

For: State and County Offices

**Tobacco Transition Payment Program (TTPP) Multi-Year Assignments**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

FSA Financial Services (FSA-FS) has been enhanced to expedite the process for entering multi-year TTPP assignments. The enhancement allows future year assignments to be entered for the life of the TTPP contract. 63-FI provides policies and procedures for:

- accessing the assignment function of FSA-FS
- entering the assignee information in the Service Center Information Management System (SCIMS).

**B Purpose**

This notice provides instructions for entering multi-year TTPP assignments.

**C Contact**

If there are questions about this notice:

- County Offices shall contact their State Office
- State Offices shall contact Rodney Davis, FMD, by:
  - e-mail at **Rodney.Davis@wdc.usda.gov**
  - telephone at 703-305-1310.

**Note:** FMD has migrated e-mail from Group Wise to Microsoft Outlook. Any former address contacts for Rodney Davis that contain an underscore between the first and last name are no longer being forwarded to the Microsoft Outlook account.

<b>Disposal Date</b>	<b>Distribution</b>
June 1, 2006	State Offices; State Offices relay to County Offices

## Notice FI-2715

### 2 Creating TTPP Multi-Year Assignments

#### A Name and Address Requirements

Both the assignor and the assignee must be loaded in SCIMS name and address with a valid taxpayer ID number. The ID's must be "Active" in SCIMS.

#### B Accessing the Web Based Assignment Menu

63-FI, paragraph 120, provides instructions on accessing the web-based assignment function.

Step	Action
1	On the Assignment Menu, click "Customer Assignment Options" and the View Assignments Menu will be displayed.
2	On the View Assignments Menu, click "Create Assignments" and the Create Assignment Menu will be displayed.

#### C Example of the Create Assignment Screen With Program Code Drop-Down Menu

This is an example of the Create Assignment Menu showing the Program Category Code drop-down menu.

The screenshot shows a web browser window titled "USDA - FSA - Financial Services - Create Assignment - Microsoft Internet Explorer". The address bar shows the URL: [https://inlet.tc.fsa.usda.gov/FSAFS/prepare\\_create\\_assignment.do](https://inlet.tc.fsa.usda.gov/FSAFS/prepare_create_assignment.do). The page content includes a sidebar with navigation links: "Select Producer", "Assignments", "Joint Payments", "Direct Deposit", "National Payment Service", and "Logoff". The main form area is titled "FSAFS : Create Assignment" with "OMB No. 0560-0183" in the top right. The form fields are: "Name: ALAN GERRY", "Tax ID: [input]", "State: NEW YORK (36)", and "County: Sullivan (105)". A "Program Category Code" dropdown menu is open, displaying a list of program options. Below this are radio buttons for "Program / Contract Year", "Program Alpha Code", "Contract Number", and "Farm Number (Optional)". Further down are "Assignee Tax ID", "Tax ID Type" (with a dropdown set to 'E'), and "Amount \$" with an input field. At the bottom, there is a "Signature On File" checkbox.

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### 2 Creating a TTPP Multi-Year Assignment (Continued)

#### D Completing the Create Assignment Screen

Create the assignment according to the following.

Step	Action
1	<p>Click program category code “Tobacco Transition Payment Program” from the drop-down menu as shown in subparagraph C and enter the contract year.</p> <p><b>Note:</b> This category code is for multi-year assignments <b>only</b>. The program alpha code may be used for single-year or multi-year assignments if the specific code needs to be entered.</p>
2	<p>Click the Contract Number Radio Button as shown in subparagraph E.</p> <p><b>Note:</b> The contract number <b>must</b> be entered. Certain programs do not require that a contract number be entered; however, the contract number is required for TTPP.</p>
3	<p>Enter the “Assignee Tax ID” and “Tax ID Type”.</p> <p><b>Note:</b> These are required fields.</p>
4	<p>In the “Amount” field, enter the <b>total amount for all remaining years</b> of the assignment.</p> <p><b>Example:</b> If a 10 year assignment had 9 years remaining and the amount is \$2,500 per year, enter \$22,500.</p>
5	<p>If the assignment is being entered based on a paper CCC-959 or CCC-959-1, and the assignor and assignee have both signed CCC-959 or CCC-959-1, click “Signature on File”.</p> <p><b>Note:</b> If “Signature on File” is <b>not</b> selected, the assignment will be placed in a pending status.</p>
6	<p>Click “Submit”. The Multiple-Year Setup Screen will then be displayed.</p>

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### 2 Creating a TTPP Multi-Year Assignment (Continued)

#### E Example of the Completed Create Assignment Screen

This is an example of the completed Create Assignment Menu. Click “Submit” according to subparagraph D, step 6.

USDA - FSA - Financial Services - Create Assignment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address [https://inlet.tc.fsa.usda.gov/FSAF5/update\\_ui\\_assignment\\_payment\\_years.do](https://inlet.tc.fsa.usda.gov/FSAF5/update_ui_assignment_payment_years.do) Go Links SnagIt

**National Payment Service**

[Logoff](#)

OR

Program Alpha Code

Contract Number  (Optional)

OR

Farm Number  (Optional)

Assignee Tax ID  Tax ID Type

Amount \$

Signature On File

Checking this box indicates proper paper work is on file, and that the assignment will be saved in an "Accepted Status."

Please click the Submit button one time. Your request will be processed shortly.

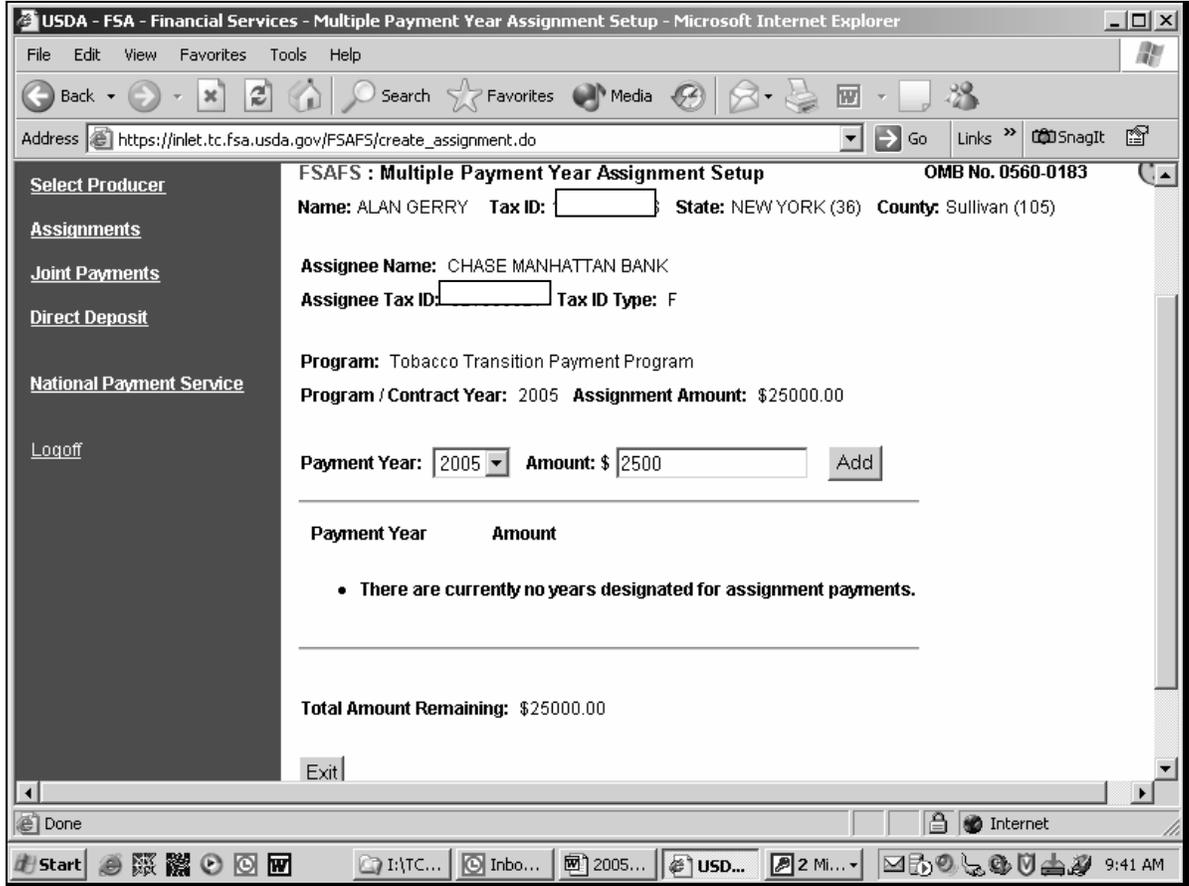
Start I:\TC... Inbo... 2005... USD... 2 Mi... 9:39 AM

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### 2 Creating a TTPP Multi-Year Assignment (Continued)

#### F Completing the Multiple Payment Year Assignment Setup Screen

This is an example of the Multiple Payment Year Assignment Setup Screen.



Complete the Multiple Payment Year Assignment Setup Screen according to the following.

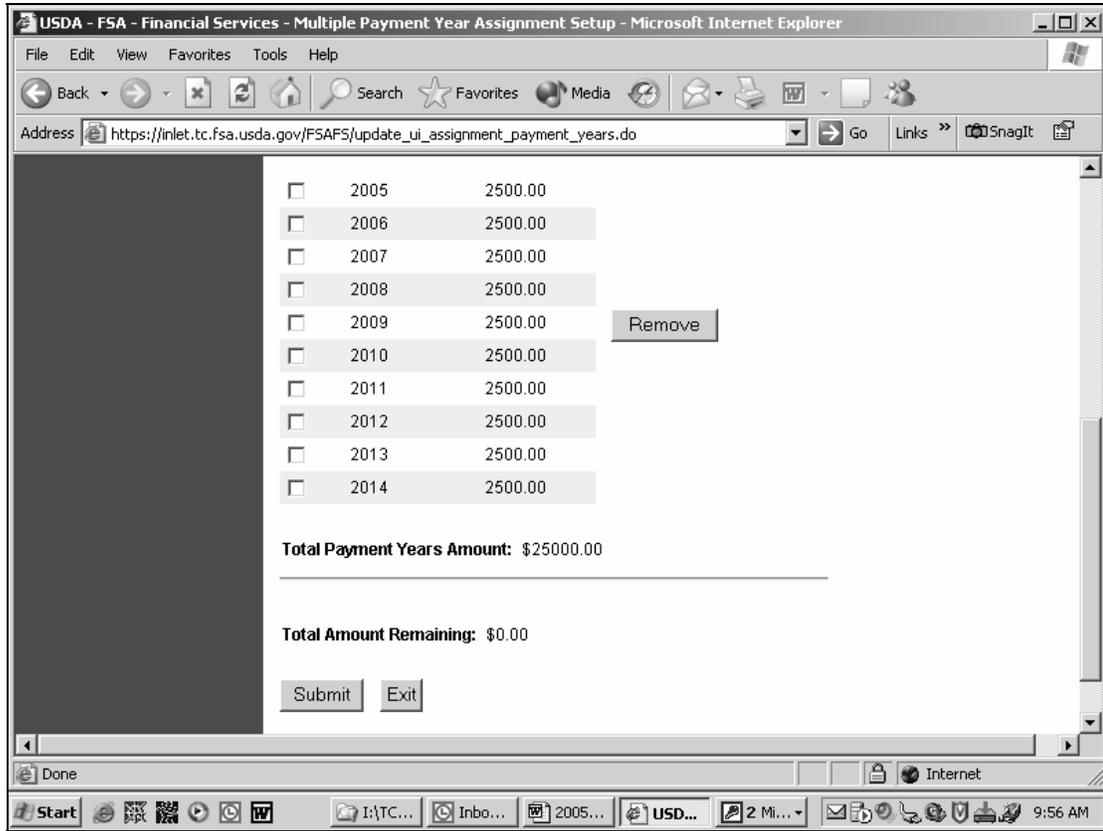
Step	Action
1	The “Program Year” defaults to the contract year. Click on the drop-down arrow to display future years. Click on the first year remaining to be assigned.
2	In the “Amount” field, enter the amount to be assigned for the selected year.
3	Click on the “Add” button.
	<b>Note:</b> When “Add” is clicked, the year and amount added will be displayed on the screen. Continue adding each remaining year of the assignment as shown in subparagraph G.

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### 2 Creating a TTPP Multi-Year Assignment (Continued)

#### G Completing the Multiple Payment Year Assignment Setup Screen

This is an example of the Multiple Payment Year Assignment Setup Screen. In this example, all years have been entered and the total of those years is equal to the “Total Payment Years Amount” entered previously. When the “Total Amount Remaining” display is zero, the payment year and amount fields will be shaded in gray indicating that the sum of the individual year assignments are in agreement with the total assignment amount.



The “Submit” button will be displayed on the bottom of the screen. If the data entered is:

- correct, click “Submit” to save the assignment and the View Assignments Screen will be displayed
- incorrect, click on the box beside the payment year that is incorrect and click “Remove”

**Note:** This will remove the payment year and put the amount back in the amount to be assigned. Continue removing all years that are incorrect. The years will return to the drop down list and may be selected again.

- not to be saved, click “Exit”.

**Note:** The “Submit” button will not be displayed until the full amount to be assigned has been allocated to a payment year.

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### 2 Creating a TTPP Multi-Year Assignment (Continued)

#### G Completing the Multiple Payment Year Assignment Setup Screen (Continued)

This is an example of the completed Multiple Payment Year Assignment Setup Screen. In this example the payment year and amounts have been shaded since all assignment amounts have been entered and are in agreement with the total assignment amount.

**USDA - FSA - Financial Services - Multiple Payment Year Assignment Setup - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address: [https://inlet.tc.fsa.usda.gov/FSAFS/update\\_ui\\_assignment\\_payment\\_years.do](https://inlet.tc.fsa.usda.gov/FSAFS/update_ui_assignment_payment_years.do)

**FSAFS : Multiple Payment Year Assignment Setup** OMB No. 0560-0183

**Name:** ALAN GERRY **Tax ID:**  **State:** NEW YORK (36) **County:** Sullivan (105)

**Assignee Name:** CHASE MANHATTAN BANK  
**Assignee Tax ID:**  **Tax ID Type:** F

**Program:** Tobacco Transition Payment Program  
**Program / Contract Year:** 2005 **Assignment Amount:** \$25000.00

**Payment Year:** 2015 **Amount:** \$

Payment Year	Amount
<input type="checkbox"/> 2005	2500.00
<input type="checkbox"/> 2006	2500.00
<input type="checkbox"/> 2007	2500.00
<input type="checkbox"/> 2008	2500.00
<input type="checkbox"/> 2009	2500.00
<input type="checkbox"/> 2010	2500.00

Done Internet

Start I:\TC... Inbo... 2005... USD... 2 Mi... 9:48 AM

### 3 TTPP Multi-Year and Single-Year Assignments

#### A Editing a TTPP Multi-Year Assignment

A multi-year assignment can be edited **only** if it is in a pending status. If the assignment is pending, the View Assignment Screen will display an option to “Edit”. Click “Edit” to make changes to the payment years.

On the Update Assignment Screen, the user may:

- change the assignee tax ID
- change the total assignment amount
- correct the amount applied to payment years
- accept the assignment
- exit without making any changes.

If the total assignment amount is changed or the user selects the option to update assignment payment years, the Multiple Payment Year Assignment Edit Screen will be displayed to reallocate the assigned amounts. Complete the screen according to subparagraphs F and G.

An assignment may **only** be canceled if the:

- assignment was incorrectly entered
- assignee requests that the assignment be terminated.

**Note:** The assignor **cannot** terminate an accepted assignment.

To cancel a TTPP multi-year assignment, click “Cancel” on the View Assignments Screen.

#### B Entering Single-Year TTPP Assignments

The same screens that are displayed for multi-year TTPP assignments will be displayed for single-year TTPP assignments. The user will select the payment year for the assignment and enter the total amount of the assignment as the amount for the year.

### 4 Action

#### A Deadline for Loading TTPP Assignments

County Offices will have 10 workdays from the date of issuance of this notice to complete their data load. Changes to name and address in SCIMS can take up to 9 workdays before the update to the financial database occurs; therefore, users are encouraged to perform updates immediately upon issuance of this notice.

#### B Notification of Completion

SED’s shall notify **Rodney.Davis@wdc.usda.gov**, upon completion of their County Offices data load.