

U.S. Department Of Agriculture  
 Agricultural Marketing Service  
 Fair Trade Practices Program  
 Packers and Stockyards Division

**AUTOMATIC RENEWAL RIDER  
 FOR LETTER OF CREDIT,  
 IRREVOCABLE, TRANSFERABLE, AND STANDBY**

1. *Name of Principal, City and State:* \_\_\_\_\_

2. *Letter of Credit Number:* \_\_\_\_\_

This Letter of Credit will be **automatically renewed** for additional periods of one year from the present or each future expiration date unless the appropriate parties and the *Agricultural Marketing Service, Fair Trade Practices Program, Packers and Stockyards Division, United States Department of Agriculture*, have been duly notified by registered/certified mail. The written notification that the bank desires to end this Letter of Credit must be received by the Packers and Stockyards Division **at least 30 days prior** to each expiration date, otherwise the Letter of Credit is automatically renewed for another year.

3. \_\_\_\_\_  
*(Name of Bank or Financial Institution, City, State)*

4. \_\_\_\_\_  
*(Phone of Bank or Financial Institution)*

5. \_\_\_\_\_  
*(Effective Date)*

6. \_\_\_\_\_  
*Name of Authorized Official*

7. \_\_\_\_\_  
*Signature of Authorized Official*

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 0581-0308. The time required to complete this information collection is estimated to average .90 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.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is also available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (a) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington D.C. 20250-9410; (b) fax: (202-690-7442); or (c) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**Instructions to Complete  
Automatic Renewal Rider  
For Letter of Credit,  
Irrevocable, Transferable, and Standby  
Form PSD 2610**

When you as a packer, market agency or dealer provide an automatic renewal rider to the Irrevocable, Transferable, Standby Letter of Credit, the form should be provided to the issuing bank or financial institution for execution.

An automatic renewal rider for a Letter of Credit requires complete and correct information to be submitted to the Packers and Stockyards Division (PSD) on form PSD 2610. If any information is missing or incorrect, the Packers and Stockyards Division will return the automatic renewal rider to the issuing bank or financial institution for completion or correction.

Submission instructions for the bank or financial institution: After completing the automatic renewal rider, send one fully executed copy with original signatures, to the appropriate regional office of the PSD as listed below. If the bank or financial institution is named as trustee, the bank or financial institution must keep the fully executed copy of the rider for your files and send the PSD regional office a copy. The states, provinces, and territories covered by each regional office are listed below its address.

<b>Regional Offices of the Packers and Stockyards Division Agricultural Marketing Service, Fair Trade Practices Program</b>		
<b>Atlanta Regional Office</b> 75 Ted Turner Dr. SW, Suite 230 Atlanta, GA 30303-3308 Telephone: (404) 562-5840 FAX: (404) 562-5848 E-mail: <a href="mailto:PSDAtlantaGA@usda.gov">PSDAtlantaGA@usda.gov</a>	<b>Denver 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:PSDDenverCO@usda.gov">PSDDenverCO@usda.gov</a>	<b>Des Moines Regional Office</b> 210 Walnut Street, Room 317 Des Moines, IA 50309-2110 Telephone: (515) 323-2579 FAX: (515) 323-2590 E-mail: <a href="mailto:PSDDesMoinesIA@usda.gov">PSDDesMoinesIA@usda.gov</a>
<b>States Covered</b>	<b>States Covered</b>	<b>States Covered</b>
AL, AR, CT, DC, DE, FL, GA, LA, MA, MD, ME, MS, NC, NH, NJ, NL, NY, PA, PR, QC, RI, SC, TN, VA, VT, WV	AB, AK, AZ, BC, CA, CO, HI, ID, KS, MT, NM, NV, OK, OR, SK, TX, UT, WA, WY	IA, IL, IN, KY, MB, MI, MO, MN, ND, NE, OH, ON, SD, WI

If you have any questions about the form or completing the form, please contact the appropriate regional office of the Packers and Stockyards Division listed above.

The Bank or financial institution must complete lines 1 through 6 and sign line 7.

<b>Line No.</b>	<b>Subject</b>	<b>Instruction</b>
1	Principal Name, City and State	Enter the full name, city and state of the principal. The principal's name must match the name under which the principal is registered with the Packers and Stockyards Division.
2	Letter of Credit Number	List the letter of credit number assigned by the issuing bank or financial institution which must be the same number on the original Letter of Credit.

<b>Line No.</b>	<b>Subject</b>	<b>Instruction</b>
3	Name of Bank or Financial Institution, City, State	Enter the name of the bank or financial institution, city and state where the bank or financial institution is located.
4	Phone	Enter the phone of the bank or financial institution which issued the letter of credit.
5	Effective Date	Enter the date the rider was executed by the bank or financial institution.
6	Name of Authorized Official	An authorized officer of the bank or financial institution must print their name on the automatic renewal form.
7	Authorized Signature	An authorized officer of the bank or financial institution must sign the automatic renewal form.