

**INSTRUCTIONS TO COMPLETE LETTER OF CREDIT,
IRREVOCABLE, TRANSFERABLE, AND STANDBY (FORM PSD 2600)
ACCOMPANIED BY TRUST AGREEMENT (FORM PSD 2300)**

You, as a packer, market agency, or dealer, may provide a Letter of Credit, Irrevocable, Transferable, and Standby, issued by a Federally insured bank or institution, accompanied or pledged towards a trust agreement, to cover your operations with the Packers and Stockyards Division (PSD) to meet the bond requirements of the Packers and Stockyards Act, 1921, as amended and supplemented.

A letter of credit issued toward a trust agreement requires complete and correct information to be submitted to the PSD on Form PSD 2600. If any information is missing or incorrect, the PSD will return the letter of credit form to the issuing bank or institution 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)

Submission instructions for the bank: After completing the letter of credit, an electronically reproduced copy of the letter of credit **MUST** be filed with the appropriate regional office. If this letter of credit is pledged towards a **NEW** Trust Agreement, a fully executed copy of such trust agreement must also be filed. 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 | | |
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| 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, SI, 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 financial institution providing the Standby Letter of Credit, Irrevocable, Transferable, and Standby, completes the form and signs line 16a.

| Line No. | Subject | Instruction |
|----------|--|---|
| 1a. | Issuing Bank or Financial Institution Physical Address, Phone, and FDIC/NCUA Identification Number | Enter the name, branch division, department, and physical address and phone of the issuing Federally-insured bank or financial institution. Enter the FDIC/NCUA Identification number of the issuing bank or financial institution. |
| 1b. | Issuing Bank or Financial Institution Mailing Address, Phone | Enter the name, branch division, department, and mailing address and phone of the issuing Federally-insured bank or financial institution. |
| 2 | Letter of Credit Number | Enter the number assigned to the letter of credit, irrevocable, transferable, and standby, hereinafter known as "letter of credit", by the issuing bank or financial institution. |
| 3 | Amount | Enter the full amount for which the letter of credit has been executed. |
| 4 | Date | Enter the date the letter of credit was issued. |
| 5 | Trustee's Name | Enter the name of the trustee named to the trust agreement. You may reference line 5 of Trust Agreement Form PSD 2300 for the name of the Trustee. |
| 6 | Effective date of Trust Agreement | This line must be completed with the original effective date of the trust agreement. You may reference line 4 of Trust Agreement Form PSD 2300 for the effective date of the corresponding trust agreement. |
| 7 | Principal Name, City and State | Enter the full name of the principal, city & state. The principal's name must match the name under which the principal is registered with the PSD. |
| 8 | Name Of Bank or Financial Institution | Enter the name of the bank or financial institution. This is the same as listed in line 1b. |
| 9 | Letter of Credit Number | Enter the identifying number issued by the bank or financial institution for the letter of credit. This is the same as listed in line 2. |
| 10 | Effective Date of Letter of Credit | Enter the effective date of the letter of credit. This is the same as listed in line 4. |
| 11 | Amount | Enter the full amount of the letter of credit. This is the same as listed in line 3. |
| 12 | Effective Date of Trust Agreement | Enter the effective date of the trust agreement. This is the same as listed in line 6. |
| 13 | Principal Name, City and State | Enter the full name of the principal. This is the same as listed in line 7. |

| Line No. | Subject | Instruction |
|--|----------------------|---|
| 14 a and b OR 15 a and b | Expiration Date | <p>First choose either section 14 or 15 and enter the expiration date of the letter of credit in 14a. or 15a. Choose one section or the other, but not both. We prefer the letter(s) of credit are valid for at least one year, but it is not required.</p> <p>Further decide, by checking Yes or No at 14b. or 15b. whether you want the additional wording to apply.</p> <p>Be reminded the funds available under this letter of credit may not be withdrawn and released except to the Trustee, or by written approval of the Deputy Administrator of the Agricultural Marketing Service, Fair Trade Practices Program, Packers and Stockyards Division.</p> |
| 16 a through e | Authorized signature | <p>An authorized officer of the bank or financial institution must sign the letter of credit. Also, enter the name, title, and phone of the person signing the Letter of Credit. Include official's email address.</p> |