

**Instructions to Complete
Annual Report of Dealer or
Market Agency Buying on Commission
Form P&SP – 3001**

Each individual, corporation, and association engaged in business as a dealer or market agency buying livestock on a commission basis is required to file an annual report with the U.S. Department of Agriculture's Packers and Stockyards Program (P&SP) on Form P&SP-3001, Annual Report of Dealer or Market Agency Buying on Commission.

If you report on a calendar year basis, your form must be received by Packers and Stockyards Program (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 in its entirety. Failure to do so will result in the form being returned incomplete.**

For questions about Form P&SP-3001, 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. Please fax the completed form to the Central Reporting Unit at 314-457-4421, email to PSP-CRU.GIPSA@usda.gov or mail to:

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

SECTION-BY-SECTION INSTRUCTIONS

SECTION 1 – GENERAL INFORMATION

Enter name, address and contact information for the entity.

SECTION 2 – ORGANIZATIONAL STRUCTURE

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

SECTION 3 – BOND INFORMATION

In Section 3, dealers should report only information about their own dealer business activity. If you provide a clearing service in addition to your dealing activities, then the business activity of those that you are providing the clearing service to should be reported in Section 4 below.

Line 301: Break out the income as a dealer for each category of livestock and enter the total cost of each species purchased during the reporting period.

Line 302: Enter the number of head purchased for each category of livestock and the total number of head of livestock purchased on a dealer basis during the reporting period.

Line 303: Break out the income as an order buyer, for each category of livestock and enter the total cost of each species purchased during the reporting period. You must include all livestock that you bought on commission, whether you or another entity paid for it.

Line 304: For income as an order buyer, for each category of livestock, enter the total number of head purchased on a commission basis during the reporting period.

Line 305: Enter the dollar value of livestock purchases for the calendar year quarter with the highest volume of livestock purchases during this reporting period. Add the volume for both dealer and BOC activity.

SECTION 4 – CLEAREE AND CLEAROR DESIGNATIONS

Line 401: Check appropriate box indicating if another business provides clearing services for you.

Line 402: If you checked “Yes” on line 401, enter name of clearing agent. If you checked “No”, skip lines 402-412 and go directly to Section 5.

Line 403: Check appropriate box indicating if you provide clearing services for others.

Line 404-411: If you checked “Yes” on line 403, list names of Clearees and gross dollar value of livestock purchased by each clearee during the reporting period, regardless of who paid for it on lines 404-411. Attach additional sheet if necessary. If “No”, skip lines 404-412 and go directly to Section 5.

Line 412: Enter the sum of lines 405, 407, 409 and 411.

SECTION 5 – BALANCE SHEET

This section must be completed on this form. Independently created Balance Sheets are not accepted in lieu of a fully completed Annual Report. Include only the Assets, Liabilities and Net Worth of the reporting Entity.

All clearees and dealers whose line 301e plus 303e plus 412 totals less than \$2.6 million may continue to Section 7, and do not need to complete Sections 5 and 6.

Line 501: Enter the total of your firm’s cash on hand, total book balances of all bank accounts that were not in an overdraft position. Enter overdrafts on line 515.

Line 502: 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.

Line 503: Enter the dollar amount of only those accounts receivable that are due in one year or less.

Line 504: Enter notes receivable and portions of installment notes that are due in one year or less, including those past due that are deemed likely to be collected.

Line 505: Enter the dollar value of livestock inventory that will be sold within the next 12 months.

Line 506: Enter the dollar value of all other inventory.

Line 507: Enter the sum of lines 505 through 506.

Line 508: Enter the dollar value of all other current assets.

Line 509: Enter the sum of lines 501, 502, 503, 504, 507 and 508.

Line 510: Enter the dollar amount of your firm’s investments.

Line 511: Enter the dollar value of the property, plant and equipment, net of accumulated depreciation and amortization, owned by your firm.

Line 512: Enter the dollar amount of other long-term assets.

Line 513: Enter the sum of lines 510 through 512.

Line 514: Enter the sum of lines 509 and 513.

Line 515: Enter the bank overdraft amount as the overdraft on the firm's books, not the overdraft shown on the bank statement.

Line 516: Enter the total dollar amount you owe for livestock.

Line 517: Enter the total dollar value amount that you owe for meat and all other items.

Line 518: Enter the sum of lines 516 and 517.

Line 519: Enter the total dollar value of demand notes and the principal portion of long-term notes that is due in one year or less.

Line 520: Enter the total dollar value of any other accounts payable that have not already been included on lines 515 through 519.

Line 521: Enter the sum of lines 515, 518, 519 and 520.

Line 522: 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 line 519).

Line 523: Enter the sum of lines 521 and 522.

Line 524: Enter the firm's Total Net Worth (Equity).

Line 525: Enter the sum of lines 523 and 524 (this should equal line 514, Total Assets).

SECTION 6 – INCOME STATEMENT OF DEALER AND MARKET AGENCY BUYING ON COMMISSION

All clearers and dealers whose line 301e plus 303e plus 412 total is less than \$2.6 million may continue to Section 7, and do not need to complete Sections 5 and 6.

Line 601: Enter gross profit on dealer transactions.

Line 602: Enter gross income from buying commissions.

Line 603: Enter the dollar amount of all other income during the reporting period.

Line 604: Enter the sum of lines 601 through 603.

Line 605: Enter the dollar amount of all expenses incurred during the reporting period.

Line 606: Subtract line 605 from line 604; enter the difference as Net Profit or Loss.

SECTION 7 – CERTIFICATION

An owner, partner, officer or managing member in control of the entity 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 as explained above.