

## **INSTRUCTIONS FOR P&SP 3001**

### ***ANNUAL REPORT OF DEALER OR MARKET AGENCY BUYING ON COMMISSION***

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. If available, you may provide independently audited financial statements as an attachment to the fully completed annual report form.**

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](mailto:PSP-CRU.GIPSA@usda.gov). Forms and instructions are also on GIPSA's website at [www.gipsa.usda.gov](http://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](mailto:PSP-CRU.GIPSA@usda.gov) or mail to:

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

**All items with an asterisk (\*) following them must be completed before submitting the form to PSP. If the items are not completed when the form is received, the form will be returned for completion by the reporting firm.**

#### **SECTION-BY-SECTION INSTRUCTIONS**

##### **FORM HEADER – BUSINESS ENTITY ID**

Business Entity ID should be completed using information provided by P&SP. If the information is not already completed on the form, please contact your Regional P&SP office to obtain the number.

##### **FORM HEADER – PREFERENCE FOR FILING**

Select the method by which you prefer to receive your Annual Report; Electronic or Paper Copy. If you select Electronic, you will no longer receive a letter and forms from P&SP reminding you that your annual report is due.

**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/order buyers should report only information about their own dealer business activity. If you provide a clearing service in addition to your dealing and/or order buying activities, then the business activity of those that you are providing the clearing service to should be reported in Section 4 below.

Line No.	Instruction
301	Enter the cost for each species of livestock and the total cost of livestock purchased on a dealer basis during the reporting period.
302	Enter the number of head purchased for each species of livestock and the total number of head of livestock purchased on a dealer basis during the reporting period.
303	Enter the cost for each species 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 whether you or another entity paid for it.
304	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, whether you or another entity paid for it.
305	Enter cost of livestock purchased as a dealer per quarter.
306	Enter cost of livestock bought on commission per quarter.
307	Enter the Total Cost of Livestock Purchases. This amount should be equal to lines 301e plus 303e.
308	Enter the number of days business was conducted as a livestock dealer and/or order buyer during the reporting year.

**SECTION 4 – CLEAREE AND CLEAROR DESIGNATIONS**

Line No.	Instruction
401	Check appropriate box indicating if another business provides clearing services for you.
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.
403	Check appropriate box indicating if you provide clearing services for others.
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.
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. **If available, you may provide independently audited financial statements as an attachment to the fully completed annual report form.**

*All clearees and dealers whose lines 301e plus 303e 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.*

Line No.	Instruction
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.
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.
503	Enter the dollar amount of only those accounts receivable that are due in one year or less.

Line No.	Instruction
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.
505	Enter the dollar value of livestock inventory that will be sold within the next 12 months.
506	Enter the dollar value of all other inventory.
507	Enter the sum of lines 505 through 506.
508	Enter the dollar value of all other current assets.
509	Enter the sum of lines 501, 502, 503, 504, 507 and 508.
510	Enter the dollar amount of your firm's investments.
511	Enter the dollar value of the property, plant and equipment, net of accumulated depreciation and amortization, owned by your firm.
512	Enter the dollar amount of other long-term assets.
513	Enter the sum of lines 510 through 512.
514	Enter the sum of lines 509 and 513.
515	Enter the bank overdraft amount as the overdraft on the firm's books, not the overdraft shown on the bank statement.
516	Enter the total dollar amount you owe for livestock.
517	Enter the total dollar value amount that you owe for meat and all other items.
518	Enter the sum of lines 516 and 517.
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.
520	Enter the total dollar value of any other accounts payable that have not already been included on lines 515 through 519.
521	Enter the sum of lines 515, 518, 519 and 520.
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).
523	Enter the sum of lines 521 and 522.

Line No.	Instruction
524	Enter notes payable and portions of installment notes that are due in one year or less, including those past due that are deemed likely to be collected.
525	Enter the dollar value of livestock inventory that will be sold within the next 12 months.

### SECTION 6 – INCOME STATEMENT

*All clearers and dealers/order buyers whose lines 301e plus 303e plus 412 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 value of livestock purchased.*

Line No.	Instruction
601	Enter gross profit on dealer transactions.
602	Enter gross income from buying commissions.
603	Enter the dollar amount of all other income during the reporting period.
604	Enter the sum of lines 601 through 603.
605	Enter the dollar amount of all expenses incurred during the reporting period.
606	Subtract line 605 from line 604; enter the difference as Net Profit or Loss.

### SECTION 7 – CERTIFICATION

An owner, partner, officer or member in control of the entity must sign the report. Any owner, officer, partner, or member signing the report must be listed on lines 203-207.

Line No.	Instruction
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.