

For: Tobacco State and County Offices

**Instructions for Tax ID Number (TIN) Changes on Unsold,
Paid Tobacco Transition Payment Program (TTPP) Contracts**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice TB-1200 provided instructions for entering tax ID changes.

In the past, TTPP application software allowed County Office users to modify TIN's on "approved" or "in-dispute" contracts when an incorrect person was erroneously paid.

Forthcoming software targeted for release on **May 3, 2007**, will prevent users from creating replacement contracts when an **incorrect TIN** was attached to an unsold, paid contract that resulted in a payment to an **incorrect party**. Contract payments made to an incorrect party will now be corrected by performing a voluntary or involuntary termination. See Notice TB-1230.

If the **correct party** has an **incorrect TIN**, TTPP will continue to allow users to create replacement contracts with the correct TIN information.

B Purpose

This notice provides instructions relating to TTPP contracts requiring TIN changes because of:

- an **incorrect TIN** being attached to an unsold, paid contract that resulted in a payment to a **correct party**
- a base quota level (BQL) correction associated with TIN change.

Disposal Date	Distribution
December 1, 2007	Tobacco State Offices; State Offices relay to applicable County Offices

Notice TB-1235

2 Action

A County Office Action

County Offices shall:

- become familiar with new TTPP software that allows modifications to an incorrect TIN attached to an unsold, paid contract that resulted in a payment to a correct party
- become familiar with TTPP software that allows modifications to “pending” contract BQL’s associated with contracts that required TIN changes
- take action to correct contracts with invalid TIN’s
- obtain State Office approval for any adjustment to the **total farm BQL**.

B State Office Action

State Offices shall:

- become familiar with the new TTPP software
- ensure that County Offices follow the provisions in this notice
- review and approve all adjustments to the **total farm BQL**.

3 TIN Modification General Information

A Overview

It is important to understand how the system will process contracts requiring TIN changes. If it has been determined the contract was erroneously paid because of an incorrect TIN, the user will have the ability to access the “approved” or “in-dispute” contract and modify the associated TIN. This correction process works the same on both quota holder and producer contracts.

The TIN change process works very similar to the BQL change process. Once the TIN change has been made and confirmed, TTPP will cancel the original contract and create a replacement contract with the new TIN. Both the original and replacement contracts will be displayed on the Tax ID Change Successfully Screen. The original contract will then be in “Canceled” (CL) status and the new resulting contract will be in “Pending” (PE) status.

Note: Changes to contract TIN’s **require** new CCC-955’s or CCC-956’s to be printed and signed by contract holders before contracts can be approved. New CCC-960’s will be generated when contracts are approved.

Appeal rights on CCC-960’s will be blank, allowing the selection of the appropriate indicator. If TIN was changed because of an **incorrect TIN** being attached to an unsold, paid contract resulting in a payment to a **correct party**, the appeal flag should be set to “N/A”. Appeal rights have already been exhausted.

3 TIN Modification General Information (Continued)

B Contract Statuses for TIN Modifications

Only “**paid**” contracts in “**approved**”, “**in-dispute**”, or resulting contracts in “**pending**” status can be modified.

If a contract has been placed in “in-dispute” status, suspending the 2006 payment, the TIN change can be made while the contract remains in “in-dispute”. If the original contract is taken out of “in-dispute” status, ensure either of the following has taken place:

- TIN is modified before the next payment cycle
- original contract is placed back in “in-dispute”.

If either of these steps does **not** take place, the original, approved contract will be selected for payment before the replacement contract is generated. If the payment request has been generated and sent to the National Payment System (NPS) with an incorrect TIN, the user will be required to cancel the payment request through the “Manage Contract Payment” function before TIN can be modified.

Note: “**Sold**” contracts are permanently locked. A forthcoming notice will provide instructions for handling “sold” contracts.

C Modifications to “Pending” Contracts

Users will have the ability to access and modify “pending” contracts resulting from TIN changes of original TTPP contracts. Numerous changes to TIN’s or BQL’s of resulting pending contracts are allowed. Once a contract is moved into “complete” or “approved” status, the system **will not allow** a status change back to “pending”.

Note: If a BQL change is also required on a contract with an incorrect TIN, TIN should be modified **before** BQL is changed on the resulting pending contract.

Notice TB-1235

3 TIN Modification General Information (Continued)

D Overpayment (Receivable) Processing

Once a contract with a modified TIN is updated to “approved” status, TTPP will determine which contracts require overpayment processing. If TTPP paid a contract with an incorrect TIN and a correct party, TTPP will **not** create an overpayment transaction (receivable) against the original TIN.

For modification of BQL’s on “pending” contracts resulting from TIN changes, TTPP will determine which contract requires overpayment/underpayment processing. If the original contract payment was received by the correct party, TTPP will create an overpayment or underpayment transaction based on the BQL modification to the contract.

Note: To ensure the proper handling of overpayments and the establishment of receivables, see Notice FI-2762.

4 System Functionality

A TIN Correction for an Unsold, Paid Contract With an Incorrect TIN

This subparagraph is an example of a contract where a wrong TIN was attached to an original TTPP contract and updated to “approved” status, resulting in the 2005 payment being disbursed to the correct party and wrong TIN.

To begin TIN correction process, on TTPP Homepage, under Links, CLICK “Contract Maintenance.”

USDA United States Department of Agriculture

Tobacco Transition Payment Program

TTPP Home | About FSA | Help | Contact Us | Logout

Links

- Section 508
- Accessibility
- Manage Farm (Quota Holder)
- Quota Holder Data
- Producer Data
- Manage contract payment
- Prompt Pay Interest
- Contract Maintenance Reports

Tobacco Transition Payment Program Homepage

On October 22, 2004, The President signed the American Jobs Creation Act of 2004, (Pub. L. 108-357) which includes the Fair and Equitable Tobacco Reform, commonly referred to as the tobacco buyout.

Under this legislation, payments are made to tobacco quota holders and producers. This legislation also ends all aspects of the Federal tobacco marketing quota and price support loan programs effective with the 2005 crop.

Please select Link to continue

Notice TB-1235

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect TIN (Continued)

Contracts to be modified:

- **cannot** have any outstanding payments on NPS
- **must** be in “approved” or “in-dispute” status
- **cannot** have CCC-959’s against the contract.

Note: Because CCC-959’s are contract specific, users **must** take the following steps, according to 63-FI, before the contract can to be modified.

Step	Action
1	Notify assignors and assignees that: <ul style="list-style-type: none">• CCC-959’s are contract specific• the contract with the current CCC-959 is being corrected and canceled• a replacement contract will be issued• the assignors and assignees are responsible for executing CCC-959 for the replacement contract before the next payment disbursement.
2	Cancel CCC-959 attached to the contract to be corrected.
3	Access TTPP and modify the contract TIN according to procedures outlined in this notice, thereby canceling the original contract and creating a new resulting contract.
4	Obtain a new CCC-959 for the resulting contract.
5	Enter the new CCC-959 against the resulting contract in Financial Services.

Notice TB-1235

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect TIN (Continued)

The following is an example of the Contract Maintenance Screen.



From this screen, users can take the following actions:

- correct contract BQL (see Notice TB-1231)
- correct BQL of a resulting TIN correction contract in “pending” status
- correct TIN attached to a “paid” or “pending” contract.

Note: TIN’s can be modified numerous times as long as the resulting contract is in “pending” status.

The resulting contract will remain in “pending” status until the user updates the contract to “complete” or “approved” status.

Note: Once contracts move out of “pending” status, the system **will not allow** a status change back to “pending”.

CLICK “Tax ID Correction” to begin the TIN correction process.

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect TIN (Continued)

The following is an example of a contract where TIN was incorrect in the Service Center Information Management System (SCIMS). The incorrect TIN was attached to an original TTPP contract and updated to “approved” status, resulting in the 2005 payment being disbursed to the correct party, but with the wrong TIN. Users will enter the unsold, paid contract number to be modified and CLICK “Continue”.

Access the Tax ID Change Screen through the Contract Maintenance Screen. Enter the contract number to be modified.

Note: Combined counties are required to select the county in which the contract resides.

The following are possible error messages:

- “Valid Contract Number is required”
- “No Contract data found for contract number: XXXXX”
- “This Contract has been sold”
- “Contract status is not in AP or DI”
- “This contract is in Pending status”

Note: Contract is **not** a resulting contract from a TIN or BQL change.

- “No payment made for contract XXXXX”

Notice TB-1235

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect TIN (Continued)

- “Overpayment is unprocessed or payment is not signed in NPS”
- “There are assignments, claims, or receivables against the contract”
- “The payment was not found for contract XXXXX”
- “The Overpayment was not found for contract XXXXX”
- “FES indicates Assignment on contract XXXXX”
- “FES indicates Claim on contract XXXXX”
- “FES indicates Receivable on contract XXXXX”.

The following is an example of the Tax ID Change Screen displaying the results of the search. The contract shows:

- “Customer Name” as John J Doe (the correct entity)
- “TIN” of 333339876 (should be 333339867).

Note: When this TIN was loaded into SCIMS, the last 2 digits were transposed resulting in the payment being disbursed to the correct person, but under the wrong TIN.

The screenshot shows the USDA Tobacco Transition Payment Program interface. At the top, it displays the USDA logo and the text "United States Department of Agriculture" and "Tobacco Transition Payment Program". Below this is a navigation bar with links: "TTPP Home", "About FSA", "Help", "Contact Us", and "Logout". The main content area is titled "Tax ID Change" and displays "Contract Info (CCC-955)". The contract information is as follows:

Contract Number	999999999991
Customer Name	JOHN J DOE
Contract Status	AP
Tax ID	333339876
Tax ID Type	S
Annual Installments	10
Total Contract BQL	400

Below the contract information is a link: "Search Customer From SCIMS". On the left side of the screen, there is a "Links" menu with the following items: "Section 508", "Accessibility", "Manage Farm (Quota Holder)", "Quota Holder Data", "Producer Data", "Manage contract payment", "Prompt Pay Interest", "Contract Maintenance", and "Reports".

Notice TB-1235

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect TIN (Continued)

CLICK “**Search Customer From SCIMS**” at the bottom of the screen to access SCIMS and search for the correct TIN.

The following are possible error messages:

- “Customer is inactive”
- “Tax ID is required or incorrect”
- “No legacy data found from SCIMS”
- “Tax ID and type of new contract must come from the same state and county of the original contract”.

The following is an example of the SCIMS Customer Search Page.

USDA Service Center Information Management System Customer Search Page

Location State: TENNESSEE Service Center: SHELBYVILLE SERVICE CENTER

National Search: Service Center Details

Type
 Individual Business Both
Active Active and Inactive

Name
 Starts With Exact Match
Last or Business:
First:

Tax ID
ID: 333339876
ID Type: Select One
 Whole ID

Other
Common Name:
Zip Code:
Phone No.:

Search Reset

Click the type, enter the tax ID, and CLICK “Search” for the correct TIN.

Example: In this example, the user clicked “Individual”, entered “333339876”, and will CLICK “**Search**” to search SCIMS for TIN to be used on the resulting contract.

Notice TB-1235

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect TIN (Continued)

The following is an example of the SCIMS Search Results Screen. Once SCIMS has returned the requested information detail, displayed in this screen, the user shall verify the information for accuracy.

USDA Service Center
Information Management System

Search Results

Based on selected Servicing Site SHELBYVILLE SERVICE CENTER

Select a customer:

Active	Potential Duplicate	Common Name	Tax Id	Tax Id Type	Delivery Address Line	City, State ZIP Code	Phone No	Legacy State	Legacy County
Active	No	John J Doe	***9867	Social Security	111 Highway 1	Music City , TN 99999-9999	(931)	TENNESSEE	BEDFORD

Page 1 of 1

[Search Again](#) [End](#)

To select TIN for use on the resulting contract, click the “Common Name” link.

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect TIN (Continued)

The following is an example of the Tax ID Change Screen after:

- SCIMS had been updated with the correct TIN
- the user clicked “Search Customer From SCIMS”.

Note: The last 2 digits of TIN have been corrected as displayed on the lower portion of the screen.

The screenshot displays the USDA Tobacco Transition Payment Program interface. At the top, it shows the USDA logo and the program name. A navigation bar includes links for TTPP Home, About FSA, Help, Contact Us, and Logout. On the left, a 'Links' sidebar lists various options like Section 508, Accessibility, and Manage Farm. The main content area is titled 'Tax ID Change' and shows 'Contract Info (CCC-955)' with the following details:

Contract Number	999999999991
Customer Name	John J Doe
Contract Status	AP
Tax ID	333339876
Tax ID Type	S
Annual Installments	10
Total Contract BQL	400

Below the contract info, there is a link 'Search Customer From SCIMS'. A message indicates 'Tax ID on the contract is changed' with the following details:

- Name: John J Doe
- Tax id: 333339867
- Tax id type: Social Security

At the bottom of the screen, there are two buttons: 'Cancel' and 'Submit'.

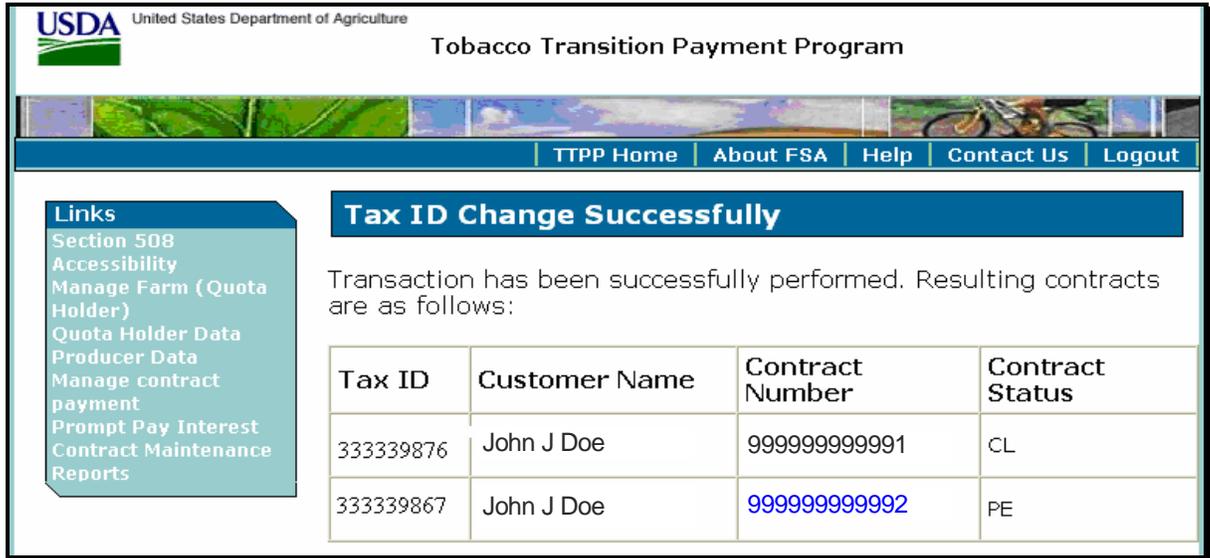
CLICK “**Submit**” to cancel the original TTPP contract #999999999991, and issue a new resulting contract in “pending” status. The user may cancel this transaction by clicking “Cancel”. The system will return the user to the Contract Maintenance Screen.

Notice TB-1235

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect TIN (Continued)

The following screen shows the original TTPP contract now in “canceled” status with the resulting contract in “pending” status.



The screenshot displays the USDA Tobacco Transition Payment Program interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the program title 'Tobacco Transition Payment Program'. A navigation bar includes links for 'TTPP Home', 'About FSA', 'Help', 'Contact Us', and 'Logout'. On the left, a 'Links' sidebar lists various options like 'Section 508', 'Accessibility', and 'Manage Farm (Quota Holder)'. The main content area features a blue banner that reads 'Tax ID Change Successfully'. Below this banner, a message states: 'Transaction has been successfully performed. Resulting contracts are as follows:'. A table follows, showing two contracts for 'John J Doe'. The first contract has a Tax ID of 333339876, Contract Number 99999999991, and Status CL. The second contract has a Tax ID of 333339867, Contract Number 99999999992 (highlighted in blue), and Status PE.

Tax ID	Customer Name	Contract Number	Contract Status
333339876	John J Doe	99999999991	CL
333339867	John J Doe	99999999992	PE

Notes: Once a resulting contract is issued in “pending” status, additional changes are allowed to TIN or BQL. It is advisable to ensure that TIN is correct before making any BQL changes.

Once a contract is moved into “completed” or “approved” status, the system **will not allow** a status change back to “pending”.

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect TIN (Continued)

The following is an example of the View Contract – Results Screen. Notice the resulting contract has a contract status of “pending”. At this point, the user can modify BQL, if required, or change TIN again without creating a new contract.

Links	View Contract - Results	
Section 508 Accessibility Manage Farm (Quota Holder) Quota Holder Data Producer Data Manage contract payment Prompt Pay Interest Contract Maintenance Reports	Form Number	CCC-955
	Contract Number	999999999992
	Contract Status	Pending
	CCC-960 Status	Not applicable
	Annual Installments	10
	Apply prompt payment interest	No
	State FSA Code	47
	County FSA Code	003
	Farm Number	000006
	FSA Crop Code	Burley
	Contract Price Per Pound	\$7.00
	Total Contract BQL	20
	Total Contract Value	\$140.00
Contract Origination		
	Tax ID	****9991
	Tax ID Type Code	Social Security
	Full Name	JOHN J DOE
	Address	111 HIGHWAY 1 MUSIC CITY, TN 99999-9999
	Phone Number	

Use established procedures for obtaining the appropriate signatures and updating CCC-955, CCC-956, and CCC-960. Once the contract has been moved into “completed” or “approved” status, the user will be unable to modify the contract.

4 System Functionality (Continued)

B TIN Correction for a Paid Contract With an Incorrect Party

The following is an example of the Tax ID Change Screen after the user clicked “Search Customer From SCIMS” and selected the new party. An error message is displayed informing the user that the tax ID change to a different person is no longer allowed and instructing the user to use the zero BQL change process if a voluntary or involuntary termination is desired. The user must CLICK “Cancel”.

USDA United States Department of Agriculture
Tobacco Transition Payment Program

TTPP Home | About FSA | Help | Contact Us | Logout

Links
 Section 508 Accessibility
 Manage Farm (Quota Holder)
 Quota Holder Data
 Producer Data
 Manage contract payment
 Prompt Pay Interest
 Contract Maintenance Reports

Tax ID Change

Message: Tax Id change to different person requested; This is no longer allowed. If Voluntary or Involuntary Termination desired, utilize zero BQL change process.

Contract Info (CCC-956)

Contract Number	999999999999
Customer Name	SMITH FARMS
Contract Status	DI
Tax ID	333334321
Tax ID Type	E
Annual Installments	10
Total Contract BQL	2793

Search Customer From SCIMS

Request to change customer

Name: JONES FARMS
 Tax id: 333331234
 Tax id type: Employer Id

Cancel Submit