

**For:** State and County Offices

**Requirement to Complete FSA-603**

**Approved by:** Deputy Administrator, Management



**1 Recording Remittances on FSA-603**

**A Background**

3-FI provides instructions for County Offices about accepting and processing cash, checks, and money orders from producers and borrowers. Cash, as well as checks and money orders, that meet FSA requirements must be recorded on FSA-603 immediately upon receipt. FSA-603 is a register that County Offices use to record the receipt of funds. The completed FSA-603 provides the following:

- a history of all funds received in the County Office
- the remitter’s name, date, amount, check number, if applicable, and CCC-257 schedule number.

**B Purpose**

This notice reminds County Offices that all funds received in Service Centers require recording on FSA-603, according to 3-FI, paragraph 19.

**C Contact**

State Offices with questions about this notice should contact Rodney Davis by either of the following:

- e-mail at **rodney.davis@wdc.usda.gov**
- telephone at 703-305-1310.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2007	State Offices; State Offices relay to County Offices

## Notice FI-2751

### 1 Recording Remittances on FSA-603 (Continued)

#### D County Office Action

County Offices shall record all remittances on FSA-603 upon receipt from the producer, borrower, or any other party. All remittances shall be recorded regardless of the remittances' final disposition. FSA-603 can be obtained at <http://intra3.fsa.usda.gov/dam/ffasforms/currentforms.asp>.