

Instructions For WA-401

LICENSING AGREEMENT FOR COTTON WAREHOUSE OPERATORS

Kansas City Commodity Office staff supplies cotton warehouse operators with the standard Cotton Warehouse Licensing Agreement provisions in this form. The Warehouse Operator reviews the provisions of the Agreement and signs the document indicating agreement to abide by the provisions.

This form is generally prepared by the Kansas City Commodity Office staff and mailed, e-mailed, faxed or otherwise delivered to the warehouse operator for execution by signature and submission of the original of the completed form in hard copy or facsimile to the Kansas City Commodity Office (KCCO), Warehouse License and Examination Division, STOP 9148, P.O. Box 419205, Kansas City, MO 64141-6205; or FAX 816-926-1774. Customers who have established electronic access credentials with KCCO may electronically transmit this form to KCCO. Features for transmitting the form electronically are available to those customers with access credentials only. If you would like to establish online access credentials with USDA, follow the instructions provided at the USDA eForms web site.

Generally prepared by Kansas City Commodity Office and provided to the warehouse operator for signature.

The following items may be prepared by the Warehouse Operator, but if assistance is needed, contact KCCO.

Fld Name / Item No.	Instruction
The Title and Table of Contents Pages	Enter USWA license number in the blank named "License Number". Enter the effective date of the Agreement in the blank named "Effective Date".

The Last Page

Enter the USWA license number in the blank named "License Number".

Enter the Warehouse Operator's complete name in the blank named "Warehouse Operator".

For Example:

For a **proprietor**, enter, for example A Susan Doe@ .

For a **corporation**, enter, for example, A Does, Inc.@ , A a BLANK corporation@ , where BLANK is the name of the state of incorporation.

For a **general partnership**, enter, for example A Letitia Doe, Frank Doe, Selma Doe, and James Doe, copartners, trading as Doe Farms@ then A under the laws of BLANK@ where BLANK is the state under whose laws the partnership is organized.

For a **limited partnership**, enter, for example A Doe Farms Limited Partnership under the laws of BLANK, Selma Doe, General Partner@ where BLANK is the state of organization and under whose laws you operate.

For a **limited liability company**, enter, for example A doe Farms, L. L. C., a BLANK limited liability company@ where BLANK is the name of the state under which organized)

Enter the licensed locations from the proposed license in the blank named "Licensed Location(s)".

Enter the effective date of the licensing Agreement in the blanks "Day" "Month" and "Year".

Enter the complete name of the Warehouse Operator in the blank named "Warehouse Operator". (The same as above instruction for Warehouse Operator.)

Items completed by the Warehouse Operator.

Fld Name / Item No.	Instruction
------------------------	-------------

The Last Page

Signature of person having the authority to bind the warehouse operator in a legal contract. **See examples of who can sign below:**

Example 1. For a corporation, a signature resolution must be on file or a signature resolution must be sent with the bond for execution.

Example 2. Partnerships require signatures of all partners.

Example 3. General partner signs for a limited partnership.

Example 4. LLC signature is according to the organizing documents.

Enter the date of signature in the style as shown (*MM-DD-YYYY*).

For "Farm Service Agency" is to be completed by FSA.