

KC-371  
(01-08-07)

U. S. DEPARTMENT OF AGRICULTURE  
Farm Service Agency

## GUIDE FOR COMPLETING PROCESSED COMMODITIES STORAGE AGREEMENT DOCUMENTS

- BASIC STANDARDS FOR APPROVAL OF DRY AND COLD STORAGE WAREHOUSES FOR PROCESSED AGRICULTURAL COMMODITIES** This sets forth requirements which your firm and warehouse(s) must meet before we can approve. If you feel that you can meet these requirements, please complete and submit documents listed below.

**SIGNATURE - Corporation** - All documents must be signed by authorized person designated to execute documents with CCC. A Resolution by the Board of Directors or an excerpt from your bylaws which contains authority by name or title must be on file or accompany signed documents. **MANAGERS' SIGNATURES CANNOT BE ACCEPTED** unless accompanied by such a resolution.

**Partnership** - All documents must be signed by one of the partners (or Power of Attorney furnished for other authorized signature).

**Individual** - All documents must be signed by the owner (or Power of Attorney furnished for other authorized signature).

Enclosed documents as indicated below should be executed by an **AUTHORIZED** individual and returned.

- Form CCC-29 Processed Commodities Storage Agreement. Return **TWO** copies.
- Form CCC-20 (as amended) Supplement to Uniform Storage Agreements. **RETAIN FOR YOUR RECORDS.**
- Form CCC-21 Supplement to the Uniform Storage Agreements. Required by the Sodbuster and Swampbuster provisions of the Food Security Act of 1985. Complete and return **ONE** copy.
- OMB Standard Form LLL Disclosure of Lobbying Activities. To be completed only if you are involved in lobbying activities.
- Form CCC-29-1 Schedule of Warehouses. Return **TWO** copies.
- Form CCC-29-2 Schedule of Rates. Rates are subject to negotiation and execution of an agreement. Return **TWO** copies.
- Form CCC-560 Application for Approval of Warehouse. The warehouse operator should submit Forms CCC-560, Application for Approval of Warehouse, for **EACH** location offered for consideration. Return **THREE** copies.

If applying as a Corporation, Item No. 5 (Legal Name of Operating Entity) and Item No. 70 (on reverse side) should show the exact legal name as it appears in the Articles of Incorporation.

If applying as a Partnership or Joint Venture, be sure Entity name appears in Item No. 5 and also in Item No. 70 on reverse side, as it does in the Partnership Agreement or Joint Venture Agreement.

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- Form CCC-34                      Successor's Agreement. Do **NOT** insert date in first line. We will insert the date we sign the Agreement. Return **TWO** copies.
- Form CCC-34-1                      Transfer of Rights and Interest. To be signed by **PRIOR OWNER**. Do not insert date in line 1, paragraph 4. We will insert the date we sign the Agreement. Return **THREE** copies.
- Form KC-14                      Warehouse Tariff. Complete Request for Tariff Information and return **TWO** copies. Please enclose a copy of your tariff if applicable.
- Form KC-1622                      Resolution of Board of Directors. Complete and return **ONE** original.
- Form SF-3881                      ACH Vendor/Miscellaneous Payment Enrollment Form. Complete the Payee/Company Information section and forward to your financial institution for completion of the Financial Institution Information section. Mail the agency copy to this office.
- Form KC-140                      Warehouse Operator's Report of Space Availability. Submit a copy every month to report available storage space.
- Warehouseman's Handbook      Warehouse Operator's Handbook for Processed Commodities. Retain for your use.

**AN EXECUTED COPY OF DOCUMENTS REQUESTED ABOVE WILL BE RETURNED FOR YOUR RECORDS.**

- Form WA-51                      Financial Statement. Return **ONE** original copy less than 90 days old. All applicable items **MUST** be completed. We will accept your own form of Balance Sheet in lieu of pages 2 and 3, but pages 1 and 4 **MUST** accompany your Balance Sheet and be completed and signed. Your own Balance Sheet form must be certified and signed by the same authorized member of your firm who signs the WA-51.  
  
On pages 1 and 4, be sure to use the same legal name as listed on CCC-560 - Application for Approval of Warehouse, Articles of Incorporation, Partnership Agreement, Joint Venture Agreement or, if an Individual, the same full legal name as stated on Application and Financial Statement. Page 4 must be signed by an authorized official of the business entity.  
  
If a Partnership, personal statements of each General Partner plus business statement required. Advise if extra forms are needed. If an Individual Proprietor, include all personal assets and liabilities, as well as your investment in the warehouse.
- If operating as a Corporation, please send a copy of the Articles of Incorporation and Amendments thereto on file with the Office of the Secretary of State.
- If operating as a Partnership or Joint Venture, send a copy of the Partnership Agreement or Joint Venture Agreement.
- If warehouse is leased by the warehouse operator, furnish a copy of the Lease.

## **PRIVACY ACT AND PUBLIC BURDEN STATEMENTS**

The following statements are made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is 15 U.S.C. 714b. This document is an informational sheet for warehouse operators. It lists the forms and requirements the warehouse operator must meet before being approved to store CCC processed agricultural commodities. The warehouse operator is not required to sign or return this guide. This information may be provided to other agencies, Internal Revenue Service, Department of Justice, or other State and Federal law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 U.S.C. 286, 287, 371, 641, 651, 1001; 15 U.S.C 714m; and 31 U.S.C. 3729, may be applicable to the information provided.

The authority for collecting the following information is Public Law 107-171. This authority allows for the collection of information without prior OMB approval mandated by the Paperwork Reduction Act of 1995. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

## **NONDISCRIMINATION STATEMENT**

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To file a complaint of Discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.