

## Instructions For CCC-505

### ***VOLUNTARY PERMANENT DIRECT AND COUNTER-CYCLICAL PROGRAM (DCP) BASE ACRES REDUCTION***

Producers use this form to PERMANENTLY reduce all or a portion of their Direct and Counter-Cyclical Program (DCP) base acreage.? This form is generally used to permanently reduce base acreage in order that producers may do one of the following:

- ? increase fruit, vegetable, or wild rice planting flexibility
- ? devote what was considered base acreage to nonagriculture use
- ? prevent DCP contract violations
- ? enroll cropland in Conservation Reserve Program (CRP).

Submit the original of the completed form to the appropriate USDA servicing office.

Customers who have established electronic access credentials with USDA may electronically transmit this form to the USDA servicing office, provided that the customer submitting the form is the only person required to sign the transaction.

Features for transmitting the form electronically are available to those customers with access credentials only.? If you would like to establish online access credentials with USDA, follow the instructions provided at the USDA eForms web site.

***Item 1 to be completed by FSA.***

***Producers must complete Items 2 through 6, and 9 through 18.***

***Items 2 through 6, and 9 through 17C***

<b>Fld Name / Item No.</b>	<b>Instruction</b>
2 Farm No.	Enter the farm number where DCP base acres shall be permanently reduced.
3 Program Year	Enter the program year the reduction is to become effective.  If CCC-505 is being prepared as a prerequisite for participation in CRP, then enter program year equal to the effective date of CRP-1.? The program year on CCC-505 shall be equal to the fiscal year in which CRP-1 becomes effective.
4 Reason for Reduction?	Check the applicable reduction reason type.? For ?Other?, specify reason for the reduction of DCP base acres.?

Fld Name / Item No.	Instruction
5 Tract No.	Enter the applicable tract number(s) where DCP base acres will be reduced.
6 Commodity	For the tract number in Item 5, enter commodity for which DCP base acres will be reduced.

**Items 7 and 8 to be completed by FSA.**

9 Commodity Base Acres on Tract Before Reduction	For the tract number in Item 5, enter the total DCP base acres for the commodity in Item 6 before reduction.
10 Commodity Base Acres on Tract to be Reduced	Enter the total DCP base acres for the commodity in Item 6 to be reduced on the tract number in Item 5.
11 Commodity Base Acres on Tract After Reduction?	For the tract number in Item 5, enter the total DCP base acres for the commodity in Item 6 after reduction ( <i>Column 9 MINUS Column 10</i> ).
12 Total DCP Base Acres to be Reduced?	Enter the total number of DCP base acres to be reduced for the farm number entered in Item 2 ( <i>total of Column 10</i> ).
13 Total DCP Base Acres on Farm?	Enter the total number of DCP base acres on the farm number in Item 2 before reduction.
14 Total DCP Base Acres on Farm After Reduction?	Enter the total number of DCP base acres on the farm number in Item 2 after reduction (item 13 minus item 12).
15A Requestor's Signature	Requestor, if other than owner, shall sign?  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
15B	If:

Fld Name / Item No.	Instruction
Title/Relationship	<p>? the owner signing is not signing in the representative capacity, leave blank</p> <p>? anyone other than the owner is signing in a representative capacity, enter the title or relationship to the owner.</p>
15C  Date	<p>Enter date signed</p> <p>All owners shall sign and date.</p> <p><b>Exception:?</b> All Owners signatures are not required provided Owners who collectively have more than a 50 percent ownership interest in this farm have signed and dated the request.? Owners having an undivided interest who collectively have more than a 50 percent ownership interest in this farm must sign and date before the request can be approved.</p>
16A Owner?s Signature	<p>Requestor, if other than owner, shall sign.?</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>
16B  Title/Relationship	<p>If:</p> <p>? the owner signing is not signing in the representative capacity, leave blank</p> <p>? anyone other than the owner is signing in a representative capacity, enter the title or relationship to the owner.</p>
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17A Owner?s Signature	<p>Requestor, if other than owner, shall sign.?</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</p>

Fld Name / Item No.	Instruction
	submit forms electronically, use the buttons provided on the form for transmitting the form to the USDA servicing office
17B  Title/Relationship	If:  ? the owner signing is not signing in the representative capacity, leave blank ? anyone other than the owner is signing in a representative capacity, enter the title or relationship to the owner.
17C  Date	Enter date signed  All owners shall sign and date.  Exception: ? All Owners signatures are not required provided Owners who collectively have more than a 50 percent ownership interest in this farm have signed and dated the request. ? Owners having an undivided interest who collectively have more than a 50 percent ownership interest in this farm must sign and date before the request can be approved.

*Items 19 through 21 are for FSA use only.*