

INSTRUCTIONS FOR DAIRY BULK CANCELLATION REQUEST FORM

1. Specify the full company name of business canceling product.
2. Specify the City and State of the business canceling product.
3. Provide name of company's contact person.
4. Provide telephone number and email address of company contact person.
5. Specify the Announcement under which the product was purchased (e.g., "Dairy 7").
6. Specify the total amount of product to be canceled.
7. Specify the commodity type that is to be canceled.
8. Specify the Pack size of the product that is to be canceled.
9. Specify the reason for cancellation of the product.
10. Specify the Contract number under which the product was purchased.
(One Contract number per page is requested.)
11. Specify the Certificate number under which the product was purchased.
12. Specify the Notice to Deliver number which was assigned by Commodity Operations-KC Organization to Contractor.
13. Specify the Net Weight as evidenced by each grading certificate requesting to cancel.
14. Signature, title of person, and date submitting the request to cancel the product or the name and title of person authorized to execute a request on behalf of the requester.

PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1430, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used to request cancellation of certificates offered to an offeror under the dairy product price support program. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-3, Consultants File. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for cancellation of certificates offered to an offeror under the dairy product price support program.

The information collection is exempted from the Paperwork Reduction Act, as it is required for the administration of the Food, Conservation and Energy Act of 2008 (see Public Law 110-246, Title I, Subtitle F – Administration).

The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.

NONDISCRIMINATION STATEMENT

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To file a complaint of Discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410, or call **toll-free at (866) 632-9992 (English) or (800) 845-6136 (Spanish) or (800) 877-8339 (TDD) or (866) 377-8642 (Federal-relay)**. USDA is an equal opportunity provider and employer.

NOTE: The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.