

**Instructions to Complete  
Annual Report of Market Agency Selling on Commission  
Form P&SP – 3003**

As an individual, corporation, or association engaged in business as a market agency selling livestock on a commission basis, you must file an annual report with the U.S. Department of Agriculture's Packers and Stockyards Program (P&SP) on Form P&SP-3003, Annual Report of Market Agency Selling 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-3003, 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 via the Postal Service from P&SP reminding you that your annual report is due.

**GENERAL INFORMATION - SECTION 1**

Enter name, address and contact information for the entity.

**ORGANIZATIONAL STRUCTURE - SECTION 2**

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

### **SOC ACTIVITY (CLAUSE 1 BOND) - SECTION 3**

Line 301: Enter the total number of head for each category of livestock sold during the year on a commission basis by your market agency. Include livestock sold for individual officers, directors and separately registered partners (report livestock consigned by the market on line 302).

Line 302: Enter the number of head of livestock consigned by you (the market agency) to the market.

Line 303: For each category of livestock, enter the sum of lines 301 and 302 as the total number of head sold on commission.

Line 304: For each category of livestock, enter the gross value of livestock sold on commission.

Line 305: Enter the number of day's livestock sales were conducted by the market.

### **DEALER AND BOC OPERATIONS (CLAUSE 2 BOND) - SECTION 4**

In Section 4, selling on commission firms that also operate as livestock 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 5 below.

Line 401: Enter the cost for each species of livestock and the total cost of livestock purchased on a dealer basis during the reporting period.

Line 402: Enter the number of head for each species of livestock and the total number of head of livestock purchased on a dealer basis during the reporting period.

Line 403: 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 404: 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 405: Enter cost of livestock purchased as a dealer per quarter.

Line 406: Enter cost of livestock bought on commission per quarter.

Line 407: Enter the Total Cost of Livestock Purchases (line 401e plus 403e)

Line 408: Enter the number of days business was conducted, as a livestock dealer and/or order buyer, during the reporting year.

### **CLEAREE AND CLEAROR DESIGNATIONS – SECTION 5**

Line 501 – Check appropriate box indicating if another business provides clearing services for you.

Lines 502: If you checked “Yes” on line 501, enter name of clearing agent. If you checked “No”, skip lines 502-512 and go directly to Section 6.

Line 503 – Check appropriate box indicating if you provide clearing services for others.

Lines 504-511: If you checked “Yes” on line 503, list the 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 504-511. Attach an additional sheet if necessary. If “No”, skip lines 504-512 and go directly to Section 6.

Line 512: Enter the sum of lines 505, 507, 509 and 511.

### **ANALYSIS OF CUSTODIAL BANK ACCOUNT FOR SHIPPERS' PROCEEDS - SECTION 6**

Any and all bank accounts that are designated as custodial funds should say “Custodial Account for Shippers' Proceeds.”

- Line 601-602: Enter the date and balance as per the bank statement.
- Line 603: Enter the dollar amount of deposits in transit. Deposits in transit are deposits that have been made or mailed by the analysis date but were credited to the custodial bank account after the analysis date.
- Line 604: Enter the balance as of the analysis date of certificates of deposits or savings accounts that are designated as custodial funds. These accounts and certificates of deposit must be at the same bank that holds the custodial checking account.
- Line 605: Enter the dollar amount of proceeds on hand. Proceeds on hand consist of cash and checks that have been received from the sale of livestock which have not yet been deposited into the custodial account.
- Line 606: Enter the dollar amount of proceeds receivable. "Proceeds Receivables" vary based on the livestock buyer. For most buyers when conducting the custodial analysis any uncollected funds during the time period including the analysis date and the 6 days before the analysis are proceeds receivables. For livestock purchases made by the market, its owner, officers, employers, and credit buyers the time period is limited to include only the analysis date and the previous business day.
- Line 607: Enter the sum of lines 602 through 606.
- Line 608: Enter the dollar amount of outstanding checks and drafts which have not yet cleared the custodial bank account.
- Line 609: Enter the dollar amount of proceeds that are due to consignors of livestock for which no checks were issued.
- Line 610: Enter the dollar amount of expense items incident to sales for which no checks were issued.
- Line 611: Enter the sum of lines 608 through 610.
- Line 612: If line 607 exceeds line 611, enter the difference on line 612 as Overage.
- Line 613: If line 611 exceeds line 607, enter the difference on line 613 as Shortage.

## **BALANCE SHEET - SECTION 7**

This section must be completed on this form. Independently audited 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.**

- Line 701: Enter the total of your firm's cash on hand, total book balances of all bank accounts that were not in an overdraft position.
- Line 702: Custodial Overage from line 612.
- Line 703: Enter the dollar value of any temporary cash investments (securities, CD's, etc.). Include only those marketable securities which represent the investment of cash available for current operations and not otherwise pledged as security. Include cost or market value, whichever is lower.
- Line 704: Enter the dollar amount of only those accounts receivable that are due in one year or less from sources not related to the company.
- Line 705: Enter the dollar amount of only those accounts receivable that are due in one year or less from sources related to the company, such as owners or officers.
- Line 706: Enter the sum of lines 704 and 705.
- Line 707: Enter notes receivable and portions of installment notes that are due within one year, including those past due that are deemed likely to be collected.
- Line 708: Enter the dollar value of livestock inventory
- Line 709: Enter the dollar value of any other inventory.
- Line 710: Enter the sum of lines 708 and 709.
- Line 711: Enter the dollar value of other current assets.

Line 712: Enter the sum of lines 701, 702, 703, 706, 707, 710 and 711.  
Line 713: Enter the dollar amount of your firm's investments.  
Line 714: Enter the dollar value of the property, plant and equipment owned by your firm, net of accumulated depreciation and amortization.  
Line 715: Enter the dollar value of all other long-term assets.  
Line 716: Enter the sum of lines 713 through 715.  
Line 717: Enter the sum of lines 712 and 716.  
Line 718: Enter the bank overdraft as shown on the firm's books, not on the bank statement.  
Line 719: Custodial Shortage from line 613.  
Line 720: Enter the dollar amount you owe for livestock.  
Line 721: 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, from sources not related to the company.  
Line 722: 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, from sources related to the company (such as owners, officers).  
Line 723: Enter the sum of lines 720 through 722.  
Line 724: Enter the total dollar value of notes, mortgages, bonds, and installments thereon which are payable in one year or less.  
Line 725: Enter the total dollar value of any other accounts payable which have not already been included on lines 720 through 724.  
Line 726: Enter the sum of lines 723 through 725.  
Line 727: 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 724).  
Line 728: Enter the sum of lines 726 and 727.  
Line 729: Enter Total Net Worth (Equity – lines 717 minus line 728).  
Line 730: Enter the sum of lines 728 and 729 (This amount should equal line 717, Total Assets).

### **INCOME STATEMENT - SECTION 8**

Line 801: Selling Commissions of Market. Enter the amount of commission your market agency collected for selling livestock on a commission basis.  
Line 802: Gross Dealer Profit (+) or Loss (-). Enter gross profit on dealer transactions conducted by the market.  
Line 803: Buying Commission from line 406. Enter the amount of commissions your market agency collected for buying livestock on a commission basis  
Line 804: Other Income. Enter any other income earned during the reporting period.  
Line 805: Total Income. Enter the sum of lines 801 through 804.  
Line 806: Total Expenses. Enter total expenses for the reporting period.  
Line 807: Net Profit or Loss. Subtract line 806 from line 805; enter the difference as Net Profit (+) or Net Loss (-).

### **CERTIFICATION - SECTION 9**

An owner, partner, officer or member in control of the entity must sign the report. Any owner, officer, partner, or officer signing the report must be listed on lines 201-205.  
Lines 901-905: Enter the date the report was signed, the title or authority of the person signing the report, phone number and signature.

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

**ANNUAL REPORT OF MARKET  
AGENCY SELLING ON  
COMMISSION**

Indicate your preference to submit forms electronically, or by paper copy	
Electronic Filing	<input type="checkbox"/>
Manual Filing	<input type="checkbox"/>

**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 instructions for information about this report.

**GENERAL INFORMATION - SECTION 1**

101	Reporting Period* (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: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> L.L.C. <input type="checkbox"/> L.L.P. <input type="checkbox"/> Co-op <input type="checkbox"/> Association <input type="checkbox"/> Other
207	Is this the same organization type reported last year? <input type="checkbox"/> Yes <input type="checkbox"/> No
208	Is this business owned or controlled by another business entity? <input type="checkbox"/> Yes <input type="checkbox"/> 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 sector? <input type="checkbox"/> Yes <input type="checkbox"/> 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		

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

**SELLING ON COMMISSION OPERATION (CLAUSE 1 BOND) - SECTION 3**

<b>Livestock Sold at Market</b>		a. Cattle	b. Hogs	c. Sheep & Goats	d. Horses & Mules	e. Total (a+b+c+d)
301	Livestock consigned by others to your market (number of head)					
302	Livestock consigned by you to your market (number of head)					
303	Total livestock consigned to your market (number of head)					
304	Gross value of livestock sold on commission	\$	\$	\$	\$	\$

305 Number of Public Sales days covered by this report\* \_\_\_\_\_

**DEALER AND BUYING ON COMMISSION OPERATION (CLAUSE 2 BOND) - SECTION 4**

<b>Livestock Dealer Purchases</b>		a. Cattle	b. Hogs	c. Sheep & Goats	d. Horses & Mules	e. Total (a+b+c+d)
401	Cost of livestock purchased on a dealer basis for registrant's account	\$	\$	\$	\$	\$
402	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)
403	Cost of livestock bought on commission for the account of others regardless of who paid for the livestock.	\$	\$	\$	\$	\$
404	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
405	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
406	Cost of livestock bought on commission, per quarter*	\$	\$	\$	\$

407 Total Cost of Livestock Purchased (should be equal to 401e plus 403e and should also be equal to 405a-405d plus 406a-406d) \$ \_\_\_\_\_

408 Number of days livestock was purchased, as a livestock dealer/order buyer, during the reporting year\* \_\_\_\_\_

**CLEAREE AND CLEAROR DESIGNATIONS - SECTION 5**

501	Are you a clearee (cleared by another business for your livestock purchases)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
502	If you checked yes in item 501, provide the name of the clearing agent: _____	
503	Are you a clearor (provide clearing services for clearees)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes provide information for lines 504-512	
	Clearee's Name as Registered	Gross Value of Livestock Purchased
504		505 \$
506		507 \$
508		509 \$
510		511 \$
	Total Livestock Purchases of all Clearees	512 \$

**ANALYSIS OF CUSTODIAL BANK ACCOUNT FOR SHIPPERS' PROCEEDS - SECTION 6**

601	Bank Statement as of (Date)*		
602	Balance per Bank Statement *		\$
603	Deposits in Transit (in mail or bank, but not on statement)*		\$
604	CD's and Savings Accounts designated as Custodial Funds*		\$
605	Proceeds on Hand*		\$
606	Proceeds Receivables*		\$
607	<b><u>Total Debits</u></b>		\$
608	Outstanding Checks and Drafts which have not Cleared Bank *		\$
609	Proceeds Due Consignors of Livestock for which no Checks were issued*		\$
610	Expense Items incident to Sales remaining in Account*		\$
611	<b><u>Total Credits</u></b>		\$
612	<b><u>Overage in account (Debits exceed Credits) - Enter on line 702</u></b>		\$
613	<b><u>Shortage in account (Credits exceed Debits) - Enter on line 719</u></b>		\$

**BALANCE SHEET - SECTION 7**

*Include values only for the reporting entity.*

**Assets**

**Current Assets**

701	Cash on Hand and in Non-Custodial Bank Accounts (Enter overdrafts under Current Liabilities - Line 718)		\$
702	Overage in Analysis of Custodial Bank Account (From Line 612)		\$
703	Temporary Cash Investments (Marketable Securities, Certificates of Deposit, Commercial Paper, etc.)		\$
	<b>Accounts Receivable (Due in 1 Year or Less)</b>		
704	From Sources Not Related to Company	\$	
705	From Sources Related to Company	\$	
706	<b>Total Accounts Receivable</b>		\$
707	<b>Notes and Loans Receivable (Portion due in 1 Year or Less)</b>		\$
	<b>Inventory</b>		
708	Livestock Inventory	\$	
709	Other Inventory	\$	
710	<b>Total Inventory</b>		\$
711	<b>Other Current Assets</b>		\$
712	<b><u>Total Current Assets</u></b>		\$

**Non Current Assets**

713	Investments		\$
714	Property, Plant & Equipment (Net of Depreciation and Amortization)		\$
715	Other Long-Term Assets		\$
716	<b><u>Total Long-Term Assets</u></b>		\$
717	<b><u>Total Assets</u></b>		\$

**Liabilities and Net Worth**

**Liabilities**

**Current Liabilities**

718 Bank Overdraft in Non-Custodial Bank Accounts		\$	_____
719 Shortage in Analysis of Custodial Bank Account (from line 613)		\$	_____
<b>Accounts Payable</b>			
720 Livestock Payables	\$	_____	
721 Other Payables to Sources Not Related to Company	\$	_____	
722 Other Payables to Sources Related to Company	\$	_____	
723 Total Accounts Payable		\$	_____
724 Notes and Loans Payable (Demand Notes and Portion of Long-Term Notes due in 1 Year or Less)		\$	_____
725 Other Current Liabilities		\$	_____
726 <b>Total Current Liabilities</b>		\$	_____

**Non-Current Liabilities**

727 Long-Term Liabilities (Due After 1 Year)		\$	_____
728 <b>Total Liabilities</b>		\$	_____
729 <b>Total Net Worth</b>		\$	_____
730 <b>Total Liabilities and Net Worth (Equals Total Assets)</b>		\$	_____

**INCOME STATEMENT - SECTION 8**

**Income Statement**

801 Selling Commissions of Market*		\$	_____
802 Gross Dealer Profit (+) or Loss (-)*		\$	_____
803 Buying Commission*		\$	_____
804 Other Income*		\$	_____
805 <b>Total Income</b>		\$	_____
806 <b>Total Expenses*</b>		\$	_____
807 <b>Net Profit (+) or Loss (-)</b>		\$	_____

**CERTIFICATION - SECTION 9**

*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.**

901 Print Name*		902 Signature (Must be signed by a person listed on 201-205)	
903 Phone Number*	904 Date*	905 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.