

**Instructions to Complete  
Special Report for Review of Dealer,  
Market Agency and Packer Bonds.  
Form P&SP-7003**

As a business regulated by the Packers and Stockyards Act, you are required to file a special report on P&SP Form 7003 with the Packers and Stockyards Program.

Provide information for each line on the form that applies to the period specified in the cover 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. If you have any questions about the form or completing the form, please contact the regional office of the Packers and Stockyards Program.

You must file the form by the date shown in the letter notifying you to file the special report. You may be fined \$110 for each day the report remains delinquent. Mail the completed form to the appropriate regional office of the Packers and Stockyards Program (Table 1). The states covered by each regional office are listed below its address.

Additional copies of the report may be obtained from the regional office covering your state (or from GIPSA's website at [www.usda.gipsa.gov](http://www.usda.gipsa.gov)).

Table 1. Packers and Stockyards Regional Offices, Contact Information, and States in Office

<b>Eastern Regional Office</b>	<b>Midwestern Regional Office</b>	<b>Western Regional Office</b>
75 Spring St., Suite 230 Atlanta, GA 30303-3308	210 Walnut St., Room 317 Des Moines, IA 50309-2110	3950 Lewiston St., Suite 200 Aurora, CO 80011-1556
Phone: 404-562-5840 Fax: 404-562-5848 <a href="mailto:PSPAtlantaGA.GIPSA@usda.gov">PSPAtlantaGA.GIPSA@usda.gov</a>	Phone: 515-323-2579 Fax: 515-323-2590 <a href="mailto:PSPDesMoinesIA.GIPSA@usda.gov">PSPDesMoinesIA.GIPSA@usda.gov</a>	Phone: 303-375-4240 Fax: 303-371-4609 <a href="mailto:PSPDenverCO.GIPSA@usda.gov">PSPDenverCO.GIPSA@usda.gov</a>
AL, AR, CT, DC, DE, FL, GA, LA, MA, MD, ME, MS, NC, NH, NJ, NY, PA, PR, RI, SC, TN, VA, VT, WV	IA, IL, IN, KY, OH, MI, MO, MN, ND, NE, SD, WI	AK, AZ, CA, CO, HI, ID, KS, MT, NM, NV, OK, OR, TX, UT, WA, WY

**SECTION-BY-SECTION INSTRUCTIONS**

**GENERAL INFORMATION - SECTION 1**

Enter information identifying the firm and contact information for the firm in the spaces provided.

**BOND INFORMATION - SECTION 2**

Line 201: Enter number of public sale days held during the reporting period.

Line 202: Enter gross value of all livestock sold on commission.

Line 203: Enter total cost of livestock purchased on a dealer basis for registrant's account including clearees' accounts if applicable.

Line 204: Enter total cost of livestock purchased for the accounts of others including clearees' accounts if applicable.

Line 205: Enter the sum of lines 203 and 204.

Line 206: Enter total cost of livestock purchased for feeding.

Line 207: Enter total cost of livestock purchased for slaughter.

Line 204: Enter the sum of lines 206 and 207.

### **CERTIFICATION - SECTION 3**

An owner, partner, officer of a corporation or a managing member in control of the entity must sign the report. Any owner, officer, partner, or officer must sign the report. If the report is signed by a power of attorney, a copy of the power of attorney must be submitted with the report.

Line 601-605: Enter the date the report was signed, the title or authority of the person signing the report, phone number and signature as explained above.