

Instructions for Individuals

Individuals are: a single person, sole proprietor, as single person doing business under a business name (does not include single member LLCs, see instructions for entities on page 3). If you are a sole proprietor or DBA, you must complete all forms as an individual, using your name and your SSN.

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.

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. This form is provided to the IRS for verification. Therefore, it is imperative that the form is filled out legibly and completely. You must provide your full name, address, and SSN as seen on your tax records. Only providing the last four of the SSN 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-902I Short Form Farm Operating Plan for an Individual

Please fill out the highlighted portions of this form, Parts A, B, and F. If you are a minor, you will be asked by your local county office to provide additional information (a CCC-902I Standard form may be requested). If you are not a citizen, but are a legal resident, please provide a copy of your green card (I-551).

CCC-901 Member's Information Instructions

Individuals do not need to complete this form.

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.