

**Instructions to Complete  
Annual Report of Packers  
Form P&SP-3004**

As a packer, you must file an annual report with the United States Department of Agriculture's Packers and Stockyards Program (P&SP) on Form P&SP-3004, Annual Report of Packers. If you slaughter at more than one plant, please complete a separate Form P&SP-3005, Supplement to the Annual Report of Packers, for each plant. If your purchases are less than \$500,000, you only need to complete sections 1,2, 3, and section 7.

If you report on a calendar year basis, your form must be received by P&SP by April 15 each year. If you file on a fiscal year basis, P&SP must receive your Annual Report form by 90 days after the close of your fiscal year. Requests for additional time to file this report must be received by P&SP no later than the applicable filing dates above. Failure to file this form may result in a fine of \$110 for each day the report is delinquent. **All information must be completed on this form as specified. Failure to do so will result in the form being returned incomplete.**

For questions about Form P&SP-3004, or additional copies of the form, please contact the P&SP Central Reporting Unit at 303-375-4264 or PSP-CRU.GIPSA@usda.gov. Forms and instructions are also on GIPSA's website at [www.gipsa.usda.gov](http://www.gipsa.usda.gov). Please fax the completed form to the Central Reporting Unit at 314-457-4421, email to [PSP-CRU.GIPSA@usda.gov](mailto:PSP-CRU.GIPSA@usda.gov) or mail to:

USDA P&SP  
P.O. Box 110639  
Aurora, CO 80042

**SECTION-BY-SECTION INSTRUCTIONS**

**GENERAL INFORMATION - SECTION 1**

Enter name, address, and contact information for the entity.

**ORGANIZATIONAL STRUCTURE - SECTION 2**

Provide information on the organization and ownership of the firm as well as businesses controlled by this firm.

**FINANCIAL INFORMATION - SECTION 3 (APPLIES TO PACKERS THAT PROCURE LIVESTOCK ONLY)**

Line 301: Enter the gross dollar value of all livestock purchased for feeding.

Line 302: Enter the gross dollar value of all livestock purchased for slaughter.

Line 303: Enter the sum of lines 301 and 302.

Line 304: Check appropriate box indicating whether or not any Accounts Receivable and/or Inventories, or any part thereof, have been pledged or assigned as collateral under a financing or loan agreement.

Line 305: Enter the name of the bank used for livestock transactions.

Lines 306-307: Enter the address of bank listed on line 305.

**BALANCE SHEET - SECTION 4**

This section must be completed on this form. Include only the Assets, Liabilities and Net Worth of the reporting Entity.

Line 401: Enter the total of your firm's cash on hand and total book balances of all bank accounts that were not in an overdraft position. Overdrafts should be reported on line 418.

Line 402: Enter the dollar value of any temporary cash investments (securities, CD's, etc). Include only those marketable securities that represent the investment of cash available for current operations and not otherwise pledged as security. Include cost or market value, whichever is lower. Include only those that are available for current operations and not pledged as security.

Line 403: Enter the dollar amount of only those accounts receivable that are due in one year or less from others not related to the company.

Line 404: Enter the dollar amount of only those accounts receivable that are due in one year or less from others related to the company (such as owners, officers).

Line 405: Enter the sum of lines 403 and 404.

Line 406: Enter notes receivable and portions of installment notes that are due within one year, including those past due that are deemed likely to be collected.

Line 407: Enter the dollar value of livestock inventory.

Line 408: Enter the dollar value of meat and meat food products inventory.

Line 409: Enter the dollar value of any other inventory.

Line 410: Enter the sum of lines 407 through 409.

Line 411: Enter the dollar value of other current assets.

Line 412: Enter the sum of lines 401, 402, 405, 406, 410, and 411.

Line 413: Enter the dollar amount of your firm's long-term investments.

Line 414: Enter the dollar value of the property, plant, and equipment owned by your firm, net of accumulated depreciation and amortization.

Line 415: Enter the dollar value of all other long-term assets.

Line 416: Enter the sum of lines 413 through 415.

Line 417: Enter the sum of lines 412 and 416.

Line 418: Enter the bank overdraft amount as the overdraft on the firm's books, not the overdraft shown on the bank statement.

Line 419: Enter the total dollar amount you owe for livestock.

Line 420: Enter the total dollar amount due in one year or less to sources not related to the company.

Line 421: Enter dollar amount due in one year or less to subsidiaries and affiliated companies and other sources related to the company.

Line 422: Enter the sum of lines 419 through 422.

Line 423: Enter the total dollar value of demand notes, and the portion of long-term notes that is due in one year or less.

Line 424: Enter the total dollar value of any other current liabilities that have not already been included on lines 418 through 423.

Line 425: Enter the sum of lines 418, 422, 423, and 424.

Line 426: Enter the total dollar value of notes, mortgages, bonds and installments that are not payable within one year (past-due notes, etc. should be reported on lines 419-423).

Line 427: Enter the sum of lines 425 and 426.

Line 428: Enter the firm's Total Net Worth (Equity).

Line 429: Enter the sum of lines 427 and 428 (this amount should equal line 417, Total Assets).

#### **INCOME STATEMENT FOR ALL PACKING OPERATIONS - SECTION 5**

Line 501: Enter value of gross sales less sales returns and allowances.

Line 502: Enter the dollar amount of inventory at the beginning of the reporting period.

Line 503: Enter the dollar amount of livestock purchased during the reporting period (this should equal line 303).

Line 504: Enter the dollar amount of meat and meat food products purchased during the reporting period.

Line 505: Enter the dollar amount of all other purchases during the reporting period.

Line 506: Enter the sum of lines 502 through 505.

Line 507: Enter the dollar amount of inventory at the end of the reporting period.

Line 508: Subtract line 507 from line 506; enter the difference as the Total Cost of Sales.

Line 509: Subtract line 508 from line 501; enter the difference as Gross Profit.

Line 510: Enter the dollar amount of manufacturing expenses incurred during the reporting period. This includes all direct costs related to your slaughtering and processing operations.

Line 511: Enter the dollar amount of all General, Sales, and Administrative expenses incurred during the reporting period.

Line 512: Enter the dollar value of depreciation and amortization during the reporting period.

Line 513: Enter the sum of lines 510, 511, and 512.

Line 514: Line 509 less line 513; enter the difference as Operating Income (+) or Loss (-).

Line 515: Enter any other additions to income during the reporting period.

Line 516: Enter the dollar amount of all interest expenses incurred during the reporting period as a negative number.

Line 517: Enter any other deductions from income during the reporting period as a negative number.

Line 518: Enter the sum of lines 515, 516, 517.

Line 519: Add line 518 to line 514; enter the sum as Net Profit (+) or Loss (-) Before Income Tax.

#### **LIVESTOCK FEEDING OPERATIONS, PROCUREMENT, SLAUGHTER, AND MEAT PROCESSING - SECTION 6**

If you use more than one plant, use a supplemental Form P&SP 3005 for each plant and enter total values for all plants on Form P&SP 3004 Section 6.

Line 601-604: Enter plant name, mailing address of plant, and physical address of facility.

Line 605-606: Check highest level of inspection and inspection number if inspected.

Line 607: Check ownership status. 'Neither' indicates plant performs custom slaughter for you.

Line 608-611: Enter name and address for four largest entities for whom you slaughtered on a custom basis at this plant during the reporting period.

Line 612-617: For each of the four entities listed on lines 608-611, enter total number of head of each category of livestock slaughtered by you on a custom basis during the reporting period. Enter custom slaughter for all others on line 616. Enter column totals on line 617.

*For lines 618 through 625 committed supply arrangements include marketing agreements, forward contracts, and formula contracts agreed on more than 14 days before slaughter. The term "formula contract" means the commitment of livestock for slaughter by any means other than through a negotiated purchase or a forward contract, using a method for calculating price in which the price is determined at a future date. Committed supply arrangements also include written and verbal agreements on delivery volume and pricing terms in some combination agreed on more than 14 days before slaughter, or to those commitments that only specify number of livestock delivered or commitments that only specify how price will be settled if livestock are delivered.*

Line 618: Enter all livestock slaughtered that were owned, in whole or in part, more than 14 days by your firm or its subsidiaries, your firm's parent or ultimate parent firm, or another firm owned, in whole or in part, by your firm's parent or ultimate parent firm.

Line 619: Enter all livestock slaughtered that were procured from other packers through committed supply arrangements more than 14 days before slaughter.

Line 620: Enter all other livestock slaughtered that were procured through committed supply arrangements more than 14 days before slaughter not entered in lines 618 or 619.

- Line 621: Enter column totals (618 through 620) on line 621.
- Line 622: Enter all livestock slaughtered that were procured from other packers through non-committed supply arrangements, which procure 14 days or less before slaughter.
- Line 623: Enter the number of head procured directly at the packing plant, buying stations, feedlots, etc. from non-committed supply arrangements, which procure 14 days or less before slaughter.
- Line 624: Enter the number of head procured through public markets from non-committed supply arrangements, which procure 14 days or less before slaughter. Line 625: Enter column totals (lines 622 through 624) on line 625.
- Line 626: For each category of livestock procured but not slaughtered, enter the number of head sold during the reporting period.
- Line 627: For each category of livestock procured but not slaughtered, enter the number of head that died or were condemned during the reporting period.
- Line 628: Enter column totals (lines 626 and 627) on line 628.
- Line 629: For each category of livestock, add lines 617, 621, 625, and subtract line 628; enter as Total Slaughter.
- Line 630: For each category of livestock, enter total number of livestock slaughtered that were purchased and paid for on a dressed weight or a carcass merit basis (i.e., other than live weight purchases).
- Line 631-632: Check the appropriate box to indicate whether or not you use any type of electronic evaluation device (other than scale) for payment determination. If yes, enter the type of equipment and the manufacturer.
- Line 633: For each category of livestock, enter total pounds of meat in thousands that are purchased externally or transferred in from another plant for processing at your plant during the reporting period.
- Line 634: For each category of livestock, enter total pounds of processed meat in thousands excluding offal that was shipped from your plant during the reporting period.

#### **CERTIFICATION - SECTION 7**

- An owner, partner, person with power of attorney, or officer of a corporation must sign the report. Any owner, officer, partner, or officer signing the report must be listed on lines 203-207.
- Line 701-705: Enter the date the report was signed, the title or authority of the person signing the report, phone number, and signature.