

**Instructions to Complete
Rider for General Use with Surety Bond
Form PSD 2100**

A rider amending a surety bond requires complete and correct information to be submitted to the Packers and Stockyards Division (PSD) on form PSD 2100.

If any information is missing or incorrect, the PSD will return the surety bond rider form to the principal or surety for completion or correction. If a trustee has been named to the surety bond, the regional office will obtain the trustee's signature, and will ensure the trustee retains an original copy of the surety rider for their files.

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 line 1 through 17, and sign line 19.

The Principal must sign line 18.

If a trustee is named to the surety bond, the trustee must sign line 20 which the appropriate PSD will obtain.

Line No.	Subject	Instruction
1	Current Principal	Enter name of the principal. The name must match that listed on the original bond, or the most current as changed by a previous rider.
2	City and State of Principal	Enter the city and state where principal operates.
3	Surety	Enter the name of the surety company writing the bond.
4	Bond Number	Enter the original bond number (do not list rider numbers).
5	Bond Date	Enter the original effective date of the bond . This item must ALWAYS reference the original date the bond was issued, NOT the date of the most current rider.
6	In Favor of	If a trustee is named on the original bond or added with a previous rider, enter the name of the trustee. If no trustee is named, leave this line blank, or enter N/A or None listed.
7	Increase in Bond	Enter the amount of the bond before the increase in the FROM section, and the amount of the bond after the increase In the TO section.
8	Decrease in Bond	Enter the amount of the bond before the decrease in the FROM section, and the amount of the bond after the decrease in the TO section.
9	Change in Name of Principal	Enter the full name, address, and phone no. of the principal in the FROM section as it is stated on the original bond or previous rider, and the principal's amended name, address, and phone no. in the TO section.
10	Change in Name of Trustee	Enter the full name, address, and phone of the former (previous) trustee in the FROM section, and the full name, address, and phone of the successor (new) trustee in the TO section.
11	Amend Condition Clause of bond	Enter the condition clause stated on the original bond in the FROM section, and the condition clause the bond is changed to in the TO section.
12	Add Condition Clause 3 to surety bond	Check the box to indicate if the rider adds clearing services to the bond (Condition Clause 3 on form PSD 2000).
13	Delete Condition Clause 3 from surety bond	Check the box to indicate if the rider deletes clearing services from the bond (Condition Clause 3 on form PSD 2000).
14	Add Clearee to Condition Clause 3 from surety bond	Enter the full name, address, and phone of each clearee being added to the surety bond.
15	Delete Clearee from Condition Clause 3 from surety bond	Enter the full name, address, and phone of each clearee being deleted from the surety bond.
16	Rider Effective Date	Enter the effective date of the rider.

Line No.	Subject	Instruction
17	Signed and Dated	Enter the date that the rider was signed, sealed, and dated by the surety.
18	Principal Signature	<p>The principal, or someone authorized to sign for the principal (i.e. partner, owner, or officer), must sign the surety bond.</p> <ul style="list-style-type: none"> • If an individual operation, the principal must sign the surety bond. • If a partnership operation, one of the partners must 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 sign the surety bond.
19	Surety Signature	<p>Enter the name of the surety. The rider MUST be signed by the Attorney-in-Fact for the surety.</p> <p>A Power of Attorney must be attached to the bond rider. The date of the Power of Attorney must be equal to or prior to the effective date of the bond rider. The person listed as the Attorney-in-Fact signing the surety bond rider for the surety company must be listed on the Power of Attorney.</p>
20	Trustee Signature	If a trustee is named on the surety bond rider, PSD will obtain the trustee’s signature, where indicated on the form.

NOTE: Electronic signatures are considered valid.