

How to onboard to Farm Service Agency

Interpretation services are available from FSA. Ask for an interpreter if you are more comfortable receiving information in a language other than English.

*Almost all work with your FSA office will be easier if you bring a copy of the deed for your land or a copy of your lease agreement with your landlord.

FSA form	What FSA will ask for	What is helpful information to bring with you?
AD-2047 Customer Data Worksheet	Name and address Tax identification number: <ul style="list-style-type: none"> • Social Security Number (SSN) • Federal Employer Identification Number (FEIN) • Individual Tax Identification Number (ITIN) <i>*only valid for some programs</i> 	Driver's license or identification card Your SSN, FEIN or ITIN, not the documents, just the number If you are a resident alien, your I-551 form ("Green Card")
CCC-901 Member's Information	Required for entities, not for individuals FSA will ask for: <ul style="list-style-type: none"> • Members • Member Shares • Member Addresses • Member Tax ID Number • Signature Authority 	Entity paperwork that indicates members, member shares, and member signature authority. Each member of an entity will complete their own AD-2047 to identify individual addresses and tax ID.
CCC-902-I (if individual) Or CCC-902-E (if entity) Farm Operating Structure <i>* Your local FSA office can help you complete this form.</i>	Name and address Tax identification number Citizenship status Farm operating structure <ul style="list-style-type: none"> • Sole proprietorship/Doing Business As (DBA) • Partnership • Limited Liability Corporation (LLC) 	Driver's license or identification card Your SSN, FEIN or ITIN, not the documents, just the number If your business structure is a partnership, LLC, or corporation: bring paperwork that shows who has membership and who has signature authority. If you are a resident alien, your I-551 form ("Green Card")

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<p><i>*Not required for some programs</i></p>	<p>Information about:</p> <ul style="list-style-type: none"> • Farm Decision Making • Farm Labor • Sources of Money • Farm Equipment 	<p>Knowledge of management, labor, finance, & equipment records (actual records <i>not required</i> but will help):</p> <ul style="list-style-type: none"> • Insurance records • Recorded deed or lease agreement • Equipment inventory • Documentation of labor payments to others • Purchase receipts for inputs • Bank loan documentation • Personal management (decision-making): written statement from the farmer • Personal labor (physical work): written statement from the farmer
<p>CCC-941 Adjusted Gross Income</p> <p><i>* Not required for some programs</i></p>	<p>Adjusted Gross Income:</p> <p>Did you make more than \$900,000 in any of the past 3 years?</p>	<p>Know if you made more than \$900,000 in Adjusted Gross Income in any of the past three years</p> <p>This is verified by the IRS; it is listed on your tax filings.</p>
<p>AD-1026 Certification of Conservation Compliance</p> <p><i>*Not required for some programs</i></p>	<p>Name of producer (individual or entity)</p> <p>Tax identification number</p> <p>Current crop year</p> <p>Names of affiliate persons in the operation; must have an AD-1026 for each affiliated person</p> <p>* Affiliated person = any other person you farm with; either with or without a formal business relationship</p>	<p>Driver's license or identification card</p> <p>Your SSN, FEIN, or ITIN (not the documents, just the number)</p> <p>Names of other persons involved in your farm operation</p> <p>Recorded deed or lease agreement</p> <p>CPA-026: Wetland and highly erodible land (HEL) determination from Natural Resources Conservation Service (NRCS)</p>

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	<p>Whether there has been an HEL (Highly Erodible Land) determination</p> <ul style="list-style-type: none"> • Certify you have not converted a wetland • Will there be any new drainage that hasn't been evaluated by NRCS? • Have you improved or modified any existing drainage? • Have you done maintenance of drainage that has not been evaluated by NRCS? • Certify compliance with HEL and wetland conservation <p>Some producers may need to file an acreage report.</p>	<ul style="list-style-type: none"> • If there is already a CPA-026, this will be on file with the NRCS. • If you are leasing land, you will need a copy of your lease with you so that NRCS can look up the file. • If there is no CPA-026 already for the land, filling out the AD-1026 will start the process with NRCS to create one. <p>**Provision exists for a person without land devoted to agriculture:.. for example, a honey producer who just owns the hives, or aquaculture that happens indoors. If that is your situation, be prepared to ask about this provision.</p>
<p>SF-3881 Direct Deposit Information</p> <p>* The FSA office or your financial institution will fill out this form</p>	<p>A voided check</p> <p>If a voided check is not available, your financial institution must fill out the SF-3881.</p>	<p>Voided Check</p>

If your work schedule prevents you from getting to the FSA office during regular hours, consider asking for an appointment outside of regular hours. FSA staff will try to accommodate needs related to work schedules.

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