

**For:** Tobacco State and County Offices

**Instructions for Processing Tobacco Transition Payment Program (TTPP) CCC-971 Requests**

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



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**1 Overview**

**A Background**

Notice TB-1229 provided instructions for entering CCC-971's.

TTPP has been enhanced to:

- remove the limitation preventing users from adjusting the base quote level (BQL) shares for CCC-971's with a "Dissolved Entity" reason code, where the owner is a joint venture or general partnership.

**Note:** Notice TB-1224 provides instructions for completing and maintaining all required CCC-971 documentation.

The software enhancements in this notice are targeted for release on August 10, 2007.

**B Purpose**

This notice:

- provides instructions for online CCC-971's
- obsoletes Notice TB-1229.

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

## Notice TB-1239

### 2 Action

#### A County Office Action

County Office shall:

- follow internal controls and procedures to reasonably ensure that CCC-971 requests are valid and sufficiently supported to prevent improper contract payments
- require CCC-971 to be filed no later than November 1 of FY to be eligible for the current FY payment
- become familiar with TTPP enhancements for CCC-971's
- ensure that:
  - all name and address information is complete
  - all taxpayer ID numbers (TIN's) are accurate
  - the total transferred BQL equals CCC-955/CCC-956 BQL
  - all CCC-971's not processed are placed into "in-dispute (DI)" status.

#### B State Office Action

State Offices shall:

- become familiar with TTPP enhancements for CCC-971's
- contact Michele Corcoran, NTPC representative, at 800-673-2331 with questions
- ensure that County Offices follow the provisions of this notice.

### 3 CCC-971 Transfer Software

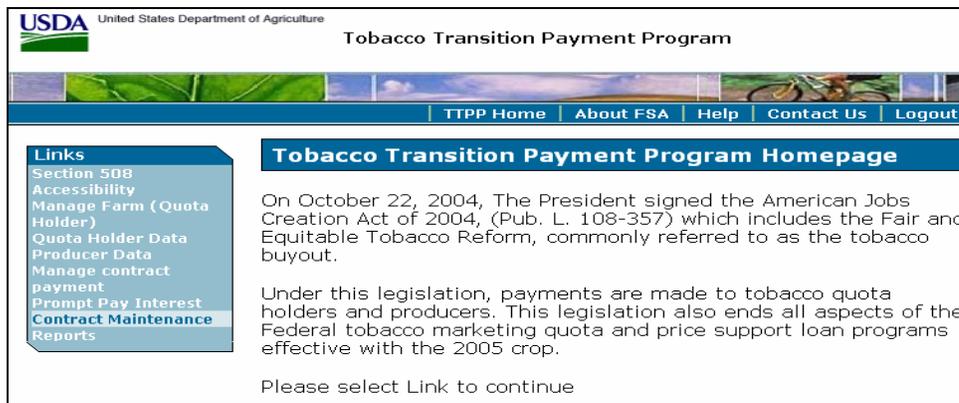
#### A TTPP System Validation

TTPP has a number of automated validation checks built into the CCC-971 process before the transfer will be allowed. TTPP will validate:

- that transferring CCC-955/CCC-956 status is either of the following:
  - "Approved (AP)"
  - "DI"
- that Service Center Information Management System (SCIMS) for transferee's TIN is:
  - present
  - active
  - present and active for the given State and county
- financial eligibility; validation checks will **not** allow:
  - assignments against CCC-955/CCC-956
  - receivables against the CCC-955/CCC-956 owner
  - claims against the CCC-955/CCC-956 owner
  - other agency debt against the CCC-955/CCC-956 owner
  - bankruptcy flag to be set on the CCC-955/CCC-956 owner
- payments for:
  - the number remaining
  - any missing
  - discrepancies.

#### B CCC-971 Transfer Process

This is an example of the TTPP Homepage. Under "Links", CLICK "Contract Maintenance".



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### 3 CCC-971 Transfer Software (Continued)

#### B CCC-971 Transfer Process (Continued)

This is an example of the Contract Maintenance Screen. CLICK “CCC-971 Transfer” to begin the CCC-971 process.

The screenshot shows the USDA United States Department of Agriculture Tobacco Transition Payment Program website. The header includes the USDA logo and the program name. A navigation bar contains links for TTPP Home, About FSA, Help, Contact Us, and Logout. On the left, a 'Links' sidebar lists various options including Section 508, Accessibility, and Contract Maintenance Reports. The main content area is titled 'Contract Maintenance' and prompts the user to 'Select one of the actions for contract maintenance:'. Below this, there are four links: 'CCC-971 Transfer' (in red), 'BQL Correction', 'BQL Correction on Pending Contract', and 'Tax ID Correction'.

This is an example of the CCC-971 Transfer Screen. Enter the contract number to be transferred, select the "Transfer Reason", and CLICK “Submit”. TTPP will evaluate the contract and contract owner to determine whether CCC-971 can be processed for the existing CCC-955/CCC-956.

The screenshot shows the USDA United States Department of Agriculture Tobacco Transition Payment Program website. The header includes the USDA logo and the program name. A navigation bar contains links for TTPP Home, About FSA, Help, Contact Us, and Logout. On the left, a 'Links' sidebar lists various options including Section 508, Accessibility, and Contract Maintenance Reports. The main content area is titled 'CCC-971 Transfer' and contains two input fields: 'Contract No.' with the value '99999999999' and 'Transfer Reason' with a dropdown menu. The dropdown menu is open, showing options: 'Reason of Death', 'Family Member Transfer', 'Reason of Death' (highlighted), 'Permanent Quota Assignment', and 'Dissolved Entity'.

**Notes:** Error messages that may be displayed are detailed in this subparagraph.

County Offices shall ensure that the contract number and transfer reason are correct before clicking “Submit”.

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**3 CCC-971 Transfer Software (Continued)**

**B CCC-971 Transfer Process (Continued)**

This table lists all error messages and a description of the error that may be displayed when users enter a contract number, select a transfer reason, and CLICK “**Submit**” on the CCC-971 Transfer Screen.

**Note:** The contract family is defined as the original contract and all subsequent contracts created as a result of contract maintenance actions taken on the original contract and any resulting contract.

<b>Error Message</b>	<b>Description</b>
Valid Contract # is required.	Contract number entered does <b>not</b> exist in TTPP.
If the Transfer Reason is Dissolved Entity, the contract owner must not be an individual.	Contract owner is <b>not</b> an individual.
If the Transfer Reason is Reason of Death, the contract owner must not be an entity.	Contract owner is <b>not</b> an entity.
No contract data found for Contract Number 999999999.	Contract number <b>cannot</b> be found in TTPP.
This contract has been sold. The contract must be in Approved or In Dispute Status to perform a 971 transfer.	CCC-955/CCC-956 contract status is sold.
Contract is not in Approved or Dispute Status. The contract must be in either approved or Dispute status to perform a 971 Transfer.	CCC-955/CCC-956 contract status is <b>not</b> sold, AP, or DI.
Invalid Annual Installments on Contract.	CCC-971 transfer will <b>not</b> be allowed on a contract with fewer installments than there are years remaining in the program.
Contract Owner not found in SCIMS.	SCIMS record does <b>not</b> exist for the CCC-955/CCC-956 owner.
Contract Owner is Inactive in SCIMS	Contract owner’s record in SCIMS is inactive.
No address found in SCIMS for state and county of the contract.	Contract owner does <b>not</b> have a record in SCIMS for CCC-955/CCC-956 State and county or the county link is inactive.
Current Tax ID *****9999 in SCIMS does not match the Tax ID *****9999 on the Contract.	Contract owner’s TIN in SCIMS does <b>not</b> match TIN on CCC-955/CCC-956 in TTPP.
Contract Owner Tax ID *****9999 has an Assignment on the Contract.	An assignment has been entered in Financial Services for CCC-955/CCC-956.

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3 CCC-971 Transfer Software (Continued)

B CCC-971 Transfer Process (Continued)

Error Message	Description
Contract Owner Tax ID *****9999 has a Receivable.	Receivable has been entered in Financial Services for the CCC-955/CCC-956 owner.
Contract Owner Tax ID *****9999 has a Claim.	Claim has been entered in Financial Services for the CCC-955/CCC-956 owner.
Contract Owner Tax ID *****9999 has a Other Agency Debt.	An other agency debt has been entered in Financial Services for the CCC-955/CCC-956 owner.
Contract Owner Tax ID *****9999 has the Bankruptcy flag set.	Bankruptcy has been entered in Financial Services for the CCC-955/CCC-956 owner.
Entity Member Tax ID *****9999 has an Assignment on the Contract.	Assignment has been entered in Financial Services for a member of the entity that owns CCC-955/CCC-956.
Entity Member Tax ID *****9999 has a Receivable.	Receivable has been entered in Financial Services for a member of the entity that owns CCC-955/CCC-956.
Entity Member Tax ID *****9999 has a Claim.	Claim has been entered in Financial Services for a member of the entity that owns CCC-955/CCC-956.
Entity Member Tax ID *****9999 has a Other Agency Debt.	An other agency debt has been entered in Financial Services for a member of the entity that owns CCC-955/CCC-956.
Entity Member Tax ID *****9999 has the Bankruptcy flag set.	Bankruptcy has been entered in Financial Services for a member of the entity that owns CCC-955/CCC-956.
Contract is not fully paid in Year YYYY.	TTPP contract family has been paid in the year, but has not been paid in full.
Contract requires payment in Year YYYY.	TTPP contract family has not been paid any amount for the year indicated.
10 Year Contracts require at least one payment if the 971 Reason is not Death of Existing Contract Holder.	No payments have been made to the contract family, CCC-955/CCC-956 is for 10 years, and the Reason is <b>not</b> death.
Contract has a payment discrepancy in Year YYYY based on the Contract Owner's Subsidiary Eligibility.	In a given year, the payment amount percentage to the contract family does <b>not</b> equal the percent eligible based on subsidiary eligibility (such as all members are not eligible; if paid 40 percent of annual value then 40 percent of member ownership must be eligible) for that year. The error message will be displayed for each year there is a payment discrepancy.
Contract Owner has a Subsidiary Eligibility violation in YYYY and 971 reason is not Death of Existing Contract Holder.	Contract family is <b>not</b> fully paid in the year, the CCC-971 transfer reason is <b>not</b> death of holder, and the contract owner has a subsidiary eligibility violation in that year.
10 Year Contracts require at least one payment if the 971 Reason is not Death of Existing Contract Holder and the Contract Owner passes Subsidiary Eligibility.	No payments have been made to CCC-955/CCC-956, CCC-955/CCC-956 is for 10 years, the transfer reason is <b>not</b> death of holder, and the contract owner passes full subsidiary eligibility for 2005.

3 CCC-971 Transfer Software (Continued)

C CCC-971 Transfer Process - Add Beneficiary

This is an example of the Process CCC-971 Transfer Screen. On this screen, County Offices will add CCC-971 beneficiary information. County Offices will add new CCC-955/CCC-956 entity TIN's and BQL shares, 1 entity at a time, until all resulting CCC-955/CCC-956 beneficiaries have been added. Ensure that the total transferred BQL equals the original CCC-955/CCC-956 BQL. TTPP will determine whether the beneficiary and BQL information entered is complete and accurate based on program requirements.

If the contract owner is a joint venture or general partnership and the transfer reason is "Dissolved Entity" the beneficiary information displayed will default to the ownership percentage defined for the entity in adjusted gross income (AGI) (see subparagraph 3 D if the reason is "Dissolved Entity").

The screenshot displays the 'Process CCC-971 Transfer' interface. On the left is a 'Links' menu with options like 'Section 508 Accessibility', 'Manage Farm (Quota Holder)', and 'Quota Holder Data'. The main area shows contract details for 'JAMES H DOE' with a contract number of 999999999999, type CCC-955, and status AP. Below this is the 'Add Beneficiary' section with input fields for 'Tax id', 'Tax id type' (set to Social Security), and 'BQL'. A 'Search Customer From SCIMS' link and an 'Add' button are also present. At the bottom is a summary table of beneficiaries and two buttons: 'Transfer Contract' and 'Cancel'.

Name	Tax ID/Type	BQL	Value	
JOHN J DOE	****9991/S	200	\$1,400.00	Edit Delete
JANE H DOE	****9992/S	300	\$2,100.00	Edit Delete
JOSEPH H DOE	****9994/S	87	\$609.00	Edit Delete
<b>Total</b>		<b>587</b>	<b>\$4,109.00</b>	

**Notes:** Error messages that may be displayed are detailed in this subparagraph.

As beneficiary information is added, it will appear in the CCC-955/CCC-956 summary table at the bottom of the screen. County Offices shall ensure that the "Name", "Tax ID/type", "BQL", and "Value" fields are correct before clicking "Transfer Contract". TTPP will return an error message if the total BQL is not equal to the original CCC-955/CCC-956 BQL. County Offices will have the ability to edit or delete producer detail until the user clicks "Transfer Contract" and TTPP is updated.

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**3 CCC-971 Transfer Software (Continued)**

**C CCC-971 Transfer Process - Add Beneficiary (Continued)**

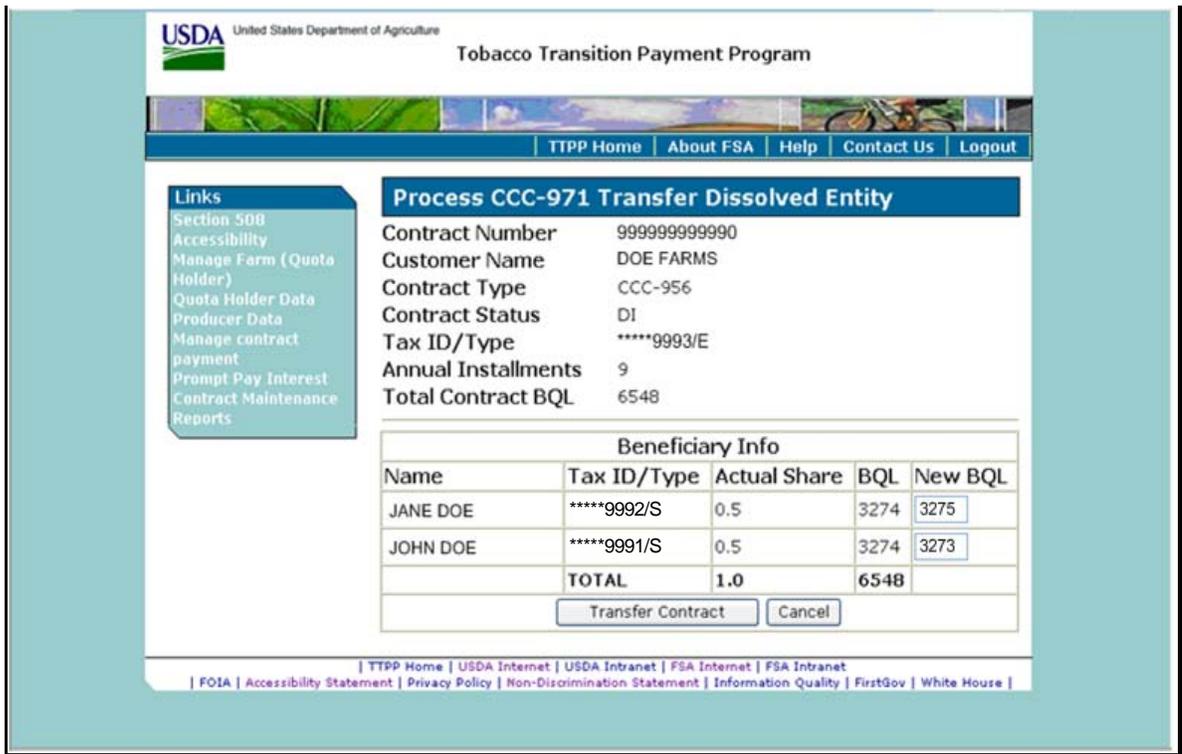
This table lists all error messages and a description of the error that may be displayed when users select CCC-955/CCC-956 and CLICK “**Transfer Contract**” on the Process CCC-971 Transfer Screen for beneficiary information.

<b>Error Message</b>	<b>Description</b>
No customer was found in SCIMS for the given tax ID and ID type.	SCIMS record does <b>not</b> exist for the beneficiary.
Tax ID and type of new contract must come from the same State and county of the original contract.	Beneficiary does <b>not</b> have a record in SCIMS for State and county of CCC-955/CCC-956 or the address link is inactive.
Beneficiary already exists in beneficiary list.	Beneficiary has already been added and <b>cannot</b> be added again.
Valid tax ID needed.	The tax ID entered does <b>not</b> exist in SCIMS.
Valid BQL value is needed.	BQL for the beneficiary has <b>not</b> been entered.
BQL values can't be negative.	BQL entered for the beneficiary is a negative amount.
Remaining BQL is less than 0, please correct beneficiaries BQL value.	Total BQL entered to be transferred is greater than the remaining BQL.
No beneficiaries are defined, contract can't be transferred.	No beneficiaries have been entered.
Can't create more than 1 new 971 contracts on the same existing contract owner.	The same beneficiary has been entered more than once.
Transfer BQL can not be less than 0.	Total BQL to be transferred <b>cannot</b> be negative.
Does not sum to original BQL.	The sum of all BQL entered for the beneficiaries do <b>not</b> equal CCC-955/CCC-956 BQL being transferred.

3 CCC-971 Transfer Software (Continued)

D CCC-971 Transfer Process – Dissolved Entity Add Beneficiary

This is an example of the Process CCC-971 Transfer Screen when owner of the contract being transferred is a joint venture or general partnership and the CCC-971 transfer reason is “Dissolved Entity.” The “Beneficiary Info” displayed will default to the ownership percentage defined for the entity in AGI. The County Offices will only be able to increase or decrease the BQL amount for each beneficiary by 1 BQL. The County Offices will not be able to edit any other beneficiary information. TTPP will be updated when the user clicks “Transfer Contract.” The user may cancel CCC-971 by clicking “Cancel.”



**Note:** If the user increases or decreases a beneficiary’s BQL by more than 1 the following message will be displayed, “Message: BQL value can only be adjusted by 1.”

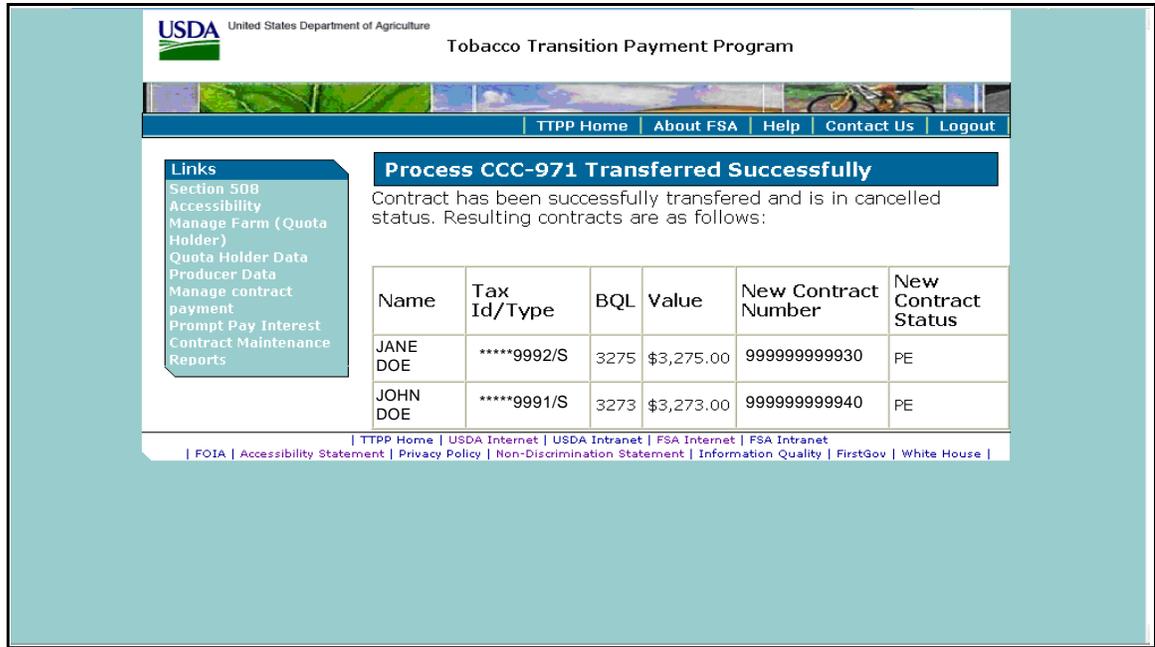
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### 3 CCC-971 Transfer Software (Continued)

#### E Process CCC-971 Transfer Successfully Screen

This is an example of the Process CCC-971 Transfer Successfully Screen.

**Note:** The message “Contract Number has been successfully transferred and is in canceled status. Resulting contracts are as follows:” will be displayed when total BQL equals the original CCC-955/CCC-956 BQL.



The screenshot displays the USDA Tobacco Transition Payment Program (TTPP) website. The header includes the USDA logo and the text "United States Department of Agriculture" and "Tobacco Transition Payment Program". A navigation bar contains links for "TTPP Home", "About FSA", "Help", "Contact Us", and "Logout". A "Links" sidebar on the left lists various options such as "Section 508", "Accessibility", "Manage Farm (Quota Holder)", "Quota Holder Data", "Producer Data", "Manage contract payment", "Prompt Pay Interest", "Contract Maintenance", and "Reports". The main content area features a blue header for "Process CCC-971 Transferred Successfully" followed by a message: "Contract has been successfully transferred and is in cancelled status. Resulting contracts are as follows:". Below this message is a table with the following data:

Name	Tax Id/Type	BQL	Value	New Contract Number	New Contract Status
JANE DOE	*****9992/S	3275	\$3,275.00	999999999930	PE
JOHN DOE	*****9991/S	3273	\$3,273.00	999999999940	PE

At the bottom of the page, there is a footer with links for "TTPP Home", "USDA Internet", "USDA Intranet", "FSA Internet", "FSA Intranet", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

County Offices shall print the individual CCC-955/CCC-956's and follow internal controls and procedures for obtaining all the appropriate signatures.

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3 CCC-971 Transfer Software (Continued)

F TTPP Contract Maintenance Report

This is an example of the TTPP Contract Maintenance Report. This report will show all resulting CCC-955/CCC-956's associated with the original CCC-955/CCC-956 number.

TTPP Contract Maintenance Report											
Form Number: CCC-956											
Producer Contracts											
Contract Number	Parent Contract Number	Producer Name	Tax ID / Type	Approval Date	Contract Status	Tobacco Type	Farm Number	Program Year	Base Quota Level	Contract Type	
999999999999		JAMES H DOE	*****9995/S	12-14-2006	Cancelled	Flue-Cured	0000284	2004	456	ORG	
									Contract Total BQL		456
Contract Number	Parent Contract Number	Producer Name	Tax ID / Type	Approval Date	Contract Status	Tobacco Type	Farm Number	Program Year	Base Quota Level	Contract Type	
999999999999	999999999999	JOHN H DOE	*****9991/S		Pending	Flue-Cured	0000284	2004	450	971	
									Contract Total BQL		450
Contract Number	Parent Contract Number	Producer Name	Tax ID / Type	Approval Date	Contract Status	Tobacco Type	Farm Number	Program Year	Base Quota Level	Contract Type	
999999999999	999999999999	JAMES H DOE	*****9992/S	12-19-2006	Approved	Flue-Cured	0000284	2004	6	971	
									Contract Total BQL		6

**Notes:** County Offices can find CCC-955/CCC-956 numbers resulting from CCC-971's through the reports link. When the reports page is displayed, select:

- "Search Reports by Name"
- in the "Report Name" drop-down box, CLICK "Contract Maintenance".

Enter either the original CCC-955/CCC-956 number or any of the new CCC-955/CCC-956 numbers and CLICK "View PDF Report". The report will list all CCC-955/CCC-956's related to the CCC-955/CCC-956 number entered.