

For: Tobacco State and County Offices

**Tobacco Transition Payment Program (TTPP) Assignments**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

When the County Office establishes an assignment within the FSA Financial Services (FSA-FS) web application, FSA-FS attempts to locate the assignee taxpayer ID in the customer profile database. If the taxpayer ID is not located, then the system will return an error message. When this error occurs, the assignment cannot be established. The assignee must first be loaded in the Service Center Information Management System (SCIMS), replicated to the System 36, and transmitted back to the customer profile database. This process can take up to 10 workdays to complete. Transmissions are uploaded to the customer profile database on Monday and Thursday evenings so that changes and additions are available on Tuesday and Friday mornings.

It is critical that all assignment of payments against TTPP contracts are loaded according to 1-FI, paragraph 126, within the period allowed.

**B Purpose**

This notice provides instructions for County Offices to **immediately** data load all assignee information not currently residing in SCIMS.

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

## Notice TB-1212

### 2 County Office Action

#### A Review Assignee Taxpayer ID's in SCIMS

County Offices shall search SCIMS to determine whether the assignee taxpayer ID is available and linked to the County Office. If ID is:

- available, and linked to the county, no further action is necessary
- available, but not linked to the county, then link the taxpayer ID to the county
- not available, ID must be data loaded in SCIMS immediately. Ensure that the name and address file is transmitted nightly.

#### B Entering TTPP Assignments in FSA-FS

All TTPP assignments will use the multi-year assignment screens in FSA-FS, even if only a single year is being assigned. When entering TTPP assignments:

- select “Tobacco Transmition Payment Program” from the “Program Category Code” drop-down box
- ENTER “05” as the “Program Contract Year”
- enter the total remaining amount for all remaining years of the assignment in the “Amount” field
- click the “Signature on File” box if the assignee has signed the document
- CLICK “Submit” to move to the second screen
- select the year to be paid on the second screen, and enter the amount to be paid in an upcoming year.

**Note:** The year will default to “2005”. The user **must** click on the drop-down arrow to select the upcoming year.