

**Instructions to Complete
Surety Bond Form
Form PSD 2000**

When you, as a packer, market agency or dealer (also referred to as the Principal), apply for a surety bond to meet the bonding requirements of the Packers and Stockyards Division (PSD), you must provide form PSD 2000 to the surety for execution of the surety bond to cover your operation with the Packers and Stockyards Division.

A surety bond requires complete and correct information to be submitted to the PSD on form PSD 2000. If any information is missing or incorrect, PSD will return the surety bond form to the principal or surety for completion or correction.

Operating without proper registration and bond may subject the principal to severe civil penalties as authorized by law for each violation, and additional penalties for each day the violation continues (7 U.S.C § 203).

Submit the completed form to the PSD regional office that covers your area. The Areas covered by each regional office are listed below the regional office's address.

Regional Offices of the Packers and Stockyards Division Agricultural Marketing Service, Fair Trade Practices Program		
Eastern Regional Office 75 Ted Turner Drive SW, Ste 230 Atlanta, GA 30303-3308 Telephone: (404) 562-5840 FAX: (404) 562-5848 E-mail: PSDAtlantaGA@ams.usda.gov	Midwestern Regional Office 210 Walnut Street, Room 317 Des Moines, IA 50309-2110 Telephone: (515) 323-2579 FAX: (515) 323-2590 E-mail: PSDDesMoinesIA@ams.usda.gov	Western Regional Office 3950 Lewiston St., Suite 200 Aurora, CO 80011-1556 Telephone: (303) 375-4240 FAX: (303) 371-4609 E-mail: PSDDenverCO@ams.usda.gov
States Covered	States Covered	States Covered
AL, AR, CT, DC, DE, FL, GA, LA, MA, MD, ME, MS, NC, NH, NJ, NL, NY, PA, PR, QC, RI, SC, TN, VA, VT, WV	IA, IL, IN, KY, MB, MI, MN, MO, ND, NE, OH, ON, SD, WI	AB, AK, AZ, BC, CA, CO, HI, ID, KS, MT, NM, NV, OK, OR, SK, TX, UT, WA, WY

If you have any questions about the form or completing the form, please contact the PSD Regional Office that covers your area, as listed above.

The Surety must complete lines 1 through 6, sign line 7(b), and complete lines 8 and 9.

The Principal must sign line 7(a).

If the surety bond names a trustee, the trustee must sign line 7(c).

Line No.	Subject	Instruction
1	Bond Number	Enter the bond number assigned by the surety.
2	Principal Name, Address and Phone (Street, City, State, Zip + 4, Phone, and Email)	Enter the full name, mailing address, phone, and email of the principal. The principal's name must match the name under which the principal is registered with the Packers and Stockyards Division.
3	Surety Name, Address and Phone (Street, City, State, Zip + 4, Phone, and Email)	Enter the full name, mailing address, phone, and email of the surety.
4	Trustee, If Required, Name, Address and Phone (Street, City, State, Zip + 4, Phone, and Email)	<p>If a trustee is required on the surety bond, enter the trustee's full name, address, phone and email. If a trustee is not required, leave line 4 blank or insert N/A or None listed.</p> <p>Some States require a State agency or official be named as trustee. Please contact the Regional Office covering your state for this information.</p>
5 a and b	Amount of Bond	<p>Enter the full dollar amount of the surety bond; spell out the amount and provide the amount numerically. For example, if the full dollar amount of the bond is \$10,000, list the amount as follows:</p> <p style="text-align: center;">a. Ten Thousand Dollars and No/100 b. \$10,000.00</p>

Line No.	Subject	Instruction
6	Condition Clauses	<p>Line 6 defines the conditions that are applicable for livestock operations.</p> <p>The surety shall indicate the correct condition clause as applies to the firm's operation.</p> <p>Examples of each of the condition clauses are:</p> <p>Condition Clause 1 - The principal sells livestock for the account of others. (Registered as Selling Livestock on Commission)</p> <p>Condition Clause 2 - The principal buys livestock for his/her own account or for the accounts of others. (Registered as Buying Livestock on Commission or as a Dealer)</p> <p>Condition Clause 3 - The principal is providing bond coverage for other registrant(s), as clearee(s), and therefore is responsible for the obligations of the clearee(s). (Registered as Clearing Services) The registrant(s) name(s) to be listed as clearees under this surety bond should be inserted into the space available in condition clause 3.</p> <p>Condition Clause 4 - The principal is purchasing livestock for purposes of slaughter, for his/her own account as a packer.</p> <p>Each type of operation (defined through the condition clause) requires a separate surety bond. The only instance a surety bond will be accepted with multiple condition clauses selected are when the firm operates as both a dealer/order buyer and clearing agent, thereby providing a Clause 2/3 surety bond</p>
7 a, b, and c	Signatures	<p>a. Principal's Signature: The principal, or someone authorized to sign for the principal (i.e. partner, owner, or officer), must print their name and sign the surety bond.</p> <ul style="list-style-type: none"> • If an Individual operation, the principal must print and sign the surety bond. • If a Partnership operation, one of the partners must print and sign the surety bond. • If a Corporation, Limited Liability Corporation, Limited Liability Partnership, or Association, an owner, officer or duly authorized agent of the firm must print and sign the surety bond. <p>b. Surety's Signature: The attorney-in-fact for the surety company must print and sign the surety bond.</p> <p>c. Trustee's Signature: If a trustee is named on the surety bond, Packers and Stockyards Division will obtain the trustee's signature, where indicated on the form.</p> <p>d. Electronic signatures are considered valid.</p>
8	Date Effective	Enter the effective date of the surety bond.
9	Attach Power of Attorney	A Power of Attorney must be attached to the surety bond. The date of the Power of Attorney must be equal to or prior to the effective date of the surety bond. The person listed as the Attorney-in-Fact signing the surety bond for the surety company must be listed on the Power of Attorney.