



## A Guide to Common USDA Forms

Form Name & Purpose
<p><b><u>AD-2047, Customer Data Worksheet</u></b></p> <p><i>Establishes customer record and recording county in farm records database</i></p> <ul style="list-style-type: none"><li>• Individuals, legal entities, and all members of an entity must submit their own form</li><li>• Demographic information is optional but needed for Socially Disadvantaged Applicant (SDA) benefits</li><li>• Form + land information with proof of ownership/lease agreement = farm number request</li></ul>
<p><b><u>CCC-860, Socially Disadvantaged, Limited Resource, Beginning and Veteran Farmer Certification (SDA/Historically Underserved)</u></b></p> <p><i>Identifies a producer/entity as having a status that may qualify them for additional benefits</i></p> <ul style="list-style-type: none"><li>• Individuals, legal entities, and entity members can complete any section applicable</li><li>• For entities, at least 50% of interest must be held by SDA individuals</li><li>• Since non-profits have no individual members listed, they can file but may not receive benefits</li></ul>
<p><b><u>AD-1026, Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (Conservation Compliance)</u></b></p> <p><i>Tells USDA that the producer is not farming on land which is highly erodible or converted from wetland into farmland without consultation with a conservationist - is an eligibility requirement for all USDA programs, including loans.</i></p> <ul style="list-style-type: none"><li>• Individuals, legal entities, and all members of an entity must submit their own form</li><li>• Required for Farm Loans and most USDA programs</li><li>• Important to read the Certification of Compliance and Appendix to form</li><li>• The conservation compliance eligibility is tied to the producer and affiliates</li><li>• The conservation determination is tied to the farmland (if highly erodible land or wetlands are present)</li><li>• FSA can identify if a HEL/WC determination was completed under a prior landowner or operator</li><li>• A new form must be completed when a producer adds farmland to their record or prior to changes in farmland use (i.e., harvests and stumps timber to create farmland; converts wetland to farmland)</li></ul>
<p><b><u>CCC-941, Average Adjusted Gross Income (AGI)</u></b></p> <p><i>Tells USDA what your previous year's annual income was.</i></p> <ul style="list-style-type: none"><li>• Must be submitted annually</li><li>• Required payment eligibility form for most USDA programs, but not all</li><li>• Individuals, legal entities, and all members of an entity must submit their own form</li><li>• Forms are submitted to IRS for verification and information must match exactly</li><li>• A legible wet signature is preferred</li></ul>

**CCC-901, Member Information (for entities only)**

*Tells USDA who the owners and signers are for an entity*

- All registered entity members must be listed identifying ownership share and signature authority

**CCC-902, Farm Operating Plan**

*A required payment eligibility form that connects producers eligibility and land in the farm record database for FSA or NRCS program purposes only*

- Only the FSA or NRCS applicant who is applying for benefits must complete this form (i.e., entity members do not need to complete an individual form)
- Recommended to complete these in person or over the phone but manual forms may be submitted
- This form is separate from the FSA Loan form FSA-2037 Farm Business Plan

**Form SF-3881, Payment Enrollment Form for FSA:** Sets up direct deposit account for payments

**Form SF-1199A, Payment Enrollment Form for NRCS:** Sets up direct deposit account for payments

**Producer Documents & Reports**  
*(FSA/NRCS generate these for the producer)*

- FSA-156EZ “Abbreviated Farm Record” (FSA)
- Producer Farm Data Report (FSA)
- Farm Map (FSA)
- Subsidiary Print Report (FSA)
- Farm Tract Eligibility Report (NRCS)

**FSA Handbook References**

**1-CM (Rev. 3) Common Management and Operating Provisions**

- Nationwide Customer Service
- General Rule for Signature Authority
- Policy for Powers of Attorney (Form FSA-211)
- Controlled Substance Violations (7 CFR Part 718)
- Socially Disadvantaged, Limited Resource, Beginning and Veteran Farmer Certifications (Form CCC-860)

**10-CM (Rev. 2) Farm Records and Reconstitutions**

- Establishing and Maintaining Farm Records (Forms: AD-2047, FSA-156EZ)
- Creating farm maps and editing field level data
- Adding or Changing Owners and Operators (7 CFR 718.2)
- Land Classification Definitions (cropland, rangeland, urban, other ag, etc)
- Determining Administrative County and Producer Requested Farm Transfers
  - Administrative County is the office that makes the determinations, handles official records and issues payments to producers. It is the county in which the farm is physically located.

### **6-CP (Rev. 4) Highly Erodible Land Conservation and Wetland Conservation Provisions**

- Form AD-1026 Purpose, Requirements & Applicability to USDA payments, loans, & benefits
- HELC and WC Compliance and Determinations
- Referrals to NRCS and Conservation Plans
- Eligibility, Exemptions, Violations, and Relief

### **6-PL Payment Eligibility, Payment Limitation and Average Adjusted Gross Income**

- Filing requirements and form instructions for FSA, FLP, NRCS (Forms: CCC-941, CCC-901, CCC-902)
- Persons, Joint Operations, Corporations, LLCs, Estates, Trusts, Tribes and Native Americans, Public Schools, Non-Profits, Foreign Person Provisions, etc
- Recording County Responsibilities
  - Makes payment limitation and payment eligibility determinations
  - Establishing and changing recording counties is an administrative matter that is outside the jurisdiction of 7 CFR Part 780 and the informal appeal process
- Actively Engaged in Farming Rules
- Paragraph 34: General Applicability [7 CFR 1400.1 (a) and (b)] Table that provides the rules in this handbook that apply to USDA administered programs

### **2-CP (Rev. 16) Acreage and Compliance Determinations**

- Form FSA-578 “Report of Commodities” purpose and acreage report procedures
- Reporting organic crops, cover crops, hoop houses and high tunnels
- Honeybee colony inventory reporting
- Guidelines and deadlines for all crops by state
- Late-filed crop report procedures and late-filed fees
- Prevented planting acreage procedure
- Policy for reporting perennial forage and grazing pastures

### **1-APP (Rev. 2) Program Appeals, Mediation, and Litigation**

- Appealable issues and appeal process (7 CFR Part 780)
- Informal appeals process and informal hearings
- Requests for reconsideration, COC appeals and STC appeals
- NAD general provisions, procedural rights, jurisdiction, hearings, and determinations (7 CFR Part 11)
- NAD Director Reviews
- FOIA and Privacy Act

### **7-CP (Rev. 4) Finality Rule and Equitable Relief**

- When finality rule applies, exceptions, and required actions (7 CFR Part 718, Subpart D)
- Applicability of equitable relief to program decisions, programmatic relief, misaction/misinformation, failure to fully comply procedures
- County Committee guidelines for recommending relief
- State Committee authority and action
- Authority for State Executive Directors
- Submitting requests to the National Office

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