

## Instructions for Completing FSA-211

Item Number/ Section	Instructions
1	Enter the name of the person to whom power or attorney is being granted (attorney-in-fact).
2	Enter the address of the person to whom power of attorney is being granted (attorney-in-fact).
3	Enter the county of the person to whom power of attorney is being granted (attorney-in-fact).
4	Enter the State of the person to whom power of attorney is being granted (attorney-in-fact).
5	<p>If an:</p> <ul style="list-style-type: none"> <li>• <b>individual</b> is granting authority to act on their behalf, enter the name of the person granting the power of attorney authority (Grantor)</li> <li>• <b>entity</b>, such as corporation, partnership, trust, joint venture, or other similar entity is granting authority to act for the entity and bind all members, enter the name of the entity granting the power of attorney authority (Grantor).</li> </ul>
A	<p>Check the applicable CCC and FSA programs for which the appointed attorney-in-fact will have the authority to act on behalf of the grantor.</p> <p>To have the appointed attorney-in-fact act on specific CCC and FSA programs not listed, enter the specific CCC and FSA programs in item A 11, "Other".</p>
B	<p>Check the applicable CCC and FSA transactions for which the appointed attorney-in-fact will have the authority to act on behalf of the grantor.</p> <p>To have the appointed attorney-in-fact act for specific transactions not listed, only specific farms, or only in specific counties, enter the specific CCC and FSA transactions, farm numbers, and/or counties, as applicable, in item B 7, "Other".</p> <p><b>Important:</b> The appointed attorney-in-fact shall <b>not</b> have the authority to route payments to financial institution accounts on behalf of the grantor unless <b>both</b> of the following are met according to paragraph 728:</p> <ul style="list-style-type: none"> <li>• grantor selects item B 7</li> <li>• grantor enters "routing payments to financial institution accounts".</li> </ul>
C	<p>Enter the specific FCIC crops for which the appointed attorney-in-fact will have the authority to act on behalf of the grantor.</p> <p>To have the appointed attorney-in-fact act for <b>all</b> FCIC crops, enter "ALL".</p>
D	<p>Check the applicable FCIC transactions for which the appointed attorney-in-fact will have the authority to act on behalf of the grantor.</p> <p>To have the appointed attorney-in-fact act on specific FCIC transactions not listed, enter the specific transactions in item D 6, "Other".</p>

## Instructions for Completing FSA-211, Continued

Item Number/ Section	Instructions
6 A-B	<p>If the grantor is an individual, the person granting the authority must sign, and <b>enter effective date</b>, in items 6 A and B, respectively.</p> <p>If the grantor is an entity, such as a general partnership, trust, joint venture, or other similar entity, and there is no individual already authorized to act for the entity, <b>all</b> members of the entity must sign FSA-211.</p> <p>If the grantor is a corporation and their corporate documents do not provide for redelegation of authority, <b>all</b> officers of the corporation or members of the entity <b>must</b> sign FSA-211. If there are more than 2 member/officer signatures required:</p> <ul style="list-style-type: none"> <li>• check box in item 6C</li> <li>• attach completed FSA-211A to FSA-211.</li> </ul> <p><b>Note:</b> Check the box in item 6C only when FSA-211A will be attached to FSA-211.</p> <p><b>Important:</b> See item 7 if the grantor is an entity and there is an individual already authorized to act for the entity.</p> <p style="text-align: center;">Signature must be witnessed by an FSA employee who verifies the identity of the grantor according to item 8. Alternatively, FSA-211 may be acknowledged by a valid Notary Public according to item 9.</p>
7 A-C	<p>If the grantor is an entity, such as a corporation, partnership, trust, or joint venture, the person or persons granting the authority must sign, enter their official title, and date, in items 7 A, B, and C, respectively. See item 6 for individuals.</p> <p><b>Important:</b> Signatures must be witnessed by an FSA employee who verifies the identity of the grantor according to item 8. Alternatively, FSA-211 may be acknowledged by a valid Notary Public according to item 9.</p>
8 A-C	<p>At least one FSA employee must witness the signature in item 6 or 7, as applicable. <b>The FSA employee must verify the grantor's identity by either personal knowledge or by reviewing the grantor's government-issued picture identification, such as a valid driver's license.</b> The employee must sign, date, and enter his or her official position in items 8 A, B, and C, respectively.</p> <p>Notarized FSA-211's may be accepted instead of forms witnessed by an FSA employee. See item 9. When the grantor is a corporation, the corporate seal of the grantor may be accepted in place of FSA employee witness or notarization.</p>

## Instructions for Completing FSA-211, Continued

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9 (a)-(c)	<p>If the signatures in item 6 or 7, as applicable, are not witnessed by at least one FSA employee, <b>FSA-211 must be acknowledged by a valid notary public in item 9</b>. The notary public's signature, State and county of commission, and certification are required.</p> <p><b>Notes: In general, a notary public's certification must include:</b></p> <ul style="list-style-type: none"> <li>• acknowledgement ("acknowledged or subscribed before me")</li> <li>• State and county of commission</li> <li>• signature</li> <li>• date</li> <li>• the notary's embossing seal or stamp</li> <li>• the notary's commission expiration date.</li> </ul> <p>Questions specific to State law requirements about notary publics should be directed to the Regional Attorney's office or applicable Secretary of State's office.</p>
10 (a)-(e)	<p>Enter the county and State of the County Office the FSA-211 is served in items 10 (a) and (b), respectively. Enter the day, month, and year the properly completed FSA-211 was served to the County Office in items 10 (c), (d), and (e), respectively.</p> <p><b>Note:</b> FSA-211 is effective <b>only</b> when <b>all</b> the following are met:</p> <ul style="list-style-type: none"> <li>• all required items are completed</li> <li>• a valid signature and date is obtained, and witnessed or notarized</li> <li>• FSA-211 is served to the County Office.</li> </ul>