

**Instructions to Complete
Annual Report of Dealer or
Market Agency Buying on Commission
Form PSD 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, Agricultural Marketing Service, Fair Trade Practices Program, Packers and Stockyards Division (hereinafter known as “PSD”) on Form PSD 3001, Annual Report of Dealer or Market Agency Buying on Commission.

If you report on a calendar year basis, your form must be post marked/e-filed by April 15 each year. If you file on a fiscal year basis, you must submit 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 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. (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. Failure to do so will result in the form being returned as incomplete. If available, you may provide financial statements as an attachment to the fully completed annual report form.

For questions about Form PSD 3001, or additional copies of the form, please contact the PSD Central Reporting Unit at 303-375-4264 or PSD-CRU@usda.gov. Forms and instructions are also located on PSD's website at <https://www.ams.usda.gov/resources/forms>. Please fax the completed form to the Central Reporting Unit at 314-457-4421/844-303-0332, email to PSD-CRU@usda.gov 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 – ELECTRONIC FILING

By selecting the Electronic filing check box, you will receive an email reminder message from our system to the address listed on line 111 of the form each year that you are required to file your annual report. This email is a reminder your report is due and includes instructions for the E-Forms website located at <https://forms.sc.egov.usda.gov> to complete and file your report. The forms are also located on the PSD website at <https://www.ams.usda.gov/resources/forms>.

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 recently registered, please enter the date you started operating (FROM) 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. This is the address where all correspondence from PSD should be sent.
106 and 107	Operating Address	Enter the physical location of your operating address. Enter street, city, state, and zip+4. 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 where the contact person may be reached.
110	Fax Number	Enter the Fax used by the entity.
111	E-Mail Address	Enter the entity's e-mail address.
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 702, 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	Check the appropriate box to indicate if your organization is the same as operated the previous year.
208	Own or Operate a Scale	Check the appropriate box to indicate if this entity owns or operates a livestock scale.

Line No.	Subject	Instruction
209 a through 209c	Manufacturer, Model, Serial Number	If 208 is Yes, list a. manufacturer, b. model, and c. serial number of each scale the entity operates.
210	Other company's scale	If you use another entity's scale to purchase livestock mark Yes and go to line 211.
211	Entity name and address	If you marked Yes on line 210, insert the entity's name and address of the scale you use.
212	Payment	Check the appropriate box to indicate the basis of payment for the majority of livestock sold.
213	Business Control/Ownership	Check the appropriate box to indicate if this entity is owned or controlled by another business entity.
214	Business Name and Address	If line 213 is Yes, list the name and address of the owner/controlling business.
215	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.
216a. through 220a.	Related firms' names	List the names of the related firms owned by the reporting business.
216b. through 220b.	Person or firm with Relationship	List the name of the person or firm with ownership or control of the entity listed in column a.
216c. through 220c.	Percentage	List the percentage of ownership/control held by the person/firm listed in column b.
VOLUME INFORMATION – SECTION 3		
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 4 of this report.		
301 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.
302 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.
303	Cost of livestock purchased as a dealer, per quarter	Enter cost of livestock purchased as a dealer, per quarter. (Total of 303e should equal 301e)
304 a through e	Cost of livestock bought on commission (BOC)	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 (BOC) regardless whether you or another entity paid for it.

Line No.	Subject	Instruction
305 a through e	Number of head of livestock bought on commission (BOC)	Enter the number of head purchased for each category 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, (BOC) regardless whether you or another entity paid for it.
306 a through e	Cost of livestock bought on commission, (BOC) per quarter	Enter cost of livestock bought on commission (BOC), per quarter. (Total of 306e should equal 304e)
307	Total cost of livestock purchased	Enter the Total Cost of Livestock Purchased. This amount should be equal to lines 301e plus 304e, (should also be equal to line 303e plus line 306e.).
308	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 4		
401	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)
402	Name of clearor	If you checked the box on line 401, 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 414 with those reported on lines 301 or 304. If 403 is not checked skip lines 404-414 and go directly to Section 5.		
403	Are you a clearor	Check box if you are a clearor providing clearing services to people who are cleared under your bond coverage.
404 through 414	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 404-413, and total on line 414. Attach additional sheet if necessary. If you are not providing clearing services, skip section 4 and go to section 5.
STATEMENT OF ASSETS, LIABILITIES AND EQUITY – SECTION 5		
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 clearees, and dealers and/or order buyers whose total of line 307 equals less than \$2.6 million may continue to Section 7, and do not need to complete Sections 5 and 6. All Clearors must complete Sections 5 and 6, regardless of the total cost of livestock purchased.</i>		
501	Cash	Enter the total book balances of all bank accounts. An overdraft should be reported on line 521.
502	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.

Line No.	Subject	Instruction
503	Trade Accounts Receivables 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.
504	Trade Accounts Receivables from All Others (Sources Not Related to Company)	Enter the dollar amounts owed by customers as a result of delivering goods or services, and extending credit in the ordinary course of business.
505	Total Trade Accounts Receivable-Net (Due in 1 year or less)	Enter the sum total of lines 503 and 504.
506	Livestock Inventory	Enter the dollar amount of livestock held for the purpose of sale to customers.
507	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.
508	Total Inventories	Enter the sum total of lines 506 and 507.
509	Notes and Loans 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.
510	Notes and Loans Receivable from All Others (Sources Not Related to Company)	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.
511	Total Notes and Loans Receivable (Due in 1 year or less)	Enter the sum total of lines 509 and 510.
512	Advances on Livestock	Enter the dollar value of cash advances given for the purchase of livestock.
513	Other Current Assets	Enter the dollar value of prepaid expenses and other assets expected to be converted to cash or sold or consumed during the next year.
514	Total Current Assets	Enter the sum total of lines 501, 502, 505, 508, 511, 512, and 513.
515	Property, Plant and Equipment	Enter the dollar value of land, buildings, plant, equipment and amortizable assets less accumulated depreciation and amortization.
516	Investments in subsidiaries and related companies	Enter the total dollar value of any investments in subsidiaries and related companies.
517	Due from owners, officers and related entities	Enter the dollar value due from owners, officers, and related entities that is expected to be received in more than 1 year from the reporting date of this report.
518	Other Assets	Enter the total dollar value of all others assets expected to be converted to cash, or sold or consumed in more than 1 year from the reporting date of this report.

Line No.	Subject	Instruction
519	Total Other Assets	Enter the sum total of lines 516 through 518.
520	Total Assets	Enter the sum total of lines 514, 515, and 519.
521	Overdraft	Enter the total overdraft balances of all bank accounts.
522	Livestock Payables	Enter the total dollar amount you owe for livestock. (Due in 1 year or less)
523	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 1 year or less)
524	Other Payables (Sources Not Related to Company)	Enter the total dollar amount you owe to all vendors for other than livestock. (Due in 1 year or less)
525	Total Payables	Total lines 522, 523, and 524
526	Current Maturities of Long-Term Debt related to Owners, Officers and Related Entities	Enter dollar amount of notes and loans due by you to owners, officers, and related entities in 1 year or less.
527	Current Maturities of Long-Term Debt related to Others	Enter the dollar amount of notes and loans due by you to other than owners, officers, and related entities in 1 year or less.
528	Total Current Maturities of Long-Term Debt	Enter sum total of lines 526 and 527.
529	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.
530	Total Current Liabilities	Enter the sum total of lines 521, 525, 528, 529.
531	Long-Term Debt, less Current Maturities related to Owners, Officers, and Related Entities	Enter the total dollar amount of notes, mortgages, bonds, and installments that are payable to owners, officers, and related entities after 1 year.
532	Long-Term Debt, less Current Maturities related to Others (Sources Not Related to Company)	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.
533	Total Long-Term Debt, Less Current Maturities	Enter the sum total of lines 531 and 532.
534	All Other Liabilities	Enter all other liabilities owed after 1 year.
535	Total Liabilities	Enter the sum total of lines 520, 530, 533, and 534.
536	Owner's Equity (Unincorporated)	If unincorporated, enter the dollar amount of the owner's net worth.
537	Stock Issued (Incorporated)	If incorporated, enter the dollar amount of stock issued.
538	Additional paid-in capital	If incorporated, enter the dollar amount of any additional paid-in capital.
539	Retained Earnings	If incorporated, enter the retained earnings.
540	Total Equity	Enter the sum of lines 536 through 539. (should equal 520 less line 535)

Line No.	Subject	Instruction
541	Total Liabilities and Equity	Enter the sum total of lines 535 and 540. (should equal line 520)
STATEMENT OF REVENUES AND EXPENSES – SECTION 6		
601	Gross Dealer Profit or Loss	Enter the gross profit or loss on dealer transactions.
602	Buying Commission (BOC)	Enter the gross income dollar amount from buying commissions.
603	Other Income	Enter the dollar amount of all other income during the reporting period.
604	Total Income	Enter the sum total of lines 601 through 603.
605	Total Expenses	Enter the dollar amount of all expenses incurred during the reporting period.
606	Net Profit or Loss	Subtract line 605 from line 604; enter the different as Net Profit (+) or Net Loss (-).
CERTIFICATION – SECTION 7		
701	Print Name	Print the name of the owner, officer, partner, or member responsible for this report. Must be listed in lines 201-205.
702	Signature	The report must be signed by a responsible person. Electronic signatures are considered valid.
703	Phone	Enter the phone of the person signing the report.
704	Date	Enter the date the report is signed.
705	Title	Enter the title of the person signing the report.