



March 2010

Farm Service Agency

Average AGI Verification Process

Common errors to avoid when completing CCC-927 and CCC-928 consent forms

1. No name or no name and address
Please include complete name and current mailing address.
2. No SSN or EIN; or partial SSN, or partial EIN.
Please include the complete Social Security Number (SSN) for an individual; or the complete Employer Identification Number (EIN) for a legal entity.
3. No selections of processing year 2009 and/or 2010.
Please make a selection of 2009, 2010, or select both years if applicable.
4. Improper name and taxpayer identification number control.
(For example, use L & J Farms or L and J Farms, rather than L+J Farms.)
5. No signature date or birth date used instead of date signed.
Please enter the actual date the consent form is signed. For example, March 25, 2010.
6. Blank forms stapled together and mailed.
Please complete all items on CCC-927 or CCC-928 before mailing. Multiple, completed forms may be mailed in one envelope.
7. Two taxpayer names and SSN's on same line.
Each individual must complete a separate CCC-927; Each legal entity must complete a separate CCC-928; each member of a legal entity must complete a separate CCC-927 (if an individual) or a separate CCC-928 (if a legal entity).
8. Illegible penmanship
Please write as clearly as possible, or request assistance from a spouse, family member or relative if unable to write legibly.
9. Taxpayer name and taxpayer identification number mismatch.
Please complete CCC-927 or CCC-928 using the exact name and taxpayer identification number as used for the most recent tax filings.
10. Taxpayer identification number and form mismatch.
CCC-927 must be used only for an individual with a Social Security Number. CCC-928 must be used only for a legal entity with an Employer Identification Number.
11. The required information is being placed on the back of the form (on the instruction page) instead of filling the form out correctly.
Please complete all items on the front side of CCC-927 or CCC-928.
12. No return address on envelope and the consent form has no address.
Please include the return address on the envelope and only mail a completed CCC-927 or CCC-928 to the address provided on the top of the form.