

For: Tobacco State and County Offices

Processing Additional CCC-971's

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice TB-1191 provided instructions for mailing 9-year CCC-971 requests to the National Tobacco Processing Center (NTPC). County Office software for processing CCC-971's is currently unavailable.

To expedite processing CCC-971 requests, NTPC will now accept and dataload all CCC-971 requests outlined in this notice.

Note: This special dataload will expedite the payment processing of the resulting contracts.

B Purpose

This notice provides instructions for verifying CCC-971 requests for:

- 10-year contract transfers due to death
- 9-year contract transfers where no payment has been made against the contract
- 8-year contract transfer requests.

Note: Software is now available that will allow the NTPC to process resulting contracts with zero base quota levels (BQL's).

| Disposal Date | Distribution |
|----------------------|---|
| August 1, 2006 | Tobacco State Offices; State Offices relay to applicable County Offices |

Notice TB-1194

2 Action

A County Office

County Offices shall:

- verify that all names and addresses are complete and accurate, including verification in the Service Center Information Management System (SCIMS)
- verify that all taxpayer identification numbers are complete and accurate, including verification in SCIMS
- verify that the total BQL on the transferring contracts equals the total BQL of all resulting contracts
- remit the following to the State Office no later than **May 12, 2006**, a:
 - photocopy of the original CCC-971
 - completed Exhibit 1
- **not** forward CCC-971 requests that contain a request for zero BQL contracts.

B State Office

State Offices shall:

- ensure Counties Offices follow the provisions in this notice
- send all CCC-971 requests and a completed Exhibit 2 by FedEx no later than **May 18, 2006**, to:

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 Offices shall remit **no later than May 12, 2006**, photocopies of original CCC-971, page 1's and this page to the State Office:

County Office Name: _____

County Code: _____

Total Number of CCC-971 Requests: _____

Note: Only remit CCC-971, page 1 to the State Office no, later than **May 12, 2006**.

Transmittal of CCC-971 Requests

State Offices shall send all CCC-971, page 1 requests and the following by FedEx no later than May 18, 2006, to:

National Tobacco Processing Center
Attention: Michele Corcoran
1009 Lenox Drive, Building 4, Suite 101
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| |
|---|
| <p>State Office Name: _____</p> <p>State Code: _____</p> <p>Total Number of CCC-971 Requests: _____</p> <p>Note: Only remit CCC-971, page 1 to NTPC no later than May 18, 2006.</p> |
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