

OMB Control Number: 0560-0265.

Title of Clearance: Customer Data Worksheet Request for Business Partner Record Change.

Agency Form Number affected by Change Worksheet: AD-2047-CUSTOMER DATA WORKSHEET.

Other Changes: These changes are necessary to update Form AD-2047 and the related form instructions to be consistent with Departmental Regulation (DR 4370-001) and implement recommendations from OIG's Audit Report (03601-0003-31).

The specific changes to the FSA-AD-2047 Customer Data Worksheet:

1. Moved "Reason for Request" to the top of the form (Part A) Item No. 1 to immediately identify the purpose of the form submission.
2. Move "Email Address" and "Does the customer want to receive sensitive (but not PII) Producer or farm specific emails" to align with the customer's contact information.
3. Item 3A "Taxpayer Identification Number" was revised to collect only the last 4 digits for an existing customer and the complete TIN for a new customer.
4. Item 3C was redesignated as "Citizenship Status" rather than "Residency Status" for consistent use in terminology throughout Agency handbooks and software applications.
5. Demographic Information was amended as follows:
 - Removed option to decline response from the block describing Demographic Information and added it to each item 4A, 4B, 4C and 4D as applicable.
 - Item 4A adds option to not respond to Race information and provides instructions for responding for a customer who is a legal entity.
 - Item 4B adds option to not respond to Ethnicity information and provides instructions for responding for a customer who is a legal entity.
 - Item 4C – adds option to not respond to Gender information and adds option for a Non-Binary response.
 - Item 4D adds option for a Non-Binary response and an option to not respond to Gender information applicable to a legal entity.
6. Items 7 through 7C are updated to require customer signature and title/relationship when the form is completed by an individual person or an individual person acting in a representative capacity on behalf of a legal entity. A customer's signature is not required when:
 - Documentation is received via Fax, Box or One Span or from a trusted source (i.e. USPS). Documentation must be attached to form AD-2047.
 - Demographic information is provided in items 4A, 4B, 4C or 4D when the information is provided by phone or in writing. The employee receiving the information must notate in item 7 the method the information was obtained and provide the customer with a Receipt for Service.

7. Items 15A, 15B, 15C, 15D and 15E were removed from the form as the District Director and Area Conservationist use is no longer required.

There is no change to the burden hours for completing the revised form with the proposed changes since the previous information collection request.