

**Instructions to Complete  
Rider for General Use with Trust Fund Agreement or Trust Agreement  
Form P&SP-2400**

When you, as a packer, market agency, or dealer (also referred to as the Principal), amend either the Trust Fund Agreement or Trust Agreement that is provided as bond coverage for your operation use form P&SP-2400.

A rider amending a bond equivalent requires complete and correct information to be submitted to the Packers and Stockyards Program on Form P&SP-2400. If any information is missing or incorrect, the Packers and Stockyards Program will return the rider form to the principal or financial institution for completion or correction. If the trustee's signature has not been obtained, the regional office will obtain the trustee's signature, and will ensure that the trustee retains an original copy of the rider for his/her files.

Operating without proper registration and bond may subject the principal to severe penalties under law, including a fine of not more than \$11,000 for each violation.

Mail two copies of the completed form to the regional office of the Packers and Stockyards Program as listed below. The states covered by each regional office are listed below its address.

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

If you have any questions about the form or completing the form, please contact the regional office of the Packers and Stockyards Program listed above.

In most instances, the bank or financial institution providing the collateral for the referenced agreement will complete lines 1 through 11, 13 through 17, and 19 through 21, as applicable to the type of agreement originally filed by the Principal. The Principal may also complete the lines referenced above.

If the original agreement is a **Trust Agreement** with a **Letter of Credit**, it is not necessary to complete lines 8, 9, and 17 through 21.

If a Change of Trustee is implemented by the rider, the Former Trustee will sign line 12(a), and the Successor (Current) Trustee will sign line 12(b).

If a Change of Depository is implemented by the rider, the Former Depository will sign line 18, and the Successor (Current) Depository will sign line 18(b). The Current Depository will also sign line 21.

The Principal must sign line 23(a).

The current Trustee must sign line 23(b)

<b>Line No.</b>	<b>Subject</b>	<b>Instructions</b>
1	Trust Fund Agreement No.	If the agreement being amended is a <b>Trust Fund Agreement (TFA)</b> , enter that identification number
2	Trust Agreement No.	If the agreement being amended is a <b>Trust Agreement (TA)</b> , enter that identification number.
3	Amount	Enter the current amount of the agreement.
4	Dated	Enter the <b>original</b> effective date of the agreement.
5	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.
6	Trustee	Enter the trustee, as named on the original agreement, or the most current as changed by a previous rider.
7	Depository	If the original agreement is a <b>Trust Fund Agreement</b> , 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 <b>Trust Agreement</b> , leave this section blank.
Use lines 8 through 21 to specify changes the rider makes to the agreement. Complete the line(s) appropriate for the change you make to the agreement.		
8	Increase in Sum of Agreement	If the original agreement is a <b>Trust Fund Agreement</b> , enter the amount of the agreement before the increase and the amount of the agreement after the increase.  If the original agreement is a <b>Trust Agreement</b> , leave this section blank.
9	Decrease in Sum of Agreement	If the original agreement is a <b>Trust Fund Agreement</b> , enter the amount of the agreement before the decrease and the amount of the agreement after the decrease.  If the original agreement is a <b>Trust Agreement</b> , leave this section blank.
10	Change in Name of Principal	Enter the full name and address of the Principal in the FROM section as stated on the original agreement or previous rider and the principal's current name and address in the TO section.
11	Change in Name of Trustee	Enter the full name and address of the former (previous) trustee in the FROM section as stated on the original agreement or previous rider and the full name and address of the successor (current) trustee in the TO section.
12(a)	Former Trustee's Signature	If there is a change in the name of the trustee, the former trustee to the agreement must sign the form.
12(b)	Successor Trustee's Signature	If there is a change in the name of the trustee, the successor (current) trustee to the agreement must sign the form.
13	Add Condition 3 to Agreement	Check the appropriate box to indicate if the rider adds clearing services to the agreement (Condition Clause 3 on form P&SP-2300).
14	Delete Condition 3 from Agreement	Check the appropriate box to indicate if the rider deletes clearing services from the agreement (Condition Clause 3 on form P&SP-2300).
15	Add Clearee to Clause 3	Enter the full name(s) and address(s) of the clearee(s) being added to the agreement.
16	Delete Clearee from Clause 3	Enter the full name(s) and address(s) of the clearee(s) being deleted from the agreement.

Line No.	Subject	Instructions
<p>Complete line numbers 17 through 21 if the agreement the principal maintains is a trust fund agreement.</p> <p>If the principal maintains a trust agreement with a letter of credit, please proceed to item 22.</p>		
17	Change of Depository	Enter the full name and address of the previous depository in the FROM section, and the current depository in the TO section. If there is a change, complete lines 18 through 21.
18(a)	Former Depository Signature	A responsible officer of the depository that maintained the collateral pledged to the referenced agreement as listed on the <b>original</b> Trust Fund Agreement, or as changed by a previous rider <b>must</b> sign the form.
18(b)	Successor Depository Signature	A responsible officer of the financial institution that currently maintains the collateral pledged to the referenced Trust Fund Agreement <b>must</b> sign the form.
19	Name of Bank or Other Depository	Enter the name of the financial institution that currently maintains the collateral pledged to the referenced Trust Fund Agreement.
20	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.
21	Depository By	A responsible officer of the financial institution, acting as Successor 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.
22	Rider Effective Date	Enter the effective date of the rider.
23(a)	Signature of Principal	The Principal, or someone authorized to sign for the principal (for example, a partner, owner, or officer), <b>must</b> sign the form.
23(b)	Trustee Signature	The trustee, or someone authorized to sign on behalf of the trustee, <b>must</b> sign the form.