

Instructions For WA-125 ER

Memorandum of Adjustments – Electronic Response

Warehouse operators use this form [as an alternative to a paper response] to respond to exceptions made by the warehouse examiner during the examination of warehouse facilities. The warehouse examiner issues the original form WA-125 citing exceptions to operations or conditions found that violate either the United States Warehouse Act or one of the CCC Storage Agreements. This form is an optional method of explaining how the exceptions will be rectified and the warehouse brought into compliance. This form is an alternative to the return of a paper copy of the form WA-125 that has provision for responding on the reverse side.

Submit the original of the completed form in hard copy or facsimile to the Kansas City Commodity Office (KCCO), Warehouse Licensing 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 the KCCO. Features for transmitting the form electronically are available to those customers who would like to establish online access credentials with KCCO, follow the instructions provided at the USDA eforms web site.

Warehouse Operators prepare the form.

Warehouse Operator completes all items.

Fld Name / Item No.	Instruction
A License Number	Enter the United States Warehouse Act license number from form WA-125.
B Code No.	Enter the CCC code number from form WA-125.
C Date of Exam	Enter the date of the warehouse examination.
13 Report	Enter a narrative of the warehouse operator's report of action taken to remedy the exceptions taken on form WA-125.
14	If warehouse operator purchases grain to regain sufficient inventory to meet storage obligations, the warehouse operator completes this section detailing the purchases.
14A Date	Enter the date of the purchase.

Fld Name / Item No.	Instruction
14B Kind	Enter the kind of grain purchased.
14C Bushel Amount	Enter the number of bushels of grain purchased.
14D Type of Purchase	Enter the type of purchase: (for example) New grain, warehouse receipts, open storage, etc. If not paid, indicate the contract number.
14E Check number	Enter the check number if the purchase was paid.
14F Date issued	Enter the date the check was issued.
14G Dollar amount	Enter the dollar amount of the purchase.
14H Purchased from	Enter the name of the seller of the purchase.
15A Signature	<p>Enter the signature of the warehouse operator's designated person.</p> <p>If you are mailing or faxing this form, print the form and manually enter your signature. If this form is approved for electronic transmission and you have established credentials with USDA to submit forms electronically, use the buttons provided on the form for transmitting the form to the USDA servicing office.</p>
15B Title	Enter the title of the warehouse operator's designated person.
15C Date	Enter the date of the warehouse operator's designated signature.