

Instructions for Entities

Entities are: Limited Liability Companies, Corporations, Joint Ventures, General Partnerships, Limited Partnerships, Irrevocable Trusts, Revocable Trusts, Estates, Non-Profits, Public Schools, and similar operating agreements.

AD-2047 Customer Data Worksheet Instructions

Please fill out information in part A. In item #6, please include all current mailing addresses.

AD-2106 Form to Assist in Assessment of USDA Compliance with Civil Rights Laws

This form is optional. Please fill out the information as requested on the form. If your entity has multiple members, please fill out separate forms for each person.

CCC-941 Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information Instructions

This form is commonly referred to as the AGI form. Entities must complete one form for the parent entity and additional forms for each member, including embedded entities and members of embedded entities. This form is provided to the IRS for verification. Therefore, it is imperative that the form is filled out legibly and completely. Each entity and person completing the form must provide their full name, address, and SSN/EIN as seen on their tax records. Only providing the last four of the SSN/EIN is not acceptable. Instructions on how to calculate your AGI are provided on page 12. Spousal signature authority and other powers of attorney cannot be accepted on this form unless they have been approved by the FSA regional attorney. After following the instructions on page 12, if you find that your adjusted gross income is above \$900,000 please select the "More than \$900,000" box in item #5. If this box is selected but 75% of your income comes from a farming, ranching, or fishing operation, you may still be eligible for the program. Please fill out the CCC-942 form described below.

CCC-942 Certification of Income from Farming, Ranching and Forestry Operations

This form is only needed if item #5 of the CCC-941 is marked "More than \$900,000," but 75% of your income comes from a farming, ranching, or fishing operation. Please fill out the highlighted portions of this form. Instructions for completing the form can be found on page 14. Once signed, your certified public accountant (CPA) or attorney must review the form and complete Part C.

CCC-902E Farm Operating Plan for an Entity

Please fill out the highlighted portions of this form, Parts A, B, and L. Part C is unnecessary if the CCC-901 is completed in full (see instructions below).

CCC-901 Member's Information Instructions

For all entities, please fill out the highlighted portions of this form. If your entity has embedded entities, please fill out the rest of the form. The member name, SSN or Tax ID number, address, percent share, and signature authority status must be indicated for all people within the entity even if they are a member of an embedded entity. List all members/shareholders who are minors in Part D. Complete Part 7 with the US citizenship status for all members/shareholders.

SF-3881 Payment Enrollment Form Instructions

Please complete the highlighted sections of this form. Then, either provide the county office with a voided check (an image/scan of a voided check is acceptable) or have an authorized official from the financial institution sign at the bottom of the form.

CCC-916 Seafood Trade Relief Program (STRP) Application Instructions

Please fill out parts B, C, and D where highlighted.