

**Instructions to Complete  
Annual Report of Dealer or  
Market Agency Buying on Commission  
Form P&SP – 3001**

Each individual, corporation, and association engaged in business as a dealer or market agency buying livestock on a commission basis is required to file an annual report with the U.S. Department of Agriculture's Packers and Stockyards Program (P&SP) on Form P&SP-3001, Annual Report of Dealer or Market Agency Buying on Commission.

If you report on a calendar year basis, your form must be received by Packers and Stockyards Program (P&SP) by April 15 each year. If you file on a fiscal year basis, P&SP must receive your Annual Report form by 90 days after the close of your fiscal year. Requests for additional time to file this report must be received by P&SP no later than the applicable filing dates above. Failure to file this form may result in a fine of \$110 for each day the report is delinquent. **All information must be completed on this form in its entirety. Failure to do so will result in the form being returned incomplete. If available, you may provide independently audited financial statements as an attachment to the fully completed annual report form.**

For questions about Form P&SP-3001, or additional copies of the form, please contact the P&SP Central Reporting Unit at 303-375-4264 or [PSP-CRU.GIPSA@usda.gov](mailto:PSP-CRU.GIPSA@usda.gov). Forms and instructions are also on GIPSA's website at [www.gipsa.usda.gov](http://www.gipsa.usda.gov). Please fax the completed form to the Central Reporting Unit at 314-457-4421, email to [PSP-CRU.GIPSA@usda.gov](mailto:PSP-CRU.GIPSA@usda.gov) or mail to:

USDA P&SP  
P.O. Box 110639  
Aurora, CO 80042

**All items with an asterisk (\*) following them must be completed before submitting the form to PSP. If the items are not completed when the form is received, the form will be returned for completion by the reporting firm.**

**SECTION-BY-SECTION INSTRUCTIONS**

**FORM HEADER – BUSINESS ENTITY ID**

Business Entity ID should be completed using information provided by P&SP. If the information is not already completed on the form, please contact your Regional P&SP office to obtain the number.

**FORM HEADER – PREFERENCE FOR FILING**

Select the method by which you prefer to receive your Annual Report; Electronic or Paper Copy. If you select Electronic, you will no longer receive a letter and forms from P&SP reminding you that your annual report is due.

**SECTION 1 – GENERAL INFORMATION**

Enter name, address and contact information for the entity.

**SECTION 2 – ORGANIZATIONAL STRUCTURE**

Provide information on the organization and ownership of the firm as well as businesses controlled by this firm.

### SECTION 3 – BOND INFORMATION

In Section 3, dealers should report only information about their own dealer business activity. If you provide a clearing service in addition to your dealing activities, then the business activity of those that you are providing the clearing service to should be reported in Section 4 below.

Line 301: Enter the cost for each species of livestock and the total cost of livestock purchased on a dealer basis during the reporting period.

Line 302: Enter the number of head purchased for each species of livestock and the total number of head of livestock purchased on a dealer basis during the reporting period.

Line 303: Enter the cost for each species of livestock and the total cost of livestock purchased as an order buyer during the reporting period. You must include all livestock that you bought on commission whether you or another entity paid for it.

Line 304: Enter the number of head purchased for each species of livestock and the total number of head of livestock purchased as an order buyer during the reporting period. You must include all livestock that you bought on commission, whether you or another entity paid for it.

Line 305: Enter cost of livestock purchased as a dealer per quarter.

Line 306: Enter cost of livestock bought on commission per quarter.

Line 307: Enter the Total Cost of Livestock Purchases. This amount should be equal to lines 301e plus 303e.

Line 308: Enter the number of days business was conducted as a livestock dealer and/or order buyer during the reporting year.

### SECTION 4 – CLEAREE AND CLEAROR DESIGNATIONS

Line 401: Check appropriate box indicating if another business provides clearing services for you.

Line 402: If you checked “Yes” on line 401, enter name of clearing agent. If you checked “No”, skip lines 402-412 and go directly to Section 5.

Line 403: Check appropriate box indicating if you provide clearing services for others.

Lines 404-411: If you checked “Yes” on line 403, list names of Clearees, and gross dollar value of livestock purchased by each clearee during the reporting period, regardless of who paid for it on lines 404-411. Attach additional sheet if necessary. If “No”, skip lines 404-412 and go directly to Section 5.

Line 412: Enter the sum of lines 405, 407, 409 and 411.

### SECTION 5 – BALANCE SHEET

This section must be completed on this form. Independently created Balance Sheets are not accepted in lieu of a fully completed Annual Report. Include only the Assets, Liabilities and Net Worth of the reporting Entity. **If available, you may provide independently audited financial statements as an attachment to the fully completed annual report form.**

*All clearees and dealers whose lines 301e plus 303e equals less than \$2.6 million may continue to Section 7, and do not need to complete Sections 5 and 6. All Clearors must complete Sections 5 and 6, regardless of the total cost of livestock purchased.*

Line 501: Enter the total of your firm’s cash on hand, total book balances of all bank accounts that were not in an overdraft position. Enter overdrafts on line 515.

Line 502: Enter the dollar value of any temporary cash investments (securities, CD’s, etc.). Include only those marketable securities that represent the investment of cash available for current operations and not otherwise pledged as security. Include cost or market value, whichever is lower.

Line 503: Enter the dollar amount of only those accounts receivable that are due in one year or less.

Line 504: Enter notes receivable and portions of installment notes that are due in one year or less, including those past due that are deemed likely to be collected.

Line 505: Enter the dollar value of livestock inventory that will be sold within the next 12 months.

Line 506: Enter the dollar value of all other inventory.

Line 507: Enter the sum of lines 505 through 506.

Line 508: Enter the dollar value of all other current assets.

Line 509: Enter the sum of lines 501, 502, 503, 504, 507 and 508.

Line 510: Enter the dollar amount of your firm's investments.

Line 511: Enter the dollar value of the property, plant and equipment, net of accumulated depreciation and amortization, owned by your firm.

Line 512: Enter the dollar amount of other long-term assets.

Line 513: Enter the sum of lines 510 through 512.

Line 514: Enter the sum of lines 509 and 513.

Line 515: Enter the bank overdraft amount as the overdraft on the firm's books, not the overdraft shown on the bank statement.

Line 516: Enter the total dollar amount you owe for livestock.

Line 517: Enter the total dollar value amount that you owe for meat and all other items.

Line 518: Enter the sum of lines 516 and 517.

Line 519: Enter the total dollar value of demand notes and the principal portion of long-term notes that is due in one year or less.

Line 520: Enter the total dollar value of any other accounts payable that have not already been included on lines 515 through 519.

Line 521: Enter the sum of lines 515, 518, 519 and 520.

Line 522: Enter the total dollar value of notes, mortgages, bonds, and installments that are not payable within one year (past-due notes, etc. should be reported on line 519).

Line 523: Enter the sum of lines 521 and 522.

Line 524: Enter the firm's Total Net Worth (Equity).

Line 525: Enter the sum of lines 523 and 524 (this should equal line 514, Total Assets).

#### **SECTION 6 – INCOME STATEMENT**

*All clearers and dealers whose lines 301e plus 303e plus 412 equals less than \$2.6 million may continue to Section 7, and do not need to complete Sections 5 and 6. All Clearors must complete Sections 5 and 6, regardless of the total value of livestock purchased.*

Line 601: Enter gross profit on dealer transactions.

Line 602: Enter gross income from buying commissions.

Line 603: Enter the dollar amount of all other income during the reporting period.

Line 604: Enter the sum of lines 601 through 603.

Line 605: Enter the dollar amount of all expenses incurred during the reporting period.

Line 606: Subtract line 605 from line 604; enter the difference as Net Profit or Loss.

#### **SECTION 7 – CERTIFICATION**

An owner, partner, officer or member in control of the entity must sign the report. Any owner, officer, partner, or member signing the report must be listed on lines 203-207.

Line 701-705: Enter the date the report was signed, the title or authority of the person signing the report, phone number and signature as explained above.



Business Entity ID Number *	For P&SP Stamp Only	P&SP Bar Code Only
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U.S. Department of Agriculture  
Grain Inspection,  
Packers and Stockyards  
Administration

**ANNUAL REPORT OF DEALER OR  
MARKET AGENCY BUYING ON  
COMMISSION**

Indicate your preference to submit forms  
electronically, or by paper copy

Electronic Filing   
Manual Filing

**Packers and  
Stockyards  
Program**

All items with an asterisk (\*) following them must be completed before submitting the form to PSP. If the items are not completed when the form is received, the form will be returned for completion by the reporting firm.

**Instructions:** If an item's value is zero, enter "0". If an item does not apply, enter "NA". Upon completion please verify that all items have been answered. Return completed form to the P&SP Central Reporting Unit. See separate instructions for complete information about this report.

**GENERAL INFORMATION - SECTION 1**

101	Reporting Period * (mm/dd/yy-mm/dd/yy)	a. from	b. to
102	Legal Business Name		
103	Business Name (dba) *		
104	Mailing Address *		
105	City, State, Zip *		
106	Physical Address *		
107	City, State, Zip *		
108	Contact Name *		
109	Telephone Number *	110	Fax Number *
111	E-Mail Address *	112	Web Address

**ORGANIZATIONAL STRUCTURE - SECTION 2**

List owners, officers, partners, and members in control of this business

	a. Name	b. Title	c. Percentage Ownership
201 *			
202			
203			
204			
205			

206 Type of organization:  Individual  Partnership  Corporation  L.L.C.  L.L.P.  Co-op  Association  Other

207 Is this the same organization type reported last year?  Yes  No

208 Is this business owned or controlled by another business entity?  Yes  No

209 If line 208 is yes, identify the owner/controlling business name and address

210 Does this business own or control other businesses within the livestock-meat industry?  Yes  No

If line 210 is yes, then provide the names of businesses that you own or control and percentage of control in items 211-214

	a. Name of Business	b. Percentage of Control
211		
212		
213		
214		

215 Does the business own or operate a scale on which you weigh livestock purchased?  Yes  No

216 What is the basis of payment made to the business for most livestock you sell?  Liveweight  Dressed Weight or Carcass Basis

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0580-0015. The time required to complete this information collection is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB No. 0580-0015  
Expires: xx/xx/20xx

**BOND INFORMATION - SECTION 3**

<b>Livestock Dealer Purchases</b>		a. Cattle	b. Hogs	c. Sheep & Goats	d. Horses & Mules	e. Total (a+b+c+d)
301	Cost of livestock purchased on a dealer basis for registrant's account	\$	\$	\$	\$	\$
302	Number of head of livestock purchased on a dealer basis for registrant's account					
<b>Livestock Bought on Commission</b>		a. Cattle	b. Hogs	c. Sheep & Goats	d. Horses & Mules	e. Total (a+b+c+d)
303	Cost of livestock bought on commission for the account of others regardless of who paid for the livestock	\$	\$	\$	\$	\$
304	Number of head of livestock bought on commission for the account of others regardless of who paid for the livestock					
<b>Livestock Dealer Purchases</b>		a. First Quarter	b. Second Quarter	c. Third Quarter	d. Fourth Quarter	
305	Cost of livestock purchased as a dealer, per quarter*	\$	\$	\$	\$	
<b>Livestock Bought on Commission</b>		a. First Quarter	b. Second Quarter	c. Third Quarter	d. Fourth Quarter	
306	Cost of livestock bought on commission, per quarter*	\$	\$	\$	\$	
307	<b>Total Cost of Livestock Purchased (should be equal to 301e plus 303e and should also be equal to 305a-305d plus 306a-306d)</b>					\$
308	<b>Number of days livestock was purchased during the reporting year*</b>					

**CLEARER AND CLEAROR DESIGNATIONS - SECTION 4**

401	Are you a clearer (cleared by another business for your livestock purchases)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
402	If you checked yes in item 401, provide the name of the clearing agent:			
403	Are you a clearor (provide clearing services for clearerees)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
			If yes provide information for items 404-412	
	Clearer's Name as Registered		Gross Value of Livestock Purchased	
404			405	\$
406			407	\$
408			409	\$
410			411	\$
	Total Livestock Purchases of all Clearerees		412	\$

**BALANCE SHEET - SECTION 5**

*All clearerees and dealers whose line 301e plus 303e plus 412 total is below a specified \$ amount (see instructions) do not need to complete Sections 5 and 6.*

**Assets**

**Current Assets**

501	Cash (enter overdrafts under Current Liabilities-Line 515)*	\$
502	Temporary Cash Investments (Marketable Securities, Certificates of Deposit, Commercial Paper, etc.)*	\$
503	Accounts Receivable (Due in 1 Year or Less)*	\$
504	Notes and Loans Receivable (Portion due in 1 Year or Less)*	\$
505	Livestock inventory*	\$
506	Other Inventory*	\$
507	<b>Total Inventory</b>	\$
508	<b>Other Current Assets*</b>	\$
509	<b>Total Current Assets</b>	\$

**Non-Current Assets**

510	Investments*	\$
511	Property, Plant, & Equipment net of Depreciation and Amortization*	\$
512	Other Long-Term Assets*	\$
513	<b>Total Long-Term Assets</b>	\$
514	<b>Total Assets</b>	\$

Continuation of Section 5 Balance Sheet

**Liabilities and Net Worth**

**Liabilities**

<b>Current Liabilities</b>		
515	Bank Overdraft*	\$ _____
516	Accounts Payable - Livestock*	\$ _____
517	Accounts Payable - Other*	\$ _____
518	<b>Total Accounts Payable</b>	<b>\$ _____</b>
519	Notes and Loans Payable (Demand Notes and Portion of Long-Term Notes due in 1 Year or Less)*	\$ _____
520	Other Current Liabilities*	\$ _____
521	<b>Total Current Liabilities</b>	<b>\$ _____</b>
<b>Non-Current Liabilities</b>		
522	Long-Term Liabilities (Due after 1 Year)*	\$ _____
523	<b>Total Liabilities</b>	<b>\$ _____</b>
524	<b>Total Net Worth</b>	<b>\$ _____</b>
525	<b>Total Liabilities and Net Worth</b>	<b>\$ _____</b>

**INCOME STATEMENT - SECTION 6**

*All clearers and dealers whose line 301e plus 303e plus 412 total is below a specified \$ amount (see instructions) do not need to complete Sections 5 and 6.*

**Income Statement**

601	Gross Dealer Profit (+) or Loss (-)*	\$ _____
602	Buying Commission*	\$ _____
603	Other Income*	\$ _____
604	<b>Total Income</b>	<b>\$ _____</b>
605	<b>Total Expenses*</b>	<b>\$ _____</b>
606	<b>Net Profit (+) or Loss (-)</b>	<b>\$ _____</b>

**CERTIFICATION - SECTION 7**

*Under the Packers and Stockyards Act any person who willfully makes, or causes any false entry or statement of fact in this report shall be deemed guilty of offense against the United States, and be subject to a fine of \$1,000 to \$5,000, or to imprisonment for a term of not more than 3 years, or to both fine and imprisonment.*

**I certify that this report has been prepared by me or under my direction, and to the best of my knowledge and belief correctly reflects reporting entity operations.**

701 Print Name*		702 Signature (Must be signed by a person listed on 201-205)	
703 Phone Number	704 Date	705 Title	

*Submitted information is confidential (9 CFR 201.96). Failure to report will result in forfeiture to the United States \$110 per day until report receipt 7 (U.S.C. 222).*

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.