

## CARE – USDA PROGRAM CHECKLIST

Below is a list of information that you will need to enroll in USDA programs

1. Your Name
2. Address of Operation (& Mailing Address if different.)
3. Ranch or Farm Tract #
4. County
5. Nearest City or Township
6. DBA (Doing Business As)
  - a. If you are operating an LLC, you will need to know your employer identification number or EIN
7. Warranty Deed or Lease
8. Conservation Plan
9. Types of Crops – Pasture/Forestry Land
10. Current filed CCC-941 form to verify the average adjusted gross income
  - a. If your operation is an LLC, each individual that is part of the LLC must complete the CCC-941 form annually

[DOWNLOAD CHECKLIST HERE BEFORE YOU GO!](#)

### DON'T FORGET YOUR RECEIPT!

All USDA Representatives must provide you a “receipt for service” for any approved, denied, or requested services. You can also request photocopies of your completed paperwork for your own records.

To ensure that all USDA customers and potential customers are being properly served in local offices, the 2008 farm bill requires that a “Receipt For Service” (Form AD-2088) be provided, upon request, for each benefit or service sought by any inquirer, applicant, or customer of the Farm Service Agency, the Natural Resources Conservation Service, the Rural Business Service, the Rural Housing Service, and the Rural Utilities Service.

All USDA representatives of the agencies listed must provide you a “Receipt For Service” for any approved, denied or requested services. Be sure to ask for a “Receipt For Service” as it is your right!

Anyone who experiences any problems obtaining a Receipt for Service can call the USDA Office of Advocacy and Outreach at 1-800-880-4183.