

Item Number	Instructions
<b>Part A – Request for Transfer</b>	
1	Enter name and address of operator for the current year.
2	Enter name and address of owner for the current year.
3	Indicate who initiated the transfer request.
4A and 4B	Enter name of county and State to which transfer is requested.
5	Indicate the reason for transfer. If “DAFP Approval” is selected as the reason for transfer, specify the reason that the transfer is being submitted to DAFP for approval.
6	Have all owners and the operator sign and date.  <b>Note:</b> If transfer was initiated by COC, no signature is required.
<b>Part B – Action by Transferring County</b>	
7	Indicate the name of the transferring county.
8	Indicate the farm number of the farm being transferred
9	Enter legal description, location, or other description necessary to positively identify the tract or farm to be transferred. If transfer is initiated in receiving county, location shall be entered by receiving county and corrected where necessary by transferring county. In case of proposed combination, also enter any pertinent factors about operation of a single farming unit.
10	List all forms and documents being transferred.
11A and 11B	Indicate whether transferring COC recommends approval or disapproval. If disapproval, enter reason
12A and 12B	A member of the transferring COC shall sign and date.  <b>Note:</b> COC may redelegate to CED the authority to approve in and out transfers of land between counties.
<b>Part C – Action by Receiving County</b>	
13A and 13B	Indicate whether receiving COC recommends approval or disapproval. If disapproval, enter reason.
14	Enter the receiving county farm number assigned to the transferred farm.
15	Enter the crop year for which the transfer is effective.
16A and 16B	A member of the receiving COC shall sign and date.  <b>Note:</b> COC may redelegate to CED the authority to approve in and out transfers of land between counties.
<b>Part D – Action by Representative of State Committee</b>	
17A and 17B	Use for transfers between States. Indicate whether transferring STC recommends approval or disapproval. If disapproval, enter reason.
17C and 17D	A member of the transferring STC shall sign and date.  <b>Note:</b> STC may redelegate to SED the authority to approve in and out transfers of land between counties.
18A and 18B	Use for transfers between States. Indicate whether receiving STC recommends approval or disapproval. If disapproval, enter reason.
18C and 18D	A member of the receiving STC shall sign and date.  <b>Note:</b> STC may redelegate to SED the authority to approve in and out transfers of land between counties.
<b>Part E – Action by Representative of DAFP</b>	
19A, 19B, 19C, and 19D	For use by a DAFP representative only.