

530.143H Assignment of Payment to FSA

This exhibit contains specific instructions for the participant to assign a conservation program payment to the Farm Service Agency (FSA).

Participant Responsibilities

The program participant must complete and submit Form CCC-36, "Assignment of Payment," and Form NRCS-FNM-60, "Electronic Funds Transfer (EFT) Hardship Waiver Request," to NRCS. **Assignments made to FSA must be made through a paper check** to ensure proper crediting of the FSA participant's account.

Instructions for Completing Form CCC-36:

Part A—General Information

- Block 1—Select NRCS
- Block 2—Enter participant as assignor and participant's address
- Block 3—Enter FSA as the assignee and the address where FSA wants the check mailed
- Block 4—Enter participant's Tax Identification Number
- Block 5—Leave blank
- Block 6—Leave blank

Part C—NRCS Applicable Program(s)

- Blocks 15 & 16—Enter the dollar amount of the assignment by year next to the applicable program, if listed.
- Block 17—Enter the NRCS contract number, State, and county for the requested payment assignment

Part D—Representation of Assignor and Assignee

- Block 18:
 - A—participant signature
 - B—if signed by the power of attorney, provide title/relationship
 - C—date signed
- Block 19:
 - A—FSA signature
 - B—position
 - D—date signed

Part E—Revocation of Assignment

Block 20—Complete only if necessary

NRCS Responsibilities

1. When NRCS receives completed Form CCC-36 from the participant, NRCS enters the assignment information into ProTracts.
2. In ProTracts, select "Participant Information" in the contract header and check the box next to the participant's name in the participant information screen to activate the "Vendor Information" button.

3. Select the “Vendor Information” button, then highlight (by clicking on) the “Obligating Vendor” line to activate the “Assign Payment/New Assignment Vendor” button.
4. Select the “Assign Payment/New Assignment Vendor” button and populate the fields with information from Form CCC-36.
5. Click on the “Direct Deposit Waiver” box and select the reason for the waiver (one-time PMT).
6. Enter the request date and the assignment amount.

Note: The NRCS user cannot complete an assigned payment until the assignment vendor status is “Active” and “Accepted.” The process to accept the assignment vendor request may take several days to be accepted in the system.

7. Begin payment process in ProTracts with the following change to the process: Select the correct assignee (FSA) from the “Payment Instructions” screen prior to submitting the payment in ProTracts.
8. Check to ensure the assignment of payment shows correctly on the Form NRCS-CPA-1245, “Practice Approval and Payment Application,” prior to participant signature. If the correct assignee (FSA) is not displayed on the Form NRCS-CPA-1245, the assignment step was not correctly completed in the payment instructions.
9. Financial management staff will enter the participant’s name and NRCS contract number in the “Comments to Print” field in Financial Management Modernization Initiative (FMMI) (up to 40 characters). This will ensure that the paper check has adequate information for FSA to know to which participant the payment is to be attributed.