



**United States
Department of
Agriculture**

Farm and Foreign
Agricultural Services

Farm Service
Agency

Kansas City
Commodity Office
P.O. Box 419205
Kansas City,
Missouri
64141-6205

Dear Warehouse Operator:

RE: Forms to submit when applying for a Cotton Storage Agreement (CSA)

The forms necessary for approval to store cotton for the account of Commodity Credit Corporation (CCC) are available online at the website provided below. Please complete and return the applicable itemized forms. Executed copies will be furnished for your files upon approval.

1. WA-51-2, Financial Statement (USWA License) WA-51 (CSA only)
2. CCC-49, Application for Approval
3. New Application Part 1 and Systems Access Request on the Cotton Online Processing System (COPS).
4. CCC-823, Cotton Storage Agreement (**2 copies**)
5. CCC-823 (Amendment 1), Amendment to CSA (**2 copies**)
6. CCC-823 (Amendment 2), Amendment to CSA (**2 copies**)
7. CCC-823 (Amendment 3), Amendment to CSA (**2 copies**)
8. CCC-823 (Amendment 4), Amendment to CSA (2 copies)
9. CCC-823-1(T or A), Schedule of Rates (**2 copies**)
 - a. CCC-823-1T, for special Texas Counties (See Exhibit 1)
 - b. CCC-823-1A, for all other Counties
10. SF-LLL, Disclosure of Lobbying Activities (If you pay a lobbyist)
11. SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form
12. Copy of your current tariff
13. Contact EWR to create account and then request KCCO to add profile.
14. Register your warehouse with the System for Award Management (SAM) database – SAM.gov (requires your Dun & Bradstreet account number.)
Also requires a Commercial and Government Entity (CAGE) code. Your Warehouse must be registered in order to receive a payment from the government.
15. Dun & Bradstreet account number. DUNS number needed for payments
16. EAuthentication Security Account - to be able to access cotton database (Cotton On Line Processing System = COPS). Go to <http://www.eauth.egov.usda.gov/eauthCreateAccount.html> Must obtain a **Level 2** access. After eAuth account is set up you will need to go to your county office to have your eAuth account verified with your driver's license.
17. Lease Agreement (If applicable)
18. KC-1622, Signature Authority (If applicable, see below)
 - ❖ All documents **must** be signed by the President, Vice-President, Secretary, Treasurer, Member or Partner. Any other signatures **will not** be accepted unless accompanied by a KC-1622, Signature Authority (listed above), authorizing such person to execute documents with CCC in connection with CCC Storage Agreements (or a resolution for that person or position is on file with KCCO).

Warehouse Operated by:

- **Corporation** - submit a copy of your Articles of Incorporation showing the corporation has authority to conduct a public storage business.
- **Partnership** - submit a copy of your partnership agreement (documents must be signed by one of the partners).

- **LLC** - submit a copy of your Operating Agreement and Articles of Organization (all documents must be signed by a member of the LLC)

If you are currently approved under the entity for which you are now applying for a CSA, it will not be necessary for you to submit another copy of your Articles, etc. or another financial statement. If any warehouse units are leased, we require a copy of the lease agreement (one year with option to renew is required).

- **Block Stacking** – If warehouse is block stacking please submit the following:
 - Letter requesting permission to block stack
 - Diagrams
 - Approval from your insurance underwriter
- **Cotton Flow Report** – See attached letter.

An invoice for Application and Inspection Fees (A & I) may be sent at the time of approval. The amount of the fee is based on the capacity approved at your warehouse(s). A fee chart is enclosed. You will be given 30 days to pay the A& I fee, after which time your warehouse may be removed until the fee is paid.

If you apply for a US Warehouse Act License, Licensing Branch will collect the fees, Leases, Articles, Partnership Agreements, etc., and the financial statement. It will not be necessary for you to submit duplicate information.

Mail your documents to: USDA/FSA/KCCO/WLED/SCB
 Beacon Facility Stop 8748 - Cotton
 P O Box 419205
 Kansas City, MO 64141-6205

Express Mail Address: USDA/FSA/KCCO/WLED/SCB
 Beacon Facility Stop 8748 - Cotton
 2312 East Bannister Road
 Kansas City, MO 64131-3011

Upon receipt of your application package, an examination of your facility will be scheduled through the Warehouse Licensing and Examination Division. The examiner will discuss further requirements for approval at that time.

If you desire more information, need to download forms, or have any questions, please visit our Website at <http://www.fsa.usda.gov/daco>. Select “**Warehouse Services**” under Related Topics then select “**Cotton Storage Agreement**” under Related Topics; or contact:

	Phone	Email
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