

**Instructions to Complete
Annual Report of Market Agency Selling on Commission
Form PSD 3003**

Each individual, corporation, and association engaged in business as a market agency selling livestock on a commission basis is required to file an annual report with the U.S. Department of Agriculture, Agricultural Marketing Service, Fair Trade Practices Program, Packers and Stockyards Division (hereinafter known as "PSD") on Form PSD 3003, Annual Report of Market Agency Selling on Commission.

If you report on a calendar year basis, your form must be received by April 15th each year. If you file on a fiscal year basis, you must submit your Annual Report form 90 days after the close of your fiscal year. Requests for additional time to file this report must be received no later than the applicable filing dates above. Failure to file this form may result with a complaint filed against the entity in a United States District Court charging the entity with violations of the Packers and Stockyards Act and seeking civil penalties as authorized by law for each day the report is delinquent, and may also result in an increase to your Financial Instrument. Section 10 of the FTC Act made applicable by Section 402 of the Act (7 U.S.C. 222).

All items must be completed on this form, in its entirety, before submitting the form. Failure to do so will result in the form being returned as incomplete. Attached financial statements do not replace the fully completed annual report form.

For questions about Form PSD 3003 please contact the PSD Central Reporting Unit at 303-375-4264 or PSD-CRU@usda.gov. Forms and instructions are located on PSD's website at <https://www.ams.usda.gov/resources/forms>. Please email the completed form to the Central Reporting Unit at PSD-CRU@usda.gov, or fax to 844-303-0332, or mail to:

USDA PSD
P.O. Box 110639
Aurora, CO 80042

SECTION-BY-SECTION INSTRUCTIONS

FORM HEADER – BUSINESS ENTITY ID

Business Entity ID should be completed using information on the annual report letter or email.

FORM HEADER - EMAIL NOTIFICATIONS

By selecting the Email notifications check box, you will receive an email reminder message from our system to the address listed on line 110 of the form each year that you are required to file your annual report. This email is a reminder that your report is due. It also lets us know you prefer email communications.

Line No.	Subject	Instruction
GENERAL INFORMATION - SECTION 1		
101 a and b	Reporting Period	The reporting year covers the period of time operated the previous year, either calendar year or fiscal year. (FROM: should be the beginning of your reporting year; TO: should be the end of your reporting year, i.e., 01/01/20YY to 12/31/20YY) If you have recently registered, please enter the date you started operating (<u>FROM</u>) and the end of your reporting year (TO). If you cease operations and go inactive, the end of your reporting year (TO) will be the last date of operation.
102	Entity Name	Enter the name under which you are registered with PSD.
103	Trade Name/d.b.a.	Enter the trade name under which you operate. This is the name the business uses, if applicable. If you do not operate with a "Trade Name", enter "N/A."
104 and 105	Mailing Address	Enter your mailing address. Enter street, city, state, and zip +4 code. This is the address where all correspondence from the Packers and Stockyards Division should be sent.
106 and 107	Operating Address	Enter the physical location of your operating address. Enter street, city, state, and zip +4 code. This is the address where you conduct your business services.
108	Contact Name	Enter the name of the person to be contacted regarding questions on the annual report.
109	Contact Telephone	Enter the telephone number where the contact may be reached.
110	E-Mail Address	Enter the entity's e-mail address.
111	Fax Number	Enter the Fax number used by the entity.
112	Web Site Address (if applicable)	Enter the complete Web site address the business operates. For example: www.WebSiteName@domain.com
ORGANIZATIONAL STRUCTURE – SECTION 2		
201a through 205c	Owners, Members, Partners, Or Officers, (Name and Title), Percent Ownership	For each owner, officer, member, and every partner, enter their name, title, and respective percentage of ownership. Provide this information for every individual with any ownership interest, 10% or greater, in the applicant's operation. The person signing this report on line 902, must be listed in this section.
206	Type of Organization	Check the appropriate box to indicate the type of organization as it applies to the business' operation.
207	Same Organization Reported or 1 st time filing	Check the appropriate box to indicate if your organization is the same as operated the previous year. If this is the first annual report filed, check the appropriate box.
208	Own or Operate a Scale	Check the appropriate box to indicate if this entity owns or operates a livestock scale.
209a. through 209c.	Manufacturer, Model, Serial Number	If 208 is yes, list the a. manufacturer, b. model, and c. serial number of each scale the entity operates.

Line No.	Subject	Instruction
210	Payment	Check the appropriate box to indicate the basis of payment for the majority of livestock sold.
211	Business Control/Ownership	Check the appropriate box to indicate if this entity is owned or controlled by another business entity.
212	Business Name and Address	If line 211 is yes, list the name and address of the owner/controlling business.
213	Invoicing Software	List the name and version of the software used to create consigner/buyer invoices.
214	Interest in other Market Agency, Dealer Organization or Packing Company	Check the appropriate box to indicate if this entity, or any of its owners, officers, directors, members or employees, own an interest in any other market agency, dealer business, or packing company. If No, continue to Section 3.
215a. through 218a.	Related firms' names	List the names of the related firms owned by the reporting business.
215b. through 218b.	Person or firm with Relationship	List the name of the person or firm with ownership or control of the entity listed in column a.
215c. through 218c.	Percentage	List the percentage of ownership/control held by the person/firm listed in column b.
SELLING ON COMMISSION OPERATION (CLAUSE 1 BOND) – SECTION 3		
301 a through e	Livestock consigned by others	Enter the total number of head for each category of livestock sold during the year on a commission basis by your market agency. Include livestock sold for individual officers, directors, and separately registered partners. Report livestock consigned by the market on line 302.
302 a through e	Livestock consigned by you	Enter the number of head, for each category of livestock, consigned by you (the market agency), to the market.
303 a through e	Total livestock consigned	For each category of livestock, Enter the sum of lines 301 and 302, for each category of livestock, as the total number of head sold on commission.
304 a through e	Gross value of livestock	Enter the gross value of livestock sold on commission, for each category of livestock.
305	Number of Public Sale days	Enter the number of day's livestock sales were conducted by the market.
DEALER AND BUYING ON COMMISSION OPERATION (CLAUSE 2 BOND)–SECTION 4		
NOTE: Do not include the cost of livestock purchased by clearees in this section of the report. Those figures are to be reported in section 5 of this report. The only volume that should be reported in section 4 is that purchased by the market as a dealer or on commission for others.		
401 a through e	Cost of livestock purchased as a dealer	Enter the cost for each category of livestock, and the total cost of livestock purchased on a dealer basis during the reporting period.

Line No.	Subject	Instruction
402 a through e	Number of head of livestock purchased as a dealer	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.
403 a through e	Cost of livestock purchased as a dealer, per quarter	Enter total cost of all livestock, broken down by each quarter, purchased on a dealer basis. (Total of 303e should equal 301e)
404 a through e	Cost of livestock bought on commission	Enter the cost for each category of livestock and the total cost of livestock purchased as an order buyer during the reporting period. You must include all livestock that you bought on commission regardless of whether you or another entity paid for it.
405 a through e	Number of head of livestock bought on commission	Enter the number of head purchased for each species of livestock and the total number of head of livestock purchased as an order buyer during the reporting period. You must include all livestock that you bought on commission, regardless of whether you or another entity paid for it.
406 a through e	Cost of livestock bought on commission, per quarter	Enter total cost of all livestock, broken down by each quarter, that are bought on commission (BOC). (Total of 306e should equal 304e)
407	Total cost of livestock purchased	Enter the Total Cost of Livestock Purchased. This amount should be equal to Line 401e plus 404e.
408	Number of days livestock purchased	Enter the number of days livestock was purchased as a livestock dealer and/or order buyer during the reporting year.
CLEARER AND CLEAROR DESIGNATIONS – SECTION 5		
501	Are you a clearee	Check box indicating if another business provides clearing services for you. (You are cleared under the bond coverage of another entity)
502	Name of clearor	If you checked the box on line 501, enter the name of the clearing agent (clearor).
If you provide clearing services to other livestock dealers (clearees), you must provide each clearee's name and total dollar amount of livestock they purchased. Do not include the amount reported on line 514 with those reported on lines 401 or 404. If 503 is not checked skip lines 504-514 and go directly to Section 6.		
503	Are you a clearor	Check box if you are a clearor providing clearing services to people who are cleared under your bond coverage.
504 through 514	Clearee's name and dollar amount of livestock purchased	List the name of each Clearee, and the gross dollar amount of livestock purchased by each clearee during the reporting period, regardless of who paid for it, on lines 504-513, and total on line 514. Attach additional sheet if necessary. If you are not providing clearing services, skip section 5 and go to section 6.
CUSTODIAL BANK ACCOUNT ANALYSIS – SECTION 6		
601	Date of Custodial Analysis	Enter the custodial account analysis date. The analysis date is the last day of your reporting year end month.

Line No.	Subject	Instruction
602	Balance as per Bank Statement	Enter the balance on the analysis date as shown on the bank statement.
603	Deposits in transit	Enter the total dollar amount of any deposits sent to the bank by the analysis date but not yet posted to the account.
604	Certificates of deposit and savings accounts designated as custodial funds	Enter the balance, as of the analysis date, of certificates of deposits or savings accounts that are designated as custodial accounts. These accounts and certificates of deposit must be at the same bank that holds the custodial checking account.
605	Proceeds on hand	Enter the total dollar amount of cash and checks received from market's sales that can be classified as Proceeds Receivable and have not been deposited to the account as of the analysis date or listed on a deposit in transit.
606	Proceeds Receivable	A Proceed Receivable is money that is owed the market for the purchase of livestock that has not yet been collected. The auction market may carry these amounts as a <u>Proceeds Receivable</u> , owed to the market, until the close of the seventh day counted from the date of the sale. After the close of the seventh day subsequent to the sale date, the market must reimburse the custodial account for any uncollected funds, and the item(s) may no longer be classified as a Proceeds Receivable when preparing the custodial account analysis (reconciliation). An exception to this 7-day rule is when the purchase is made by an owner, officer or employee of the market. The payment of purchases by these related parties must be made by the close of the next business day and may no longer be classified as Proceeds Receivable when preparing the custodial account analysis (reconciliation). Additionally, any time the market extends credit to a buyer, (approves a buyer to pay other than by the close of the next business day) the auction market must reimburse the custodial account for the amount of the payment for which credit has been extended.
607	Total	Enter the sum of lines 602 through 606.
608	Outstanding Checks and Drafts	Enter the total dollar amount of checks or drafts issued from the custodial account that have not cleared as of the analysis date.
609	Proceeds due consignors	Enter the total dollar amount of any livestock sales by the market agency which has not yet been paid.
610	Unpaid expense items	Enter the total dollar amount of unpaid expense items. Unpaid expense items are valid sale expenses deducted from the consignors' sales proceeds (for example, check-off fees, health inspections, etc.) Exclude amounts due to the market for services such as commissions or yardage.
611	Total	Enter the sum of lines 608 through 610.

Line No.	Subject	Instruction
612	Overage or Shortage in the amount	Subtract line 611 from line 607. Show the amount as negative if the account is short.
613	Accounts Receivable	Enter total amount due from the market's sales that cannot be classified as Proceeds Receivable. These are amounts that the market has reimbursed the Custodial Account for but have not yet been paid by the livestock buyer.
STATEMENT OF ASSETS, LIABILITIES AND EQUITY – SECTION 7		
This section must be completed <u>on this form</u>. Include only the Assets, Liabilities and Net Worth of the reporting Entity. If available, you may provide financial statements as an attachment to the fully completed annual report form.		
<i>All Market Agency's Selling on Commission must complete Sections 7 and 8, in their entirety, regardless of the total volume sold, as reported on line 304</i>		
701	Cash	Enter the total book balances of all bank accounts, except the custodial account. An overdraft should be reported on line 723.
702	Overage in Custodial Bank Account	Enter the dollar amount of overage from analysis of Custodial Account. A shortage should be reported on line 724.
703	Cash Equivalents	Enter the dollar amount of any current cash investments (savings, securities, CD's, etc.). Include only those marketable securities that represent the cash available for current operations and not otherwise pledged as security
704	Trade Accounts Receivable from Owners, Officers, and Affiliated Companies	Enter the dollar amounts owed by owners, officers, or affiliated companies as a result of delivering goods or services and extending credit in the ordinary course of business. (Due in one year or less.)
705	Trade Accounts Receivable from All Others	Enter the dollar amounts owed by customers as a result of delivering goods or services and extending credit in the ordinary course of business. (Due in one year or less.)
706	Total Trade Accounts Receivable-Net (Due in 1 year or less)	Enter the sum total of lines 704 and 705.
707	Livestock Inventory	Enter the dollar amount of livestock held for the purpose of sale to customers.
708	Other Inventory	Enter any merchandise, raw materials, work in process, finished goods, operating supplies and ordinary maintenance materials and parts other than livestock, to be consumed in the business during the next year.
709	Total Inventories	Enter the sum total of lines 707 and 708.
710	Notes Receivable from Owners Officers, Related Entities	Enter the total dollar amount owed to the company by owners, officers, or related entities that is due in 1 year or less.
711	Notes Receivable from All Others	Enter the total dollar amount owed to the company by other than owners, officers or related entities that is due in 1 year or less.

Line No.	Subject	Instruction
712	Total Notes and Loans Receivable (Due in 1 year or less)	Enter the sum total of lines 710 and 711.
713	Advances on Livestock	Enter the dollar amount of cash advances given for the purchase of livestock.
714	Other Current Assets	Enter the dollar amount of prepaid expenses and other assets expected to be converted to cash or sold or consumed during the next year.
715	Total Current Assets	Enter the sum total of lines 701, 702, 703, 706, 709, 712, 713, and 714,
716	Plant, Property and Equipment	Enter the dollar amount of land, buildings, plant, equipment and amortizable assets less accumulated depreciation and amortization.
717	Investments in subsidiaries and related companies	Enter the total dollar amount of any investments in subsidiaries and related companies.
718	Due from owners, officers and related entities	Enter the dollar amount due from owners, officers, and related entities that is expected to be received more than 1 year from the reporting date of this report.
719	Livestock not related to sales to customers	Enter the dollar amount of livestock held for production (feeding, backgrounding, depreciable assets)
720	Other Assets	Enter the total dollar amount of all other assets expected to be converted to cash or sold or consumed in more than 1 year from the reporting date of this report.
721	Total Other Assets	Enter the sum total of lines 717 through 720.
722	Total Assets	Enter the sum total of lines 715, 716, and 721.
723	Overdraft	Enter the total overdraft balances of all bank accounts, except the custodial account.
724	Custodial Account Shortage	Enter the dollar amount of shortage from the Custodial Account analysis.
725	Livestock Payables	Enter the total dollar amount you owe for livestock. (Due in one year or less.)
726	Other Payables to Owners, Officers, and Related Entities	Enter the total dollar amount you owe to owners, officers, and related entities, for other than livestock. (Due in one year or less.)
727	Other Payables	Enter the total dollar amount you owe to all vendors for other than livestock. (Due in one year or less.)
728	Total Trade Account Payables	Enter the sum total of lines 725, 726, and 727.
729	Amount due to owners, officers, or related entities, 1 year or less	Enter dollar amount of notes and loans due by you to owners, officers, and related entities in 1 year or less.
730	Amount due to others 1 year or less	Enter the dollar amount of notes and loans due by you to other than owners, officers, and related entities in 1 year or less.
731	Total Current Maturities of Long-Term Debt	Enter the sum total of lines 729 and 730.

Line No.	Subject	Instruction
732	Accrued and Other Current Liabilities	Enter the total dollar amount of any accrued liabilities and other current liabilities due within 1 year of the reporting date of this report.

733	Total Current Liabilities	Enter the sum total of lines 723, 724, 728, 731, and 732.
734	Amount due to owners, officers, or related entities, after 1 year	Enter the total dollar amount of notes, mortgages, bonds, and installments that are payable to owners, officers, and related entities after 1 year.
735	Amount due to others after 1 year	Enter the total dollar amount of notes, mortgages, bonds, and installments that are payable to other than owners, officers, and related entities after 1 year.
736	Total Long-Term Debt, Less Current Maturities	Enter the sum total of lines 734 and 735.
737	All Other Liabilities	Enter the total dollar amount of any accrued liabilities and other current liabilities due after 1 year of the reporting date of this report.
738	Total Liabilities	Enter the sum total of lines 733, 736, and 737.
739	Owner's Equity "Unincorporated"	If unincorporated, enter the dollar amount of the owner's net worth.
740	Stock Issued "Incorporated"	If incorporated, enter the dollar amount of common stock.
741	Additional paid-in capital	If incorporated, enter the dollar amount of any additional paid-in capital.
742	Retained Earnings	If incorporated, enter the retained earnings.
743	Total Equity	Enter the sum of lines 739 through 742 (should equal line 722 less line 738).
744	Total Liabilities and Equity	Enter the sum total of lines 738 and 743 (should equal line 722).
STATEMENT OF REVENUES AND EXPENSES – SECTION 8		
801	Selling Commissions of Market	Enter the dollar amount of commission your market agency collected for selling livestock on a commission basis during the reporting period.
802	Gross Dealer Profit or Loss	Enter the gross profit or loss on dealer transactions.
803	Buying Commission	Enter the gross income dollar amount from buying commissions.
804	Other Income	Enter the dollar amount of all other income during the reporting period.
805	Total Income	Enter the sum total of lines 801 through 804.
806	Total Expenses	Enter the dollar amount of all expenses incurred during the reporting period.
807	Net Profit or Loss	Subtract line 806 from line 805; enter the different as Net Profit (+) or Net Loss (-).
CERTIFICATION – SECTION 9		
901	Print Name	Print the name of the owner, officer, partner, or member responsible for this report. Must be listed in lines 201 - 205.
902	Signature	The report must be signed by a responsible person, listed in lines 201-205.
903	Phone number	Enter the phone number of the person signing the report
904	Date	Enter the date the report is signed.
905	Title	Enter the title of the person signing the report.