

**Instructions to Complete
Rider for General Use with Trust Fund Agreement or Trust Agreement
Form PSD 2400**

A rider amending a trust agreement or trust fund agreement requires complete and correct information to be submitted to the Packers and Stockyards Division (PSD) on Form PSD 2400. If any information is missing or incorrect, the PSD will return the rider form to the principal or financial institution for completion or correction. If the trustee is a state official, the regional office will obtain the signature of the trustee and ensure the trustee retains an original copy of the rider 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 a fully executed Trust Agreement/Trust Fund Agreement rider form to the PSD regional office as listed below. The areas covered by each regional office are listed below its 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 appropriate regional office of the PSD listed above.

Line	Subject	Instructions
1	Trust Fund Agreement No.	If the agreement being amended is a Trust Fund Agreement (TFA) , enter the identification number
2	Trust Agreement No.	If the agreement being amended is a Trust Agreement (TA) , enter the identification number.
3	Originally Dated	Enter the original effective date of the agreement.
4	Principal	Enter name of the Principal. The name must match that listed on the original agreement or the most current as changed by a previous rider.
5	Trustee	Enter the trustee, as named on the original agreement, or the most current as changed by a previous rider.

Line	Subject	Instructions
6	Depository	If the original agreement is a TFA , enter the Depository, as named on the original agreement, or the most current as changed by a previous rider. If the original agreement is a TA , leave this section blank.
Use lines 7 through 20 to specify changes the rider makes to the agreement. Complete the line(s) appropriate for the change you make to the agreement.		
7	Increase in Sum of Trust Fund Agreement	Enter the amount of the TFA before the increase in the FROM section, and the amount of the TFA after the increase in the TO section. Attach a copy of the security to the rider and complete the Depository Statement.
8	Decrease in Sum of Trust Fund Agreement	Enter the amount of the TFA before the decrease in the FROM section, and the amount of the TFA after the decrease in the TO section. Attach a copy of the security to the rider and complete the Depository Statement.
9	Change in Name of Principal	Enter the full name, address, phone, and email of the Principal in the FROM section as stated on the original agreement or previous rider, and the principal's amended name, address, phone, and email in the TO section.
10	Change in Trustee	Enter the full name, address, phone and email of the former (current) trustee in the FROM section as stated on the original agreement or previous rider and the full name, address, phone, and email of the successor (new) trustee in the TO section.
11(a)	Former Trustee's Signature	If there is a change of trustee, enter the name of the former trustee, and obtain their signature, if available.
11(b)	Successor Trustee's Signature	If there is a change of trustee, enter the name of the successor (new) trustee to the agreement, and obtain their signature.
12	Amend Condition Clause of bond	Enter the condition clause stated on the original agreement in the FROM section, and the condition clause the agreement is changed to in the TO section.
13	Add Condition Clause 3 to Agreement	Check the box to indicate if the rider adds clearing services to the agreement (Condition Clause 3 on form PSD 2300).
14	Delete Condition Clause 3 from Agreement	Check the box to indicate if the rider deletes clearing services from the agreement (Condition Clause 3 on form PSD 2300).

Line	Subject	Instructions
15	Add Clearee to Condition Clause 3	Enter the full name, address, phone and email of each clearee added to the agreement.
16	Delete Clearee from Condition Clause 3	Enter the full name, address, phone and email, of each clearee deleted from the agreement.
17	Change of Depository	Enter the full name, address, phone, and email of the previous Depository in the FROM section, and the full name, address, phone, and email of the successor Depository in the TO section. If changing depository, complete lines 18 through 21.
18	Name of Bank or Other Depository	Enter the name of the financial institution which will maintain the collateral pledged to the referenced Trust Fund Agreement.
19	Account or Security(ies) Identification and Number	Enter the account number or identification numbers of all accounts or securities that are pledged to the referenced Trust Fund Agreement. Attach copy of security(ies) to rider.
20 a and b	Depository By	<ul style="list-style-type: none"> a. A responsible officer of the financial institution, acting as Depository, must sign the form, to signify the officer understands the responsibility of the Depository regarding the disposition of the funds pledged to the trust fund agreement. b. Enter the name of the officer signing the form.
21	Rider Effective Date	Enter the effective date of the rider.
22 a and b	Print and Signature of Principal	<ul style="list-style-type: none"> a. Enter the name of the Principal. b. Principal's signature - The Principal, or someone authorized to sign for the principal (for example, a partner, member or officer), must sign the form.
23 a and b	Print and Trustee Signature	<ul style="list-style-type: none"> a. Enter the name of the Trustee. b. Trustee's Signature - The Trustee, or someone authorized to sign on behalf of the trustee, must sign the form. If the trustee is a state official, PSD will obtain the trustee's signature.

NOTE: Electronic signatures are considered valid.