

**Instructions to Complete
Claim Form for Livestock
Sold on Commission
Clause 1
Form PSD 2110**

Any person damaged by failure of a livestock buyer (referred to as the Principal) to pay for livestock purchased in a transaction subject to jurisdiction under the Packers and Stockyards Act has the right to submit a claim against the financial instrument of the Principal. This form may be used to submit a claim against the Principal's financial instrument.

Submit two copies of the completed notarized form with accompanying documentation, to the PSD regional office that covers your area. The Areas covered by each regional office are listed below the regional office's address. A copy of the completed notarized form and accompanying documentation should be retained for the complainant's files.

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 questions regarding completion of any portion of the bond claim form, please contact the PSD Regional Office that covers your area for assistance, as listed above.

In most instances, the PSD regional office will complete line numbers 6, 7, 8, 10, and 11. This is not a requirement, and the claimant may complete those items of the form, if known.

The claimant(s) must complete line numbers 1, 2, 3, 4, 5, 9, 12, 13, and 14, and must sign line 15.

A NOTARY PUBLIC must complete line numbers 16, 18, 19 and 20, and sign Item 17.

Line No.	Subject	Instruction
1.	State	Enter the area where you live.
2.	County	Enter the county where you live.
3.	Full Name of Claimant	Enter your full name or your firm's name, respectively, as the person(s)/firm making claim against the Principal's bond or financial instrument.
4.	Mailing Address	Enter your complete mailing address, street, city, state, and zip+4.
5.	Phone/home/cell, other contact information	Enter your home/cell phone number(s). Enter any other contact information where you may be reached (fax number, email address)
6.	Name of Surety or Trustee, (if applicable)	If a trustee is named on the referenced bond or financial instrument (document), enter that name as listed on the document on file with the PSD. If a trustee is not required on the document, enter the name of the surety listed on the surety bond. If you do not know the name of the trustee, or whether a trustee is required, contact the PSD regional office that covers your area
7a.	Name of Surety Company	Enter the name of the surety company who wrote the surety bond for the Principal. If you do not know the name of the surety, contact the PSD regional office which covers your area.
7b.	Name of Trustee - TFA	Enter the name of the trustee, as listed on the financial instrument. If you do not know the name of the trustee, contact the regional office of the PSD which covers your area.
7c.	Name of Trustee - TA	Enter the name of the trustee, as listed on the financial instrument. If you do not know the name of the trustee, contact the regional office of the PSD which covers your area.
8.	Full Name and Address of Principal Named in Financial Instrument	Enter the name of the Principal, as listed on the financial instrument. Include the Principal's full address. If you do not know the name of the Principal, contact the regional office of the PSD which covers your area.
9.	Amount of Claim	Enter the amount you are claiming against the Principal's financial instrument. Be reminded that you may only file your claim for the amount of livestock sold, or other lawful charges, as allowed by 9 C.F.R. 201.33 issued under the Packers and Stockyards Act, 1921, as amended and supplemented.
10.	Full Name and Address of Selling Agency/Registrant	Enter the full name and address of the selling agency where the livestock was sold. In many cases, this will be the same information as in Item 8.
11.	Date of Sale, Number of Head, Description of Livestock, Amount	Using the available invoice(s) provided by the seller, or by the buyer, enter each of the date(s) the livestock was sold, the number of head sold, what type of livestock was sold, and the amount the livestock was sold for.

Line No.	Subject	Instruction
12.	Statement of Facts	NOTE: Attach copies of the account of sale and/or other documents covering the livestock transaction, copies of checks issued and unpaid for the livestock, and other instruments indicating the consignment of the livestock. If the documents for the transaction(s) are incomplete or unavailable, enter a statement of facts of the transaction(s) in this section.
13.	Signature and Title of Claimant	Sign the claim form and enter your title, if applicable, in the presence of a notary public.
A Notary Public must complete Items 16, 17, 18, 19 and 20.		
14.	Subscribed and Sworn	Enter the date, month, and year the Notary signed the claim form.
15.	Signature	The Notary must sign line number 17.
16.	Notary Public for the State of	Enter the state where the Notary is licensed.
17.	Residing at	Enter the city where the Notary lives.
18.	My Commission expires	Enter the date the Notary's commission expires.

THIS CLAIM MUST BE NOTARIZED BEFORE SUBMITTING TO THE DEPUTY ADMINISTRATOR, AGRICULTURAL MARKETING SERVICE, FAIR TRADE PRACTICES PROGRAM, PACKERS AND STOCKYARDS DIVISION.