



Farm Service Agency
2019 Market Facilitation Program (MFP)
Guideline for the Application Process

1. Make an appointment at your local FSA office. This will save you time. Find your county office and more information about the MFP program at: <https://www.farmers.gov/>

Deadline to File an Application is December 6, 2019.

2. File Form CCC-913, the 2019 Market Facilitation Program (MFP) Application. Since payments are based on acres, we recommend making an appointment with your local office to complete the application to make sure we have the correct acreage. Errors in acreage can delay payments.
3. File Form CCC-941 Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information. Eligible applicants must also have an average adjusted gross income (AGI) for tax years 2015, 2016, and 2017 of less than \$900,000 or, 75 percent of the person's or legal entity's average AGI for tax years 2015, 2016, and 2017 must have been derived from farming, ranching and forestry. Applicants plus members of entities, partners of general partnerships and joint ventures, and individuals must file the applicable forms.
4. File Form AD-1026 Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (Includes Form AD-1026 Appendix). If no changes from 2018, you do not need to file a new form. Affiliates of your farming operation must also file this form.
5. File Form CCC-902 Farm Operating Plan for Payment Eligibility in 2009 and Subsequent Years and the CCC-910 Members Information. Identifies members and shares of a legal entity. Requires legal names and social security numbers for all members, partners, etc.
6. File Form FSA-578 Crop Acreage Report. If not timely filed, a late file fee will be charged for each farm. Please bring your checkbook if applicable. This form is generated out of the county office.
7. File Form SF-3881 ACH Vendor/Miscellaneous Payment Enrollment Form. Identifies the financial institution you wish to use for direct deposit of your MFP payment. Please bring a voided check.
8. Form AD-2047 Customer Data Worksheet Request for Business Partner Record Change. If FSA does not have your information filed, this form requests the legal name, address, contact information, social security numbers and/or employer ID number of all individuals, partners, and members of your farming operation.
9. Other Important Documents. If you have not visited a county office, or have not updated your records recently, please bring the following documents:

Land Ownership/Interest. Photocopy of recorded deed or County Assessor Tax Statement, Rental or Lease Agreement, for all land that you are claiming an interest in.

Signature Authority. Documentation of who may sign on behalf of your organization, such as Articles of Incorporation, General and/or Limited Partnership Agreements, LLC Agreements, Estate or Trust documents for all entities involved.