

**For:** Tobacco State and County Offices

**National Tobacco Processing Center (NTPC) Processing Additional CCC-971's**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Obsolete Notice TB-1194 provided instructions for mailing CCC-971 requests to 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 in an effort to avoid prompt payment interest.

**B Purpose**

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

- 10-year contracts transfers because of death
- 9-year contract transfers where no payment has been made against the contract
- 8-year contract transfer requests
- CCC-971 requests held because of base quota level (BQL) changes.

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

## Notice TB-1199

### 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 ID numbers are complete and accurate, including verification in SCIMS

**Note:** Please ensure the ID type, such as S, E, etc. is included.

- 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 **September 1, 2006**, a:
  - photocopy of the original CCC-971
  - completed Exhibit 1.

#### B State Office Action

State Offices shall:

- ensure County Offices follow the provision in this notice
- send all CCC-971 requests and a completed Exhibit 2 by FedEx no later than **September 8, 2006**, to:

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

Telephone: 800-673-2331.

**Note:** Please expedite the handling of the CCC-971 requests so the resulting 2006 payments can be processed before October 1, 2006.

**Transmittal of CCC-971 Requests**

County Office shall remit **no later than September 1, 2006**, photocopies of original CCC-971, page 1 requests and this page to the State Office.

**County Office Name:** \_\_\_\_\_

**County Office Code:** \_\_\_\_\_

**Total Number of CCC-971 Requests:** \_\_\_\_\_

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

**Transmittal of CCC-971 Requests**

State Office shall send all CCC-971, page 1 requests and the following by FedEx **no later than September 8, 2006**, to:

National Tobacco Processing Center  
Attention: Michele Corcoran  
1009 Lenox Drive, Building 4, Suite 101  
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**State Office Name:** \_\_\_\_\_

**State Code:** \_\_\_\_\_

**Total Number of CCC-971 Requests:** \_\_\_\_\_

**Note: Only** remit CCC-971, page 1 to the NTPC no later than **September 1, 2006**.