

For: Tobacco State and County Offices

Processing CCC-971's

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice TB-1180 provided instructions for completing CCC-971 when a contract holder requested to transfer the contract rights to 1 or more parties that are exempt from the maximum discount rate (MDR). Software to process CCC-971's is currently not available.

In an effort to expedite the processing of the CCC-971 requests, the National Tobacco Processing Center (NTPC) will data load all 9-year contract requests that were filed on or before December 2, 2005. This special data load will expedite the FY 2006 payment process of the resulting contracts.

A forthcoming notice will be issued to provide instructions necessary after the data load has been successfully completed by NTPC.

B Purpose

This notice provides instructions for:

- verifying CCC-971 requests for 9-year transfers
- sending CCC-971 requests to NTPC for processing.

Disposal Date	Distribution
June 1, 2006	Tobacco State Offices; State Offices relay to applicable County Offices

Notice TB-1191

2 Action

A County Office

County Office shall:

- verify that all names and addresses are complete and accurate, including verification in SCIMS
- verify that all taxpayer identification numbers are complete and accurate, including verification in SCIMS
- verify that the total base quota level (BQL) on the transferring contract equals the total BQL of all resulting contracts
- remit the following to the State Office no later than February 16, 2006:
 - a photocopy of the original CCC-971
 - a completed Exhibit 1.

B State Office

State Office shall:

- ensure that County Offices follow the provisions of the notice.
- send all CCC-971 requests and a completed Exhibit 2 to NTPC at the address below by FedEx no later than February 23, 2006:

National Tobacco Processing Center
Attention: Michele Corcoran
1009 Lenox Drive, Building 4, Suite 101
Lawrenceville, NJ 08648-2321

Telephone number: 800-673-2331.

Transmittal of CCC-971 Requests

County Office Name _____

County Code _____

Total Number of CCC-971 Requests _____

Note: Only remit page 1 of CCC-971 (9-year transfers only) to State Office not later than February 16, 2006.

Transmittal of CCC-971 Requests

State Office Name _____

State Code _____

Total Number of CCC-971 Requests _____

Note: Only remit page 1 of CCC-971 (9-year transfers only) to NTPC not later than February 23, 2006.