

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 United States Department of Agriculture, Agricultural Marketing Service, Fair Trade Practices Program, Packers and Stockyards Division have been duly notified by registered/certified mail, at least **30 days prior** to each expiration date.

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/complaintfiling_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.

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

You, as a packer, market agency, or dealer may provide an automatic renewal rider to the Letter of Credit, Irrevocable, Transferable, and Standby currently issued for your operations. The automatic renewal rider will be attached to the current Letter of Credit and 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 area covered by each regional office are listed below its address.

Regional Offices of the Packers and Stockyards Division Agricultural Marketing Service, Fair Trade Practices Program		
Eastern Regional Office 75 Ted Turner Drive SW, Ste 230 Atlanta, GA 30303-3308 Telephone: (404) 562-5840 FAX: (404) 562-5848 E-mail: PSDAtlantaGA@ams.usda.gov	Midwestern Regional Office 210 Walnut Street, Room 317 Des Moines, IA 50309-2110 Telephone: (515) 323-2579 FAX: (515) 323-2590 E-mail: PSDDesMoinesIA@ams.usda.gov	Western Regional Office 3950 Lewiston St., Suite 200 Aurora, CO 80011-1556 Telephone: (303) 375-4240 FAX: (303) 371-4609 E-mail: PSDDenverCO@ams.usda.gov
States Covered	States Covered	States Covered
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	IA, IL, IN, KY, MB, MI, MN, MO, ND, NE, OH, ON, SD, WI	AB, AK, AZ, BC, CA, CO, HI, ID, KS, MT, NM, NV, OK, OR, SK, TX, UT, WA, WY

If you have any questions about the form or completing the form, please contact the PSD regional office that covers your area, as listed above.

The financial institution providing the automatic renewal rider to the Standby Letter of Credit, Irrevocable, Transferable, and Standby, must complete lines 1 through 6 and sign line 7.

Line No.	Subject	Instruction
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.

Line No.	Subject	Instruction
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.
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.

NOTE: Electronic signatures are considered valid.