “management” is selected on the Contributions Page for the farming operation, then at least 1 type of management **must** be recorded. Users appear to be indicating “management” is provided by the farming operation, but then select “No” to all management questions at the farm operation level.

Subparagraph 503 C has been amended to indicate that COC determination date should **not** be recorded for the Farm Operating Plan if CCC-902 was **not** filed. If CCC-901 was filed, then COC does **not** make any determinations so a determination date should **not** be recorded in the system.

Part 10, Section 3, Subsection 9 has been amended to include all information for recording contribution information for members of entities and joint operations.

Note: The paragraphs have been reorganized and pages renumbered, accordingly.

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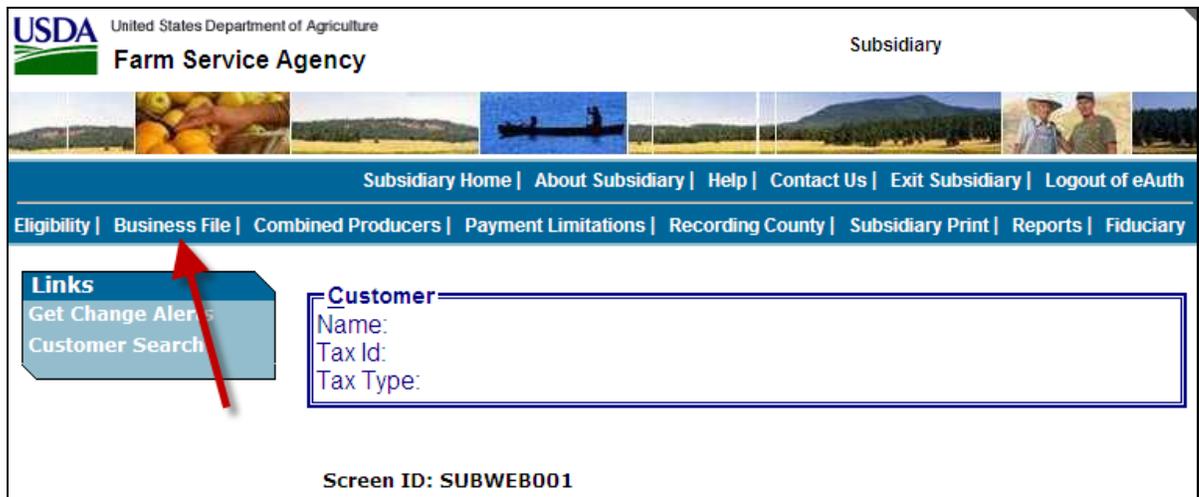
Section 1 General Overview of Business File Web-Based Application

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.

IF users click “Business File” tab...	AND CCC-902 has...	THEN...
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 5 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>Note: 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 91st 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"> • last signature was obtained from the required signatories • documentation was actually received in an FSA County Office.
Determined	<p>The Farm Operating Plan is considered “determined” when:</p> <ul style="list-style-type: none"> • COC determinations have been completed for the farming operation • date the determinations were completed is recorded in the Business File application.
Terminated	<p>The Farm Operating Plan is automatically terminated when the following conditions occur in SCIMS:</p> <ul style="list-style-type: none"> • business type for the customer is changed • resident alien status for the customer is changed from a U.S. citizen and/or legal resident alien to a nonresident alien status • birth date is added or changed making the customer a minor when they were previously considered an adult.
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>

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

B Impacts of Revising Farm Operating Plans (Continued)

IF the Farm Operating Plan being revised has...	THEN the Business File application will display the following warning message...	
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?”	
	IF the user...	THEN...
	selected the option indicating additional changes will be made to the Farm Operating Plan	<ul style="list-style-type: none"> • the original Farm Operating Plan in “determined” status will be: <ul style="list-style-type: none"> • copied with an “initiated” status • not be updated with an “ending date” until COC acts on the new Farm Operating Plan • retained in the Business File application and can be viewed by State and County Office users • the new “initiated” Farm Operating Plan will automatically be updated with information from the Farm Records System • users are allowed to update information related to all types of contributions for the new “initiated” Farm Operating Plan • the next consecutive version number will be assigned to the new “initiated” Farm Operating Plan.
	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 91st 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. * * *

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 to remove these Farm Operating--* Plans from the system as they were truly recorded in error.

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.	
		IF the SCIMS resident alien field is set to...	THEN message...
		“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. Note: If a birth date has not been recorded for the selected producer/member, then the producer/member will be considered an adult.	
		IF the computed age is...	THEN message...
		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?	<p>Available options are:</p> <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. <p>Notes: If the producer does not want to respond, select “No Response”.</p> <p>Question is not applicable if the business type for the selected customer is “state and local government”.</p>
	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 *--(entity)?	<p>Question is only presented for entities, because all members of joint operations are required to sign CCC-902. Available--* options are:</p> <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. <p>Note: If the producer does not want to respond, select “No Response”.</p>
	Number of required signatures.	<p>If more than 1 signature is required for the entity or joint operation:</p> <ul style="list-style-type: none"> • an entry is required • number entered must be greater than 1 • number must be a whole number.
State and Local Government	Type of government entity.	<p>Question is only presented if the business type for the customer is “State and Local Government”. The available options are:</p> <ul style="list-style-type: none"> • “State-owned” • “county-owned” • “city-owned”.

404 General Information Page (Continued)

C Information on the Page (Continued)

Business Type	Question/ Field	Description
***	***	***
Revocable Trust	Has the grantor provided a copy of the trust agreement?	Available options are: <ul style="list-style-type: none"> • “Yes” • “No”.
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"> • “Yes” • “No”.
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"> • deceased individual’s name • last 4 digits of the deceased individual’s Social Security number • date of death.

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. Note: 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"> • correct the date the estate was formed • access the Fiduciary System to correct the date of death. Note: 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. Reminder: 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"> • mm/dd/yyyy • mmdyyy. 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 required 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 502--* 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"> • “Yes” • “No” • “No Response”. <p>Note: 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"> • enter the date the operation was formed • indicate the business was not formed within the last 24 months, if applicable.
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"> • “Yes” • “No” • “No Response”.
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.

412 Capital Contributions Page

A Introduction

The Capital Contributions Page:

- will be displayed if the user indicated capital is contributed to the farming operation on the Contributions Page
- will be displayed if the user clicks “Capital” from the left navigation menu
- allows users to:
 - *--record the total capital percentage that is contributed to the farming operation by the individual, entity, or joint operation--*
 - select the sources from which the capital was obtained for the farming operation.

B Example of Capital Contributions Page

The following is an example of the Capital Contributions 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](#)

Capital Contributions

CUSTOMER INFORMATION

FARMING OPERATION:	Ima Farmer
BUSINESS TYPE:	Individual

Enter the individual's capital contribution percentage from all sources:

 %

Sources of Capital

- Non-borrowed capital
- FSA program payments
- Commercial loans/credit
- Private loans/credit
- Other/Additional

< Back Save Save & Continue >

BF031 [Back to Top ^](#)

***--412 Capital Contributions Page (Continued)**

C Interview Questions

This table describes the interview questions presented on the Capital Contributions Page.

Question/Field	Description
Capital Contribution Percentage	<p>The percentage of the total capital the producer contributes to the farming operation from all sources. An entry is not required, but if entered, the following validations apply:</p> <ul style="list-style-type: none"> • must be greater than 0 percent • cannot be greater than 100 percent • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p> <p>Note: A percentage field is not provided on CCC-902I; therefore, users shall leave this field blank until the Farm Operating Plan is revised. When revised, the percentage can be captured so the producer can sign to the correct information.</p>
Sources of Capital	Select all options applicable to the farming operation. See 4-PL for additional information on sources of capital.

D Page Options

The following options are available on the Capital Contributions Page.

Option	Action
“Back”	Returns to the 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.

--*

***--425.5 Land Contribution Percentage Page**

A Introduction

The Land Contribution Percentage Page is displayed if the user indicated that land is contributed to the farming operation by the joint operation.

This page allows users to record the percentage of land that is provided to the farming operation by the joint operation.

B Example of Page

The following is an example of the Land Contribution Percentage Page.

C Interview Questions

This table describes the interview questions presented on the Land Contribution Percentage Page.

Question/Field	Description
Enter the <i>(joint operation's)</i> land contribution percentage.	<p>Percentage of land the general partnership or joint venture contributes to the farming operation. The following validations apply:</p> <ul style="list-style-type: none"> • an entry is not required • if entered, the percentage: <ul style="list-style-type: none"> • must be greater than 0 percent • cannot be greater than 100 percent • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>

--*

***--425.5 Land Contribution Percentage Page (Continued)**

D Page Options

The following options are available on the Land Contribution Percentage 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 Land Contributions Page.

E Page Error Messages

The following error messages may be displayed on the Land Contribution Percentage 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
Land contribution percentage cannot be greater than 100%.	The land contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Land contribution percentage must be greater than 0%.	The land contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • go back to the Contributions Page and indicate land is not contributed or indicate the producer does not want to provide a response to land contributions.
Land contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

*--425.5 Land Contribution Percentage 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 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that land is provided to the farming operation; however, the land contribution percentage was not entered for the general partnership.	If the information recorded is incorrect, return to the Land Contribution Page to revise the land contribution percentage for the joint operation.
Land contribution percentage must be entered because the general partnership is the owner or owner-operator of land.	The <i>(joint operation)</i> is the owner or owner-operator of at least 1 tract of land. As such, the land contribution percentage must be greater than 0 percent. Return to the Land Contribution Page to record the percentage of land contributed by the <i>(joint operation)</i> .

--*

427 Land Record Lease To Page (Continued)

E Interview Questions

This table describes the interview questions presented on the Land Record Lease To Page.

Question/Field	Description
Type of Lease	<p>Allows the user to select the type of lease agreement for the applicable farm/tract. Available options are:</p> <ul style="list-style-type: none"> • “Cash” • “Cash and Share” • “Share” • “Grazing/AUM”. <p>*--Note: If lease information is recorded, the type of lease is required.--*</p>
Does the lease include a crop share guarantee?	<p>This field will only be displayed if the type of lease selected is “Cash and Share”. Available options are:</p> <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
Share Lease Percentage	<p>This field will only be displayed if the type of lease selected is either of the following:</p> <ul style="list-style-type: none"> • “Share” • “Cash and Share”. <p>Record the share lease percentage as specified on the lease agreement. An entry is not required, but if entered, the following validations apply:</p> <ul style="list-style-type: none"> • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>
Tract	<p>Each tract associated with the farm is listed. Select the tract or tracts the lease is associated with by clicking the check box next to the tract number.</p>
Type of Acres	<p>This field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:</p> <ul style="list-style-type: none"> • “farmland” • “cropland”. <p>Note: If the lease includes both farmland and cropland, the leases shall be recorded separately.</p>

*--427 Land Record Lease To Page (Continued)

E Interview Questions (Continued)

Question/Field	Description
Acres	<p>The farmland acres retrieved from the Farm Records System are displayed in the “acres” field as the default value. The farmland acres are the maximum number of acres that can be associated with all lease agreements.</p> <p>The following applies to the acres displayed:</p> <ul style="list-style-type: none"> • acres cannot be reduced to 0.0 • farmland/cropland acres cannot be increased • acres are displayed in tenths but can be recorded in hundredths • acres displayed can be decreased so only the number of acres associated with the lease is recorded. <p>If there are multiple leases on the same tract, then the available farmland/cropland acres are reduced after the first lease is recorded. The maximum number of acres available for the subsequent lease is limited to the farmland/cropland minus the acres recorded for the first lease.</p> <p>Example: Cropland acres are 100.0 and the first lease only includes 20.0 acres. When the second lease is recorded, 80.0 acres are displayed as available cropland.</p> <p>If the lease specifies more acres than the acres displayed, then:</p> <ul style="list-style-type: none"> • lease agreement may cover land associated with other tracts • farmland/cropland acres may not be correct. <p>Additional review may be needed to determine which information is correct.</p>
IF...	THEN...
farmland/cropland acres are incorrect	<p>Farm Records System must be corrected before the information can be retrieved for the Farm Operating Plan.</p> <p>Note: See 3-CM before making any changes to farm records data.</p>
lease covers multiple tracts	the number of acres associated with each tract should be recorded for the lease.
lease includes the wrong number of acres	the maximum acres that can be recorded are the farmland/cropland acres.

--*

427 Land Record Lease To Page (Continued)

G Page Error Messages

The following error messages may be displayed on the Land Record Lease To 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 select the type of lease.	The type of lease was not selected.	Select the type of lease associated with the designated acres and lessee or lessor.--
Must select tract(s) to record lease(s) on.	At least 1 tract was not selected.	Select the tracts from which the leased acreage is associated.
Must select name(s) for each selected tract.	The producers the land is leased to were not selected.	Select the producers to which the land is leased.
Acres cannot be increased above the available farmland/cropland on the farm and tract.	<p>The number of acres recorded for the lease exceeds the available farmland/cropland acres.</p> <p>If multiple leases are recorded on the tract, the total acres for all leases exceed the farmland/cropland on the tract.</p>	<p>Take 1 of the following actions:</p> <ul style="list-style-type: none"> • update the farmland/cropland acres according to 3-CM if it is verified and determined that acres are incorrect • ensure that all tracts have been selected that are associated with the lease agreement. <p>If both of these options have been considered and the lease still includes more acres than are available, only the available farmland/cropland acres can be recorded for the lease. See subparagraph D for additional information on leased acres.</p>
Share percentage cannot be greater than 100%.	The share percentage entered is equal to or greater than 100 percent.	Correct the percentage recorded to something less than 100 percent.
Share percentage cannot be 100% for a share lease agreement.		

*--427 Land Record Lease To Page (Continued)

G Page Error Messages (Continued)

Error Message	Description	Corrective Action
Share percentage must be entered for share lease agreements.	The share percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • change the type of lease agreement if applicable.
Share contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

428 Land Record Lease From Page (Continued)

E Interview Questions

This table describes the interview questions presented on the Land Record Leased From Page.

Question/Field	Description
Type of Lease	<p>Allows the user to select the type of lease agreement for the applicable farm/tract. The following options are available:</p> <ul style="list-style-type: none"> • “Cash” • “Cash and Share” • “Share” • “Grazing/AUM”. <p>*--Note: If lease information is recorded, the type of lease is required.--*</p>
Does the lease include a crop share guarantee?	<p>This field will only be displayed if the type of lease selected is “Cash and Share”. Available options are:</p> <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
Share Lease Percentage	<p>This field will only be displayed if the type of lease selected is either of the following:</p> <ul style="list-style-type: none"> • “Share” • “Cash and Share”. <p>Record the share lease percentage as specified on the lease agreement. An entry is not required, but if entered, the following validations apply:</p> <ul style="list-style-type: none"> • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>
Tract	<p>Each tract associated with the farm is listed. Select the tract or tracts the lease is associated with by clicking the check box next to the tract number.</p>
Types of Acres	<p>This field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:</p> <ul style="list-style-type: none"> • “farmland” • “cropland”. <p>Note: If the lease includes both farmland and cropland, the leases shall be recorded separately.</p>

*--428 Land Record Lease From Page (Continued)

E Interview Questions (Continued)

Question/Field	Description
Acres	<p>The farmland acres retrieved from the Farm Records System are displayed in the “acres” field as the default value. The farmland acres are the maximum number of acres that can be associated with all lease agreements.</p> <p>The following applies to the acres displayed:</p> <ul style="list-style-type: none"> • acres cannot be reduced to 0.0 • farmland/cropland acres cannot be increased • acres are displayed in tenths but can be recorded in hundredths • acres displayed can be decreased so only the number of acres associated with the lease is recorded. <p>If there are multiple leases on the same tract, then the available farmland/cropland acres are reduced after the first lease is recorded. The maximum number of acres available for the subsequent lease is limited to the farmland/cropland minus the acres recorded for the first lease.</p> <p>Example: Cropland acres are 100.0 and the first lease only includes 20.0 acres. When the second lease is recorded, 80.0 acres are displayed as available cropland.</p> <p>If the lease specifies more acres than the acres displayed, then:</p> <ul style="list-style-type: none"> • lease agreement may cover land associated with other tracts • farmland/cropland acres may not be correct. <p>Additional review may be needed to determine which information is correct.</p>
IF...	THEN...
farmland/cropland acres are incorrect	<p>Farm Records System must be corrected before the information can be retrieved for the Farm Operating Plan.</p> <p>Note: See 3-CM before making any changes to farm records data.</p>
lease covers multiple tracts	the number of acres associated with each tract should be recorded for the lease.
lease includes the wrong number of acres	the maximum acres that can be recorded are the farmland/cropland acres.

--*

428 Land Record Lease From Page (Continued)

G Page Error Messages

The following error messages may be displayed on the Land Record Lease From 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 select the type of lease.	The type of lease was not selected.	Select the type of lease associated with the designated acres and lessee or lessor.--
Must select tract(s) to record lease(s) on.	At least 1 tract was not selected.	Select the tracts from which the leased acreage is associated.
Must select name(s) for each selected tract.	The producers the land was leased from were not selected.	Select the producers from which the land is leased.
Acres cannot be increased above the available farmland/cropland on the farm and tract.	<p>The number of acres recorded for the lease exceeds the available farmland/cropland acres.</p> <p>If multiple leases are recorded on the tract, the total acres for all leases exceed the farmland/cropland on the tract.</p>	<p>Take 1 of the following actions:</p> <ul style="list-style-type: none"> • update the farmland/cropland acres according to 3-CM if it is verified and determined that acres are incorrect • ensure that all tracts have been selected that are associated with the lease agreement. <p>If both of these options have been considered and the lease still includes more acres than are available, only the available farmland/cropland acres can be recorded for the lease. See subparagraph D for additional information on leased acres.</p>
Share percentage cannot be greater than 100%.	The share percentage entered is equal to or greater than 100 percent.	Correct the percentage recorded to something less than 100 percent.
Share percentage cannot be 100% for a share lease agreement.		
Share percentage must be entered for share lease agreements.	The share percentage entered is 0 percent.	<p>Take 1 of following actions:</p> <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • change the type of lease agreement if applicable.

*--428 Land Record Lease From Page (Continued)

G Page Error Messages (Continued)

Error Message	Description	Corrective Action
Share contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

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. Farm Operating Plans can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Note: Since the farm number is not included in the following validation error messages, users can view CCC-902 by clicking “View 902” on the left Navigation Menu to determine which farm has the missing information.

Error Message	Corrective Action
Must designate the type of lease agreement for any land that is leased to or leased from another producer.	A type of lease was not selected for a farm/tract. If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to specify the type of lease agreement.
Share percentage must be entered for share lease agreements.	The type of lease selected is “Share” or “Cash and Share”, but a share percentage was not recorded. If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to specify the type of lease agreement. Note: The share percentage is not required for share leases, but is available if needed.
A response was not provided indicating whether or not a crop share guarantee is included in the lease agreement.	The type of lease selected is “Cash and Share”, but a response was not provided as to whether a crop share guarantee is included in the lease agreement. If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to respond to the question.
A response was not provided indicating whether or not the land interest is the same as the previous year for the applicable farm.	If the information recorded is incorrect, return to the lease information recorded for the applicable farm/tract to indicate if the producer had an interest in the land during the previous year.

--*

430 Land Revise Lease Page (Continued)

D Interview Questions

This table describes the interview questions presented on the Land Revise Lease Page.

Question/Field	Description
Type of Lease	<p>Allows the user to select the type of lease agreement for the applicable farm/tract. Available options are:</p> <ul style="list-style-type: none"> • “Cash” • “Cash and Share” • “Share” • “Grazing/AUM”. <p>*--Note: If lease information is recorded, the type of lease is required.--*</p>
Does the lease include a crop share guarantee?	<p>This field will only be displayed if the type of lease selected is “Cash and Share”. Available options are:</p> <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
Share Lease Percentage	<p>This field will only be displayed if the type of lease selected is either of the following:</p> <ul style="list-style-type: none"> • “Share” • “Cash and Share”. <p>Record the share lease percentage as specified on the lease agreement. An entry is not required, but if entered, the following validations apply:</p> <ul style="list-style-type: none"> • must be greater than 0 percent. • cannot be greater than 100 percent. • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>
Tract	<p>The tract number associated with the lease being revised.</p>
Type of Acres	<p>This field allows the user to select the type of acres that is associated with the lease being recorded. Available options are:</p> <ul style="list-style-type: none"> • “farmland” • “cropland”.

*--430 Land Revise Lease Page (Continued)

D Interview Questions (Continued)

Question/Field	Description
Acres	<p>The number of acres originally recorded for the lease will be displayed. The acres recorded:</p> <ul style="list-style-type: none"> • should reflect the number of acres associated with the applicable lease • can be changed • cannot exceed the farmland/cropland on the tract. <p>Note: If there are other leases recorded for the tract, then the acres recorded for all leases are accumulated and the total cannot exceed the farmland/cropland on the tract.</p> <p>The following applies to the acres displayed:</p> <ul style="list-style-type: none"> • acres cannot be reduced to 0.0 • acres are displayed in tenths but can be recorded in hundredths.
Is the land interest the same as last year?	<p>Allows the user to specify whether the producer’s interest in the land is new or was held in a previous year. Available options are:</p> <ul style="list-style-type: none"> • “Yes”, indicating the producer had an interest in the land in the previous year • “No”, indicating the interest in the land is new for the applicable subsidiary year • “No Response”, indicating the producer does not want to respond to the question.
Name	<p>Name of other producers associated with the applicable tract. The producers originally selected for the lease agreement are highlighted.</p> <p>Users should select all parties to the lease agreement by using the following:</p> <ul style="list-style-type: none"> • select all producers in the list by clicking the first producer then holding down the “Shift” key and selecting the last producer (this option selects all producers between the first and last producers selected) • select specific producers in the list by clicking the first producer then holding down the “Control” key to select each additional producer (this option just selects the specific producers selected while the “Control” key is pressed).

--*

430 Land Revise Lease Page (Continued)

E Page Options

The following options are available on the Land Revise Lease Page.

Option	Action
“Back”	Returns to the Land 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 returns to the Land Contributions Page.

F Page Error Messages

The following error messages may be displayed on the Land Revise Lease 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 select the type of lease.	The type of lease was not selected.	Select the type of lease associated with the designated acres and lessee or lessor.--
Acres cannot be increased above the available farmland/cropland on the farm and tract.	The number of acres recorded for the lease exceeds the available farmland/cropland acres.	<p>Take either of the following actions:</p> <ul style="list-style-type: none"> • update the farmland/cropland acres according to 3-CM, if it is verified and determined that acres are incorrect • ensure that all tracts have been selected that are associated with the lease agreement. <p>If both of these options have been considered and the lease still includes more acres than are available, only the available farmland/cropland acres can be recorded for the lease.</p> <p>See subparagraph D for additional information on leased acres.</p>
Share percentage cannot be greater than 100%.	The share percentage entered is equal to or greater than 100 percent.	Correct the percentage recorded to something less than 100 percent.
Share percentage cannot be 100% for a share lease agreement.		

***--430 Land Revise Lease Page (Continued)**

F Page Error Messages (Continued)

Error Message	Description	Corrective Action
Share percentage must be entered for share lease agreements.	The share percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank, if the producer does not want to provide the contribution percentage • change the type of lease agreement if applicable.
Share contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

431 Recorded Leases for Farming Operation Page

A Introduction

The Recorded Leases for Farming Operation Page:

- will be displayed if the user clicked the “View Recorded Leases for this Farming Operation” link on the Land Contributions Page
- displays all farms and tracts for which lease information has been recorded
- summarizes the lease information recorded for applicable farms and tracts
- provides users with the option to revise or delete lease information.--*

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.

*..

Business File Menu
 Welcome: Bobbie Butler
 User Role: FSA
[Select Different Customer](#)
[Record New Farm Operating Plan](#)
[Manage Customer](#)
Gen Partnership
[Seeking Benefits](#)
[General](#)
[Contributions](#)
[Capital](#)
[Land](#)
[Custom Services](#)
[Equipment](#)
[Labor](#)
[Management](#)
[Summary](#)
Partner
[Select Partner](#)
Other
[Remarks](#)
[Fiduciaries](#)
Submit Plan
[Summary](#)

Lessor Interest

CUSTOMER INFORMATION

FARMING OPERATION:	Farmers Partnership
BUSINESS TYPE:	General Partnership

Was such 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?

Yes
 No
 No Response

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

Yes
 No
 No Response

Is a partner of this general partnership?

Yes
 No
 No Response

< Back Save Save & Continue >

BF059 [Back to Top ^](#)

*..

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:
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?	<ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
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> ? *--Note: Question is only presented if the farming operation is an entity or joint operation.--*	Note: If the producer does not want to respond, select “No Response”.

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:
Is any of the labor contributed to the farming operation hired?	<ul style="list-style-type: none"> • Individuals • Entities • Joint Operations 	<ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
Is any additional labor contributed to the farming operation?	<ul style="list-style-type: none"> • Individuals • Entities • Joint Operations 	<p>The interview process will proceed to the:</p> <ul style="list-style-type: none"> • Labor Contributions Page, if “Yes” is selected for at least 1 question • next applicable section of the interview process, if “No” or “No Response” is selected for all questions.

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.

Error Message	Corrective Action
<p>Must specify the type of labor contributed to the farming operation.</p>	<p>*--Labor was selected as a type of contribution for the entity or joint operation on the Contributions Page, but “No” was selected to all labor questions. Either return to the</p> <ul style="list-style-type: none"> • Contributions Page and change the response to labor contributions to “No”--* • Types of Labor Page and select 1 of the following options for each type of labor: <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. <p>Note: 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"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the producer does not want to provide the contribution percentage • 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.
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"> • 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. • 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.
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>Note: 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.

***--Note:** The term “individual” includes individuals, LLC’s, and revocable trusts using a Social Security number.--*

IF the farming operation is for...	THEN the Labor Contribution Hours Page will be displayed if...
an individual	<ul style="list-style-type: none"> • active personal labor contribution percentage is less than 50 percent • user indicated active personal labor is contributed to the farming operation, but the contribution percentage is blank.

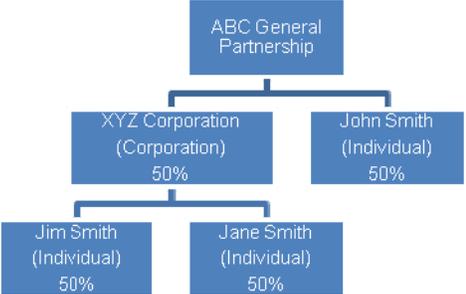
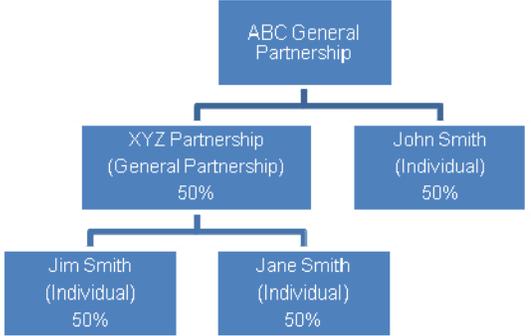
465 Labor Contribution in Hours Page (Continued)

A Introduction (Continued)

*--

IF the farming operation is for...	THEN the Labor Contribution Hours Page will be displayed if...	
an entity with members	total accumulated contributions of active personal labor for all "individual" (<i>members</i>) is less than 50 percent.	
a joint operation	IF the 1st level members are...	THEN the 1,000 hours question is displayed...
	individuals	if active personal labor for that specific (<i>member</i>) is less than 50 percent of the individual (<i>member's</i>) share.
	entities	if accumulated active personal labor for all "individual" (<i>members</i>) of that embedded entity is less than 50 percent of the entity's (<i>member</i>) share.
	joint operations	for the 2 nd level members according to the same rules for 1 st level "individual" and "entity" (<i>members</i>).

The following examples illustrate when the 1,000 hours question is presented.

Example	Organizational Structure
<p>The 1,000 hours question is presented as follows:</p> <ul style="list-style-type: none"> • John Smith, if his active personal labor contribution is less than 25 percent • XYZ Corporation, if the accumulated active personal labor for all members of XYZ is less than 25 percent. 	 <pre> graph TD A[ABC General Partnership] --- B[XYZ Corporation (Corporation) 50%] A --- C[John Smith (Individual) 50%] B --- D[Jim Smith (Individual) 50%] B --- E[Jane Smith (Individual) 50%] </pre>
<p>The 1,000 hours question is presented as follows:</p> <ul style="list-style-type: none"> • John Smith, if his active personal labor contribution is less than 25 percent • Jim Smith, if his active personal labor contribution is less than 12.5 percent • Jane Smith, if her active personal labor contribution is less than 12.5 percent. 	 <pre> graph TD A[ABC General Partnership] --- B[XYZ Partnership (General Partnership) 50%] A --- C[John Smith (Individual) 50%] B --- D[Jim Smith (Individual) 50%] B --- E[Jane Smith (Individual) 50%] </pre>

--*

465 Labor Contribution in Hours Page (Continued)

A Introduction (Continued)

*--

Example	Organizational Structure
<p>The 1,000 hours question is presented as follows:</p> <ul style="list-style-type: none"> • John Smith, if his active personal labor contribution is less than 25 percent • Jane Smith, if her active personal labor contribution is less than 12.5 percent • XYZ Corporation, if the accumulated active personal labor for all members of XYZ is less than 12.5 percent. 	<pre> graph TD A[ABC General Partnership] -- 50% --> B[John Smith (Individual)] A -- 50% --> C[XYZ Partnership (General Partnership)] C -- 50% --> D[Jane Smith (Individual)] C -- 50% --> E[XYZ Corporation (Corporation)] E -- 50% --> F[Betty Smith (Individual)] E -- 50% --> G[Sam Smith (Individual)] </pre>
<p>The 1,000 hours question is presented as follows:</p> <ul style="list-style-type: none"> • John Smith, if his active personal labor contribution is less than 25 percent • Jane Smith, if her active personal labor contribution is less than 12.5 percent • XYZ Corporation, if the accumulated active personal labor for Sam and the members of Smith Trust is less than 12.5 percent. 	<pre> graph TD A[ABC General Partnership] -- 50% --> B[John Smith (Individual)] A -- 50% --> C[XYZ Partnership (General Partnership)] C -- 50% --> D[Jane Smith (Individual)] C -- 50% --> E[XYZ Corporation (Corporation)] E -- 50% --> F[Sam Smith (Individual)] E -- 50% --> G[Smith Trust (Revocable Trust)] G -- 100% --> H[Daniel Smith (Individual)] </pre>

--*

472 Management Types Page (Continued)

C Interview Questions

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

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

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

--*

D Page Options

The following options are available on the 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.

472 Management 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.

Error Message	Corrective Action
<p>Must specify the type of management contributed to the farming operation.</p>	<p>*--Management was selected as a type of contribution for the entity or joint operation on the Contributions Page, but “No” was selected to all management questions. Either return to the:</p> <ul style="list-style-type: none"> • Contributions Page and change the response to labor contributions to “No”--* • Types of Management Page and select 1 of the following options for each type of labor: <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. <p>Note: If the producer does not want to respond, select “No Response”.</p>

***--503 Signature Verification Page**

A Introduction

The Signature Verification Page will be displayed if users:

- click “**Continue**” from Validation Error Message Page
- click “**Record Signatures**” link from the left Navigation Menu
- click “**Record Signatures**” link from the Customer Page for the applicable version of CCC-902.

B Example of Signatures Verification Page

The following is an example of the Signatures Verification Page.

The screenshot displays the 'Signatures Verification' page. On the left is a 'Business File Menu' with options like 'Welcome: Bobbie Butler', 'User Role: FSA', and various menu items such as 'Select Different Customer', 'Record New Farm Operating Plan', and 'Manage Customer'. The main content area is titled 'Signatures Verification' and includes a 'CUSTOMER INFORMATION' table with 'FARMING OPERATION: Ima Farmer' and 'BUSINESS TYPE: Individual'. Below this, there are two questions: 'Has a valid signature been obtained from the producer?' with radio buttons for 'Yes' and 'No', and 'Enter the date the Farm Operating Plan was filed in the service center:' with a date input field. A second question, 'Enter the determination date:', also has a date input field. At the bottom, there are three buttons: '< Back', 'Save', and 'Save & Continue >'. The page number 'BF923' and a 'Back to Top' link are also visible.

--*

503 Signature Verification Page (Continued)

C Interview Questions

This table describes the interview questions presented on the Capital Contributions Page.

Question/Field	Description
Has a valid signature been obtained from the producer?	<p>Available options are:</p> <ul style="list-style-type: none"> • “Yes” • “No”. <p>See 1-CM, Part 25 for additional information on signature authority.</p>
Enter the date the Farm Operating Plan was filed in the service center.	<p>This field is only accessible after “Yes” has been selected indicating CCC-902 has valid signatures.</p> <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 the Farm Operating Plan is filed is the later of the date:</p> <ul style="list-style-type: none"> • last signature was obtained from the required signatories • documentation was actually received in an FSA County Office. <p>If the manual CCC-902 was revised with pen & ink changes for changes to the CCC-902 for contributions other than land, the date the revisions were made should be considered the producer signature date.</p> <p>Note: If the pen & ink changes were for land only, the original producer signature date remains effective.</p> <p>The date recorded cannot be:</p> <ul style="list-style-type: none"> • earlier than October 1, 2008 • later than the current date.
Enter the determination date.	<p>The date COC or an authorized representative:</p> <ul style="list-style-type: none"> • completed the applicable determinations for CCC-902 • affirmed the original determinations continue to be effective after CCC-902 was revised. <p>Notes: If the changes are for land only, then the original COC determination date remains effective.</p> <p style="text-align: center;">*--If CCC-901 was filed, do not enter COC determination date, because no determination was made by COC.--*</p> <p>The date recorded cannot be:</p> <ul style="list-style-type: none"> • earlier than the date the Farm Operating Plan was filed • later than the current date.

--Subsection 9 Recording Information for Members of Entities and Joint Operations--

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.

*--Joint operations include the following business types:

- general partnership
- joint venture.--*

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"> • Add or view (<i>members</i>) of the farming operation along with the ownership shares recorded. • Select a specific member to add or modify share or contribution information.

***--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 8888 100.0000%
 - [-] John Farmer 11115 30.0000%
 - [+] Farmer Brothers 8888 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 1292 615">Lists all the members that have been added to the farming operation.</p> <ul data-bbox="418 659 1468 982" style="list-style-type: none"> <li data-bbox="418 659 1390 726">• The members are displayed in a “tree” structure with each member level indented slightly. <li data-bbox="418 770 1390 873">• 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 data-bbox="418 917 1468 982">• Following the name of the producer/member is the last 4 digits of TIN and the shares recorded. <p data-bbox="418 995 1403 1062">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 1106 971 1136">CLICK “check box” to change the display.</p>
2	<p data-bbox="418 1144 1468 1247">Provides information about the selected 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 1291 1380 1358">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 1402 1412 1505">Example: 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 1549 1468 1726" style="list-style-type: none"> <li data-bbox="565 1549 1468 1652">• 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 data-bbox="565 1696 1403 1726">• 0 percent for Farmers Brothers because there are no members.

--*

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.	
	** FOR... THEN the...	
the parent entity	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	following options are available:	
	Option	Action
	“Delete”	Select to delete the member from the organizational structure.
	--“Edit Share/Signature”	Select to edit the member’s share or signature authority.--
	“Edit Contribution”	Select to modify labor and/or management contribution information.
an embedded entity	following options are available:	
	Option	Action
	“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.
	--Edit Contributions	Select to modify the contribution information for an embedded entity of a joint operation.--

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. Note: 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 >

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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"> • an entry is required • must be greater than 0 percent • cannot be greater than 100 percent • percentage shall be entered in a percentage with up to 4 decimal places. <p>Examples: 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 not required.</p> <p>Note: This field is not displayed if the member is an entity or joint operation.</p>
--Designate (<i>name of member's</i>) liability status for (<i>name of limited partnership</i>).	<p>Question is only presented when adding partners of limited partnerships. Available options are:</p> <ul style="list-style-type: none"> • "General Partner" • "Limited Partner" • "General and Limited Partner".--

*--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 (member) 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.	
	IF the SCIMS "Resident Alien" field is set to...	THEN message...
	"N/A" or "Yes"	"Yes - The (member) is a United States citizen or a legal resident alien." will be displayed.
"No"	"No - The (member) is a United States citizen or a legal resident alien." will be displayed.	
Will this (member) 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.	
	Note: If a birth date has not been recorded for the selected producer/member, then the producer/member will be considered an adult.	
	IF the computed age is...	THEN message...
18 before the status date of the selected subsidiary year	"Yes - The (member) 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 (member) 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	Note: 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, general partnership, or joint venture, and the user entered a 100 percent share for the selected (<i>member</i>).</p> <p>A (<i>member</i>) in a limited partnership or joint operation cannot be the sole (<i>member</i>) in the partnership.</p>	Correct the share according to the (<i>member's</i>) ownership interest in the entity or joint operation.--*

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.

Error Message	Corrective Action
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. Note: 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"> • "General Partner" • "Limited Partner" • "General and Limited Partner".
*--Must select at least two partners for the general partnership.	The farming operation or embedded entity is a general partnership and only 1 partner has been recorded. Return to the Select Partner Page and add the additional partners.
The total shares for all (members) must equal 100%.	The total shares recorded for (members) with an ownership interest in the farming operation do not equal 100 percent. Return to the Select Partner Page to add additional (members), delete (members), or correct the shares recorded, as applicable.--*

***--524 (Member's) 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 continuing from the (Member's) General Information Page.

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.

CUSTOMER INFORMATION	
FARMING OPERATION:	Farmers Partnership
BUSINESS TYPE:	General Partnership
PARTNER:	Ima Farmer
BUSINESS TYPE:	Individual

Does this partner have signature authority for this farm operation?

Yes - Partner has signature authority for the General Partnership.
 No - Partner does not have signature authority for the General Partnership.
 No Response - No response provided.

 >

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***--524 (Member's) Signature Authority Page (Continued)**

C Interview Questions

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

Question/Field	Description
Does this (member) have signature authority for this farm operation?	The available options are: <ul style="list-style-type: none"> • “Yes”, (member) has signature authority for the (entity/joint operation) • “No”, (member) does not have signature authority for the (entity/joint operation) • “No Response”, no response provided.

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.

--*

***--524 (Member's) 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 (<i>member</i>) has authority to sign for the farming operation.	A response was not selected indicating whether the (<i>member</i>) has signature authority for this farming operation.	Available options are: <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”. Note: If the producer does not want to respond, select “No Response”.

--*

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

A Introduction

The (Member's) Contributions Page will be displayed for members of general partnerships and joint ventures.

This page allows users to select which inputs are contributed to the farming operation by the selected (member). Responses on this page dictate which questions are subsequently presented through the interview.

Example: If the user indicates that capital is not contributed by the (member), the capital contribution percentage question will not be presented to the user.

B Example of Page

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

Business File Menu Welcome: Bobbie Butler User Role: FSA Select Different Customer Record New Farm Operating Plan Manage Customer Gen Partnership Seeking Benefits General Contributions Capital Land Custom Services Equipment Labor Management Summary Partner Select Partner	<div style="background-color: #4F81BD; color: white; padding: 5px; text-align: center;"> Partner's Contributions </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #D9E1F2;"> <th colspan="2">CUSTOMER INFORMATION</th> </tr> </thead> <tbody> <tr> <td style="text-align: right; font-weight: bold;">FARMING OPERATION:</td> <td>Farmers Partnership</td> </tr> <tr> <td style="text-align: right; font-weight: bold;">BUSINESS TYPE:</td> <td>General Partnership</td> </tr> <tr> <td style="text-align: right; font-weight: bold;">PARTNER:</td> <td>Ima Farmer</td> </tr> <tr> <td style="text-align: right; font-weight: bold;">BUSINESS TYPE:</td> <td>Individual</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Select the types of contributions provided by this partner.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #D9E1F2;"> <th style="text-align: left;">Contribution Type</th> <th style="text-align: left;">Selection</th> </tr> </thead> <tbody> <tr> <td>Capital</td> <td> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </td> </tr> <tr> <td>Land</td> <td> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </td> </tr> <tr> <td>Equipment</td> <td> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </td> </tr> <tr> <td>Labor</td> <td> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </td> </tr> <tr> <td>Management</td> <td> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </td> </tr> </tbody> </table> <div style="margin-top: 10px; text-align: center;"> < Back Save Save & Continue > </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> BF119 Back to Top ^ </div>	CUSTOMER INFORMATION		FARMING OPERATION:	Farmers Partnership	BUSINESS TYPE:	General Partnership	PARTNER:	Ima Farmer	BUSINESS TYPE:	Individual	Contribution Type	Selection	Capital	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response	Land	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response	Equipment	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response	Labor	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response	Management	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response
CUSTOMER INFORMATION																							
FARMING OPERATION:	Farmers Partnership																						
BUSINESS TYPE:	General Partnership																						
PARTNER:	Ima Farmer																						
BUSINESS TYPE:	Individual																						
Contribution Type	Selection																						
Capital	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response																						
Land	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response																						
Equipment	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response																						
Labor	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response																						
Management	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response																						

--*

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

C Interview Questions

The (Member's) Contributions Page is flexible in that users have the option of only indicating the type of contributions that may be applicable for the (member).

Note: This page is only displayed for (members) of joint operations.

Users shall select "No Response" if member does not want to provide the contribution information.

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

Question/Field	Description
Select the types of contributions provided by this (member).	For each contribution/question presented, the available options are: <ul style="list-style-type: none"> • "Yes" • "No" • "No Response". The interview process proceeds to the next applicable section of the interview process based on the responses recorded on this page.

D Page Options

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

Option	Action
"Back"	Returns to the (Member's) General Information 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.

--*

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

E Page Error Messages

The following error messages are displayed on the (*Member's*) Contributions Page if an option is not selected for each type of contribution.

Error Message	Description	Corrective Action
A response is required to indicate whether the (<i>member</i>) is contributing capital to the farming operation.	A response was not selected indicating whether capital is contributed by the (<i>member</i>).	Select 1 of the following options: <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
A response was not provided indicating whether or not land is being contributed to the farming operation by the (<i>member</i>).	A response was not selected indicating whether land is contributed by the (<i>member</i>).	
A response was not provided indicating whether or not equipment is being contributed to the farming operation by the (<i>member</i>).	A response was not selected indicating whether equipment is contributed by the (<i>member</i>).	
A response was not provided indicating whether the (<i>member</i>) is contributing labor to the farming operation.	A response was not selected indicating whether labor is contributed by the (<i>member</i>).	
A response was not provided indicating whether the (<i>member</i>) is contributing management to the farming operation.	A response was not selected indicating whether management is contributed by the (<i>member</i>).	

--*

***--526 (Member's) Capital Contributions Page**

A Introduction

The (Member's) Capital Contributions Page will be displayed if the user indicated capital is contributed to the farming operation by the (member) on the (Member's) Contributions Page.

This page allows users to record the capital percentage contributed to the farming operation by the selected (member).

Note: The source of the capital is not required to be entered for a member of a joint operation.

B Example of Page

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

Business File Menu
 Welcome: Bobbie Butler
 User Role: FSA
[Select Different Customer](#)
[Record New Farm Operating Plan](#)
[Manage Customer](#)
Gen Partnership
[Seeking Benefits](#)
[General Contributions](#)
[Capital](#)
[Land](#)
[Custom Services](#)
[Equipment](#)
[Labor](#)
[Management](#)

Partner's Capital Contributions

CUSTOMER INFORMATION	
FARMING OPERATION:	Farmers Partnership
BUSINESS TYPE:	General Partnership
PARTNER:	Ima Farmer
BUSINESS TYPE:	Individual

Capital Contribution
 Enter the percentage of capital contributed by this partner.
 %

< Back Save Save & Continue >

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--*

***--526 (Member's) Capital Contributions Page (Continued)**

C Interview Questions

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

Question/Field	Description
Capital Contribution Percentage	<p>The capital contribution percentage that the (<i>member</i>) contributes to the farming operation. The following validations apply:</p> <ul style="list-style-type: none"> • an entry is not required • if entered, the percentage: <ul style="list-style-type: none"> • must be greater than 0 percent • cannot be greater than 100 percent • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>

D Page Options

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

Option	Action
"Back"	Returns to the (Member's) 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.

--*

--526 (Member's) Capital Contributions Page (Continued)*E Page Error Messages**

The following error messages may be displayed on the Capital 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
Capital contribution percentage cannot be greater than 100%.	The capital contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Capital contribution percentage must be greater than 0%.	The capital contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the (<i>member</i>) does not want to provide the contribution percentage • go back to the (<i>Member's</i>) Contributions Page and indicate capital is not contributed or indicate the (<i>member</i>) does not want to provide a response to capital contributions.
Capital contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

***--526 (Member's) Capital Contributions 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 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that capital is provided to the farming operation by the (<i>member</i>), however the capital contribution percentage was not entered.	<ul style="list-style-type: none"> • Record the (<i>member's</i>) capital contribution percentage, if available on CCC-902. • Answer "No" or "No Response" on the (<i>Member's</i>) Contribution Page if capital is not contributed to the farming operation.

--*

***--527 (Member's) Land Contributions Page**

A Introduction

The (Member's) Land Contribution Percentage Page will be displayed if the user indicated that land is contributed to the farming operation by the (member).

This page allows users to record the percentage of land that is provided to the farming operation by the (member).

B Example of Page

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

Business File Menu	
Welcome: Bobbie Butler	
User Role: FSA	
Select Different Customer	
Record New Farm Operating Plan	
Manage Customer	
Gen Partnership	
Seeking Benefits	
General	
Contributions	
Capital	
Land	
Custom Services	
Equipment	
Labor	

Partner's Land Contributions	
CUSTOMER INFORMATION	
FARMING OPERATION:	Farmers Partnership
BUSINESS TYPE:	General Partnership
PARTNER:	Ima Farmer
BUSINESS TYPE:	Individual

Land Contribution

Enter the percentage of land contributed by this partner.

%

< Back Save Save & Continue >

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--*

*--527 (*Member's*) Land Contributions Page (Continued)

C Interview Questions

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

Question/Field	Description
Enter the percentage of land contributed by this (<i>member</i>).	<p>The percentage of land the (<i>member</i>) contributes to the farming operation. The following validations apply:</p> <ul style="list-style-type: none"> • an entry is not required • if entered, the percentage: <ul style="list-style-type: none"> • must be greater than 0 percent • cannot be greater than 100 percent • should be entered in a whole number with up to 2 decimal places. <p>Examples: 100.00%, 25.25%, etc.</p>

--*

***--527 (Member's) Land Contributions Page (Continued)**

D Page Options

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

Option	Action
"Back"	Returns to the previous applicable page in the interview process 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 Land Contributions Page.

E Page Error Messages

The following error messages may be displayed on the Land Contribution Percentage 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
Land contribution percentage cannot be greater than 100%.	The land contribution percentage entered exceeds 100 percent.	Correct the percentage recorded to 100 percent or less.
Land contribution percentage must be greater than 0%.	The land contribution percentage entered is 0 percent.	Take 1 of following actions: <ul style="list-style-type: none"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the member does not want to provide the contribution percentage • go back to the (Member's) Contributions Page and indicate land is not contributed or indicate the member does not want to provide a response to land contributions.
Land contribution percentage must be numeric.	Something other than a numeric value was entered.	Correct the value entered to a percentage.

--*

***--527 (Member's) Land Contributions 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 502 for additional information.

Error Message	Corrective Action
A response was entered indicating that land is provided by the (<i>member</i>) to the farming operation; however, the land contribution percentage was not entered.	If the information recorded is incorrect, return to the (<i>Member's</i>) Land Contribution Page to revise the land contribution percentage for the applicable member.

--*

***--528 (Member's) Equipment Contributions**

A Introduction

The collection of information on equipment provided by members of joint operations functions in the exact manner as the collection of equipment contributions for an entity or joint operation.

See paragraphs 441 through 454 for additional information for recording equipment contributions.

B Example of Page

The following is an example of the (Member's) Types of Equipment Page.

<p>Business File Menu</p> <p>Welcome: Bobbie Butler User Role: FSA</p> <p>Select Different Customer</p> <p>Record New Farm Operating Plan</p> <p>Manage Customer</p> <hr/> <p>Gen Partnership</p> <p>Seeking Benefits</p> <p>General</p> <p>Contributions</p> <p>Capital</p> <p>Land</p> <p>Custom Services</p> <p>Equipment</p> <p>Labor</p> <p>Management</p> <p>Summary</p> <hr/> <p>Partner</p> <p>Select Partner</p> <hr/> <p>Other</p> <p>Remarks</p> <p>Fiduciaries</p> <hr/> <p>Submit Plan</p> <p>Summary</p> <p>Validations</p> <p>Record Signatures</p> <p>View 902</p>	<p>Partner's Types of Equipment</p> <table border="1"> <thead> <tr> <th colspan="2">CUSTOMER INFORMATION</th> </tr> </thead> <tbody> <tr> <td>FARMING OPERATION:</td> <td>Farmers Partnership</td> </tr> <tr> <td>BUSINESS TYPE:</td> <td>General Partnership</td> </tr> <tr> <td>PARTNER:</td> <td>Ima Farmer</td> </tr> <tr> <td>BUSINESS TYPE:</td> <td>Individual</td> </tr> </tbody> </table> <p>Does this partner own any equipment contributed in the farming operation?</p> <p> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </p> <p>Does this partner lease any equipment from another producer that is contributed to the farming operation?</p> <p> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </p> <p>Does this partner lease any equipment contributed to the farming operation to another producer or producer(s)?</p> <p> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </p> <p>Does this partner contribute any additional equipment to the farming operation?</p> <p> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </p> <p style="text-align: center;"> <input style="border: none; border: 1px solid black; padding: 2px 10px;" type="button" value=" < Back "/> <input style="border: none; border: 1px solid black; padding: 2px 10px;" type="button" value=" Save "/> <input style="border: none; border: 1px solid black; padding: 2px 10px;" type="button" value=" Save & Continue > "/> </p> <p style="font-size: small;">BF150 Back to Top</p>	CUSTOMER INFORMATION		FARMING OPERATION:	Farmers Partnership	BUSINESS TYPE:	General Partnership	PARTNER:	Ima Farmer	BUSINESS TYPE:	Individual
CUSTOMER INFORMATION											
FARMING OPERATION:	Farmers Partnership										
BUSINESS TYPE:	General Partnership										
PARTNER:	Ima Farmer										
BUSINESS TYPE:	Individual										

--*

***--529 (Member) Labor Types Page**

A Introduction

The (Member) Labor Types Page:

- allows users to specify if the member is contributing active personal:
 - labor to the farming operation for members of entities
 - or hired labor to the farming operation for members of joint operations
- will be displayed according to the following table.

IF the farming operation is...	THEN the (Member) Labor Types Page will be displayed...
an entity	<ul style="list-style-type: none"> • if the selected (member) is an “individual” • when “Save & Continue” is selected from the (Member) Signature Authority Page.
a joint operation	<ul style="list-style-type: none"> • if the user indicated labor is contributed by the (member) on the (Member) Contributions Page • after capital, land, and equipment contribution information is recorded for the (member), as applicable.

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](#)

Gen Partnership

[Seeking Benefits](#)

[General](#)

[Contributions](#)

[Capital](#)

[Land](#)

[Custom Services](#)

[Equipment](#)

[Labor](#)

[Management](#)

[Summary](#)

Partner

[Select Partner](#)

Partner Labor Types

CUSTOMER INFORMATION

FARMING OPERATION:	Farmers Partnership
BUSINESS TYPE:	General Partnership
PARTNER:	Ima Farmer
BUSINESS TYPE:	Individual

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

Yes
 No
 No Response

Is any of the labor contributed to the farming operation hired?

Yes
 No
 No Response

< Back
Save
Save & Continue >

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***--529 (Member) Labor Types Page (Continued)**

C Interview Questions

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

Question/Field	Description
Does this (member) contribute active personal labor to the farming operation?	The available options are: <ul style="list-style-type: none"> • “Yes” • “No”
Is any of the labor contributed to the farming operation hired?	<ul style="list-style-type: none"> • “No Response”. The interview process will proceed to:
Note: Question is only presented for members of joint operations.	<ul style="list-style-type: none"> • (Member) Labor Contributions Page, if “Yes” is selected • (Member’s) Labor Compensation Page, if “No” or “No Response” is selected.

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 next applicable page in the interview process.

--*

***--529 (Member) 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. The Farm Operating Plan can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Must specify the type of labor contributed to the farming operation by the partner.	For members of: <ul style="list-style-type: none"> • entities, 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 • joint operations, answer “No” or “No Response” on the <i>(Member)</i> Types of Labor Page if active personal and/or hired labor is not contributed to the farming operation or the member chooses not to respond to the question.

--*

***--530 (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 active personal and/or hired 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.

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

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

Partner
[Select Partner](#)

Partner's Labor Contributions

CUSTOMER INFORMATION	
FARMING OPERATION:	Farmers Partnership
BUSINESS TYPE:	General Partnership
PARTNER:	Ima Farmer
BUSINESS TYPE:	Individual

Active Personal Labor Percentage
 Enter the percentage of active personal labor contributed by this partner:
 %

Hired Labor Percentage
 Enter the percentage of hired labor contributed by this partner.
 %

< Back Save Save & Continue >

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--*

***--530 (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	The percentage of active personal and/or hired labor the selected member contributes to the farming operation. The following validations apply:
Hired Labor Percentage	

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 next applicable page in the interview process.

--*

***--530 (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.

Error Message	Description	Corrective Action
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.
Hired labor contribution percentage cannot be greater than 100%.		
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"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the member does not want to provide the contribution percentage • 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.
Hired labor contribution percentage must be greater than 0%.		
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.
Hired labor contribution percentage must be numeric.		

--*

***--530 (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.

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

--*

***--531 (Member's) Labor Compensation Page**

A Introduction

The (Member's) Labor Compensation Page is a 2-part page that allows for the compensation amount to be recorded if the (member) receives compensation for labor duties from the (joint operation) over and above their share in the (joint operation's) profits and losses.

B Example of Page

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

Business File Menu Welcome: Bobbie Butler User Role: FSA Select Different Customer Record New Farm Operating Plan Manage Customer Gen Partnership Seeking Benefits General Contributions Capital Land Custom Services Equipment Labor Management Summary Partner Select Partner Other	<div style="background-color: #4F81BD; color: white; padding: 5px; text-align: center;"> Partner's Labor Compensation </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #D9E1F2;"> <th colspan="2">CUSTOMER INFORMATION</th> </tr> </thead> <tbody> <tr> <td style="text-align: right; font-weight: bold;">FARMING OPERATION:</td> <td>Farmers Partnership</td> </tr> <tr> <td style="text-align: right; font-weight: bold;">BUSINESS TYPE:</td> <td>General Partnership</td> </tr> <tr> <td style="text-align: right; font-weight: bold;">PARTNER:</td> <td>Ima Farmer</td> </tr> <tr> <td style="text-align: right; font-weight: bold;">BUSINESS TYPE:</td> <td>Individual</td> </tr> </tbody> </table> <p>Does this partner receive any compensation from the general partnership as payment for labor contributions?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </p> <p>Compensation</p> <p>What payments are received by this partner from the general partnership over and above their share in the general partnership's profits and losses?</p> <p>\$ <input style="width: 100px;" type="text"/></p> <div style="text-align: center; margin-top: 10px;"> <input style="border: 1px solid #4F81BD; padding: 2px 10px;" type="button" value=" < Back "/> <input style="border: 1px solid #4F81BD; padding: 2px 10px;" type="button" value=" Save "/> <input style="border: 1px solid #4F81BD; padding: 2px 10px;" type="button" value=" Save & Continue > "/> </div> <p style="font-size: small; margin-top: 5px;">BF172 Back to Top</p>	CUSTOMER INFORMATION		FARMING OPERATION:	Farmers Partnership	BUSINESS TYPE:	General Partnership	PARTNER:	Ima Farmer	BUSINESS TYPE:	Individual
CUSTOMER INFORMATION											
FARMING OPERATION:	Farmers Partnership										
BUSINESS TYPE:	General Partnership										
PARTNER:	Ima Farmer										
BUSINESS TYPE:	Individual										

--*

***--531 (Member's) Labor Compensation Page (Continued)**

C Interview Questions

This table describes the interview questions presented on the (Member's) Labor Compensation Page.

Question/Field	Description
Does this (<i>member</i>) receive any compensation from the (<i>joint operation</i>) as payment for labor contributions?	The available options are: <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
What payments are received by this (<i>member</i>) from the (<i>joint operation</i>) over and above their share in the (<i>joint operation's</i>) profits and losses?	This field is only presented if “Yes” was selected to the question, “Does this (<i>member</i>) receive any compensation from the (<i>joint operation</i>) as payment for labor contributions?” The amount recorded in this field is: <ul style="list-style-type: none"> • not required • if entered, must be: <ul style="list-style-type: none"> • a numeric value in whole dollars • greater than \$0. <p style="text-align: right;">Examples: \$50, \$150, \$1000, etc.</p>

D Page Options

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

Option	Action
“Back”	Returns to the (<i>Member</i>) 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 next applicable page in the interview process.

--*

***--531 (Member's) Labor Compensation Page (Continued)**

E Page Error Messages

The following error messages may be displayed on the (Member's) Labor Compensation 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
Compensation must be greater than \$0.	The user entered \$0 as the compensation received by the (member) from the (joint operation).	Take either of the following options: <ul style="list-style-type: none"> • enter an amount greater than \$0 • indicate the (member) is not receiving compensation for labor duties performed.
Compensation must be numeric.	The user entered something other than a numeric value.	Enter the amount of compensation received by the (member) in whole dollars.

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 502 for additional information.

Error Message	Corrective Action
Must specify whether the (member) is receiving compensation or a salary over and above their share in the (joint operation) for labor contributions.	Return to the (Member's) Labor Compensation Page and indicate whether the member is receiving compensation for labor performed. If the member does not want to provide the information, select "No Response".
Amount of compensation must be entered for (member) if they are receiving a salary or bonus for labor contributions.	If the member is receiving compensation for labor performed, the amount of compensation is required. If the member does not want to provide the information, leave the field blank.

--*

***--532 (Member) Management Types Page**

A Introduction

The (Member) Management Types Page:

- allows users to specify if the member is contributing active personal:
 - management to the farming operation for members of entities
 - or hired management to the farming operation for members of joint operations.
- will be displayed according to the following table.

If the farming operation is...	THEN the (Member) Management Types Page will be displayed...
an entity	<ul style="list-style-type: none"> • if the selected member is an “individual” • after labor contribution information is recorded for the (member).
a joint operation	<ul style="list-style-type: none"> • if the user indicated management is contributed by the (member) on the (Member) Contributions Page • after capital, land, equipment, and labor contribution information is recorded for the (member), as applicable.

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](#)

Gen Partnership

[Seeking Benefits](#)

[General](#)

[Contributions](#)

[Capital](#)

[Land](#)

[Custom Services](#)

[Equipment](#)

[Labor](#)

[Management](#)

[Summary](#)

Partner

[Select Partner](#)

Partner Management Types

CUSTOMER INFORMATION	
FARMING OPERATION:	Farmers Partnership
BUSINESS TYPE:	General Partnership
PARTNER:	Ima Farmer
BUSINESS TYPE:	Individual

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

Yes
 No
 No Response

Is any of the management contributed to the farming operation hired?

Yes
 No
 No Response

< Back
Save
Save & Continue >

BF180
[Back to Top ^](#)

--*

***--532 (Member) Management Types Page (Continued)**

C Interview Questions

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

Question/Field	Description
Does this (member) contribute active personal management to the farming operation?	The available options are: <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
Is any of the management contributed to the farming operation hired?	The interview process will proceed to: <ul style="list-style-type: none"> • (Member) Management Contributions Page, if “Yes” is selected • (Member’s) Management Compensation Page, if “No” or “No Response” is selected.

D Page Options

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

Option	Action
“Back”	Returns to the previous applicable page in the interview process 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.

--*

***--532 (Member) Management 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. The Farm Operating Plan can be filed if the producer chooses not to answer the applicable question. See paragraph 502 for additional information.

Error Message	Corrective Action
Must specify the type of management contributed to the farming operation by the partner.	For members of: <ul style="list-style-type: none"> • entities, 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 • joint operations, answer "No" or "No Response" on the <i>(Member)</i> Types of Management Page if active personal and/or hired management is not contributed to the farming operation or the member chooses not to respond to the question.

--*

***--533 (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 active personal and/or hired 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 and/or hired management, as applicable, and the management duties performed.

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](#)

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

Partner
[Select Partner](#)

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

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

CUSTOMER INFORMATION	
FARMING OPERATION:	Farmers Partnership
BUSINESS TYPE:	General Partnership
PARTNER:	Ima Farmer
BUSINESS TYPE:	Individual

Active Personal Management Percentage
 Enter the percentage of active personal management contributed by this partner:
 %
 What type of management duties are performed by this partner?

Hired Management Percentage
 Enter the percentage of hired management contributed by this partner.
 %
 What type of management duties are performed by this partner?

< Back Save Save & Continue >

BF181 [Back to Top ^](#)

--*

***--533 (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	The percentage of active personal and/or hired management the selected member contributes to the farming operation. The following validations apply to the percentage entered.
Hired Management Percentage	<ul style="list-style-type: none"> • an entry is not required • if entered, the percentage: <ul style="list-style-type: none"> • must be greater than 0 percent • cannot be greater than 100 percent • should be entered in a percentage with up to 2 decimal places. <p>Examples: 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 and/or hired management duties performed or hired by the selected member. Data is not required to be entered, but if entered, up to 1,000 characters are allowed.</p> <p>Note: 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 next applicable page in the interview process.

--*

***--533 (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.
Hired management contribution percentage cannot be greater than 100%.		
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"> • correct the percentage recorded to a value greater than 0 percent • leave the field blank if the member does not want to provide the contribution percentage • 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.
Hired management contribution percentage must be greater than 0%.		
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.
Hired management contribution percentage must be numeric.		

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*--533 (*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.

Error Message	Corrective Action
Active personal management contribution percentage must be entered if provided to the farming operation.	<ul style="list-style-type: none"> • If the information recorded is incorrect, return to the (<i>Member's</i>) Management Contributions Page to specify the percentage of active personal and/or hired management that is contributed to the farming operation.
Hired management contribution percent must be entered if management is hired for the farming operation by the (<i>member</i>).	<ul style="list-style-type: none"> • Answer “No” or “No Response” on the (<i>Member</i>) Types of Management Page if active personal and/or hired management is not contributed to the farming operation or the member chooses not to respond to the question.
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>Note: If more than 1,000 characters are recorded, then the text will be truncated when the information is saved.</p>

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***--534 (Member's) Management Compensation Page**

A Introduction

The (Member's) Management Compensation Page is a 2-part page that allows for the amount of the compensation to be recorded if the (member) receives compensation for management duties from the (joint operation) over and above their share in the (joint operation's) profits and losses.

B Example of Page

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

Business File Menu Welcome: Bobbie Butler User Role: FSA Select Different Customer Record New Farm Operating Plan Manage Customer Gen Partnership Seeking Benefits General Contributions Capital Land Custom Services Equipment Labor Management Summary Partner Select Partner Other	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #0056b3; color: white;">Partner's Management Compensation</th> </tr> <tr> <th colspan="2" style="background-color: #d9e1f2;">CUSTOMER INFORMATION</th> </tr> <tr> <td style="text-align: right; font-weight: bold;">FARMING OPERATION:</td> <td>Farmers Partnership</td> </tr> <tr> <td style="text-align: right; font-weight: bold;">BUSINESS TYPE:</td> <td>General Partnership</td> </tr> <tr> <td style="text-align: right; font-weight: bold;">PARTNER:</td> <td>Ima Farmer</td> </tr> <tr> <td style="text-align: right; font-weight: bold;">BUSINESS TYPE:</td> <td>Individual</td> </tr> </table> <p>Does this partner receive any compensation from the general partnership as payment for management contributions?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response </p> <p>Compensation</p> <p>What payments are received by this partner from the general partnership over and above their share in the general partnership's profits and losses?</p> <p>\$ <input style="width: 100px;" type="text"/></p> <hr/> <p style="text-align: center;"> <input style="border: 1px solid #0056b3; padding: 2px 10px;" type="button" value=" < Back "/> <input style="border: 1px solid #0056b3; padding: 2px 10px;" type="button" value=" Save "/> <input style="border: 1px solid #0056b3; padding: 2px 10px;" type="button" value=" Save & Continue > "/> </p> <p style="font-size: small;">BF182 Back to Top</p>	Partner's Management Compensation		CUSTOMER INFORMATION		FARMING OPERATION:	Farmers Partnership	BUSINESS TYPE:	General Partnership	PARTNER:	Ima Farmer	BUSINESS TYPE:	Individual
Partner's Management Compensation													
CUSTOMER INFORMATION													
FARMING OPERATION:	Farmers Partnership												
BUSINESS TYPE:	General Partnership												
PARTNER:	Ima Farmer												
BUSINESS TYPE:	Individual												

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***--534 (Member's) Management Compensation Page (Continued)**

C Interview Questions

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

Question/Field	Description
Does this (<i>member</i>) receive any compensation from the (<i>joint operation</i>) as payment for management contributions?	The available options are: <ul style="list-style-type: none"> • “Yes” • “No” • “No Response”.
What payments are received by this (<i>member</i>) from the (<i>joint operation</i>) over and above their share in the (<i>joint operation's</i>) profits and losses?	This field is only presented if “Yes” was selected to the question “Does this (<i>member</i>) receive any compensation from the (<i>joint operation</i>) as payment for management contributions?” The amount recorded in this field is: <ul style="list-style-type: none"> • not required • if entered, must be: <ul style="list-style-type: none"> • a numeric value in whole dollars • greater than \$0. <p style="text-align: right;">Examples: \$50, \$150, \$1000, etc.</p>

D Page Options

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

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***--534 (Member's) Management Compensation Page (Continued)**

E Page Error Messages

The following error messages may be displayed on the (*Member's*) Management Compensation 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
Compensation must be greater than \$0.	The user entered \$0 as the compensation received by the (<i>member</i>) from the (<i>joint operation</i>).	Take either of the following options: <ul style="list-style-type: none"> • enter an amount greater than \$0 • indicate the (<i>member</i>) is not receiving compensation for management duties performed.
Compensation must be numeric.	The user entered something other than a numeric value.	Enter the amount of compensation received by the (<i>member</i>) in whole dollars.

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 502 for additional information.

Error Message	Corrective Action
Must specify whether the (<i>member</i>) is receiving compensation or a salary over and above their share in the (<i>joint operation</i>) for management contributions.	Return to the (<i>Member's</i>) Management Compensation Page and indicate whether the member is receiving compensation for management duties performed. If the member does not want to provide the information, select "No Response".
Amount of compensation must be entered for (<i>member</i>) if they are receiving a salary or bonus for management contributions.	If the member: <ul style="list-style-type: none"> • is receiving compensation for management duties performed, the amount of compensation is required • does not want to provide the information, leave the field blank.

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