

**Instructions to Complete  
Bond Form  
Form P&SP-2000**

When you, as a packer, market agency or dealer (also referred to as the Principal), apply for a surety bond to meet the bonding requirements of the Packers and Stockyards Program, you must provide form P&SP-2000 to the surety for execution of the bond to cover your operation with the Packers and Stockyards Program.

A bond requires complete and correct information to be submitted to the Packers and Stockyards Program on form P&SP-2000. If any information is missing or incorrect, the Packers and Stockyards Program will return the bond form to the principal or surety for completion or correction.

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 fully executed bond forms 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 that covers your state, as listed above.

The Surety must complete lines 1 through 6, sign line 7(b), and complete lines 8 and 9.

The Principal must sign line 7(a).

If the bond names a trustee, the trustee must sign line 7(c).

Line No.	Subject	Instruction
1	Bond Number	Enter the bond number assigned by the surety.

Line No.	Subject	Instruction
2	Principal Name and Address (Street, City, State, Zip)	<p>Enter the full name and mailing address of the principal. The principal's name must match the name under which the principal is registered with the Packers and Stockyards Program. (Contact the Regional Office that covers your state as listed above, if you need this information.)</p> <p>Examples how John Doe might be registered include:</p> <ul style="list-style-type: none"> <li>• John Doe</li> <li>• John Doe Livestock, Inc.</li> <li>• John Doe Livestock Co., L.L.C.</li> <li>• John Doe d.b.a. John Doe Livestock Company.</li> <li>• John Doe and Sam Doe d.b.a. Doe Livestock, or</li> <li>• John Doe and Sam Doe.</li> </ul>
3	Surety Name, Address and Phone No. (Street, City, State, Zip, Phone No.)	Enter the full name, mailing address, and telephone number of the surety.
4	Trustee, If Required (Street, City, State, Zip, Phone No.)	<p>If a trustee is required on the bond, list the trustee's full name, address, and telephone number of the trustee. If a trustee is not required, leave line 4 blank.</p> <p>Some States require that a State agency or official be named as trustee.</p> <p>NOTE: See separate Trustee Information Sheet for descriptions of suitable trustees and for information about State required trustees.</p>
5	Amount of Bond	<p>Enter the full dollar amount of the bond; spell out the amount and provide the amount numerically. For example, if the full dollar amount of the bond is \$10,000, list the amount as follows:</p> <p><b>Ten Thousand Dollars and No/100                      \$10,000.00</b></p>
6	Conditions	<p>Line 6 defines the conditions that are applicable for livestock operations. If condition 3 applies, enter the registrant(s) name(s) to be listed as clearee(s) under this bond in the space available in the definition for condition 3.</p> <p>Examples of each of the conditions are:</p> <p><b>Condition 1</b> - The principal sells livestock for the account of others.</p> <p><b>Condition 2</b> - The principal buys livestock for his/her own account or for the accounts of others.</p> <p><b>Condition 3</b> - The principal is providing bond coverage for other registrant(s), as clearee(s), and therefore is responsible for the obligations of the clearee(s).</p> <p><b>Condition 4</b> - The principal is purchasing livestock for purposes of slaughter, for his/her own account as a packer</p>

Line No.	Subject	Instruction
6a	Conditions Not Applicable to Principal's Operation.	<p>On line 6a enter the conditions that are NOT applicable to the principal's livestock operations. Based on the principal's operation, enter one of the following combinations of conditions to exclude from the bond:</p> <ul style="list-style-type: none"> <li>• Enter <b>2, 3</b> and <b>4</b> if the principal will be operating as a market agency selling on commission.</li> <li>• Enter <b>1, 3</b> and <b>4</b> if the principal will be operating as a dealer buying and selling for his or her own account or as a market agency buying on commission.</li> <li>• Enter <b>1</b> and <b>4</b> if the principal will be operating as a dealer and/or market agency buying on commission <b>and</b> a clearing agency responsible for the financial obligations of other registrants.</li> <li>• Enter <b>1, 2</b> and <b>4</b> if the principal is operating solely as a clearing agency responsible for the financial obligations of other registrants.</li> <li>• Enter <b>1, 2</b> and <b>3</b> if the principal is operating as a packer.</li> </ul>
7 (a, b, & c)	Signatures	<p>a) PRINCIPAL'S SIGNATURE: The principal, or someone authorized to sign for the principal (i.e. partner, owner, or officer), <b>must</b> sign the bond.</p> <ul style="list-style-type: none"> <li>• If an individual operation, the principal <b>must</b> sign the bond.</li> <li>• If a partnership operation, one of the partners <b>must</b> sign the bond.</li> <li>• If a corporation, limited liability corporation, limited liability partnership, or association, an owner, officer or duly authorized agent of the firm <b>must</b> sign the bond.</li> </ul> <p>b) SURETY'S SIGNATURE: The attorney-in-fact for the surety company <b>must</b> sign.</p> <p>c) TRUSTEE'S SIGNATURE: If a trustee is named, the trustee <b>must</b> also sign, where indicated on the form.</p>
8	Date Effective	Enter the effective date of the bond.
9	Attach Power of Attorney	A Power of Attorney <b>must</b> be attached to the bond. The date of the Power of Attorney <b>must</b> be equal to or prior to the effective date of the bond. The individual signing the bond <b>must</b> be listed on the attached Power of Attorney.