

Instructions to Complete Special Report for Review of Dealer, Market Agency and Packer Bonds Form PSD 7003

As an entity regulated by the Packers and Stockyards Act, you are required to file a special report with the U.S. Department of Agriculture's Packers and Stockyards Division (PSD) on Form PSD 7003 Special Report for Review of Dealer, Market Agency and Packer Bonds.

Provide information for each line on the form that that applies to the period specified in the request letter. If space provided for any item is not sufficient, attach additional pages containing the information and make reference to the line number on the form

Submit the completed form by the date stated on the letter notifying you to file the special report, to the PSD regional office that covers your area. The areas covered by each regional office are listed below its address.

Failure to file this form may result with a complaint filed against the entity in a United States District Court charging the entity with violations of the Packers and Stockyards Act and seeking civil penalties as authorized by law, until report receipt. Section 10 of the FTC Act made applicable by Section 402 of the Act (7 U.S.C. 222).

All information must be completed on this form in its entirety. Failure to do so will result in the form being returned incomplete.

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. Additional copies of the form may be obtained from the regional office, or on the PSD website at <https://www.ams.usda.gov/resources/forms>

SECTION-BY-SECTION INSTRUCTIONS

FORM HEADER – BUSINESS ENTITY ID

Business Entity ID should be completed using information on request letter. You may also contact the appropriate regional office as listed above to obtain this information

Line No.	Subject	Instruction
GENERAL INFORMATION - SECTION		
101 a and b	Reporting Period	The reporting period covers the period of time specified in the request letter (FROM) [date], (TO) [date]. Please use the date format MM/DD/YYYY
102	Entity Name	Enter the name under which you are registered with PSD.
103	Trade Name/d.b.a.	Enter the trade name under which you operate. This is the name the business uses, if applicable. If you do not operate with a “Trade Name/d.b.a.”, enter N/A.
104 and 105	Mailing Address	Enter your mailing address (street, city, state, and zip+4). This is the address where all correspondence from PSD should be sent.
106 and 107	Operating Address	Enter the physical location of your operating address (street, city, state, and zip+4). This is the address where you conduct your business services.
108	Contact Name	Enter the name of the person to be contacted regarding questions on the annual report.
109	Contact Telephone	Enter the telephone where the contact person may be reached.
110	Fax Number	Enter the Fax used by the entity.
111	E-Mail Address	Enter the entity’s e-mail address.
112	Web Site Address (if applicable)	Enter the complete Web site address the business operates. For example: www.WebSiteName@domain.com
BOND INFORMATION – SECTION 2		
201	Number of Public Sale Days	Enter the number of day’s livestock sales were conducted by the market.
202	Gross Value of Livestock	Enter the gross value of livestock sold on commission, for each category of livestock, during the reporting period.
203 a through e	Cost of livestock purchased as a dealer	Enter the cost for each category of livestock, and the total cost of livestock purchased on a dealer basis during the reporting period.
204 a through e	Cost of livestock bought on commission	Enter the cost for each category 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 regardless whether you or another entity paid for it.

Line No.	Subject	Instruction
205	Combined cost of livestock, per quarter	Enter the combined cost of livestock purchased as a dealer, and bought on commission, per quarter, during the reporting period.
206	Type of Livestock Purchased	Check the appropriate box to indicate the type of livestock the entity purchased for slaughter and/or feeding, during the reporting period.
207	Livestock Purchased for Feeding	Enter the gross dollar amount of all livestock purchased for feeding, during the reporting period.
208	Livestock Purchased for Slaughter	Enter the gross dollar amount of all livestock purchased for slaughter, during the reporting period.
209	Total Livestock Purchased	Enter the sum total of lines 208 and 209.
CERTIFICATION – SECTION 3		
301	Print Name	Print the name of the owner, officer, partner, or member responsible for this report.
302	Signature	The report must be signed by a responsible person.
303	Phone Number	Enter the phone number of the person signing the report.
304	Date	Enter the date the report is signed.
305	Title	Enter the title of the person signing the report.