

Fact sheet

CAIS Program Supplementary Form: Checklist for Completing the Form

As 2003 CAIS supplementary forms are being processed, the Administration is finding a number of common omissions. An incomplete form slows down processing and may delay issuing a potential program payment. To avoid delays, please use the following checklist prior to submitting your form. Following this list and checking each box will help ensure your form is complete.

If you have any questions or need assistance completing any area of the form, please call the CAIS toll-free information line 1-866-367-8506.

Part 1) Participant Information:

If you have multiple operations, complete this section once and then complete sections 2 to 5 for each operation.

e) Legal Land Description

- Complete this section.
e.g. (for Western Canada), NE-20-52-25-W4

f) Production Insurance Contract or ID numbers:

- Answer Yes or No to the question "Did you participate in Production Insurance in the program year?"
- If the answer is "Yes," include your production insurance ID number.

g) Deferred income under CRA's Prescribed Drought Region

- Answer Yes or No to the question, "Did you defer income from sales of breeding livestock under CRA's Prescribed Drought Region (PDR) exemption?"

h) CFIA payments

- Answer Yes or No to the question, "Did you deduct any part of a payment received from a CFIA payment received under the Health of Animals Act for destroying animals?"

i) Combined operations for related persons

- If your operation should be combined with another, remember to answer "Yes."
- If you answered "Yes" to the above question, and are not filling out pages 2 and/or 3, indicate **on an attached sheet** that the necessary information is reported or combined with another participant. Please include their name and PIN (if known).
- If you answered "Yes," complete Page 5, prior years information.

Part 2) Crop Inventory Valuation:

- This section must be completed if you:
 - A. produced crops during the program year

- B. purchased or sold crops during the program year
 - C. carried over crops in your inventories from one fiscal year to another
- If you are involved in a partnership, remember to report the total acres and quantities for the partnership.

For each commodity, ensure the following sections are completed:

- b) Specify grade and protein level (where applicable)
- c) Indicate the unit of measure (tonnes, bushels, pounds, etc.)
- d) Report number of seeded acres for each commodity
- Report unseedable acres.(Acres that were too wet or too dry for production)
- Ensure that the ending inventory balances with: (start + purchases + production - sales - amount for feed - amount for seed)
- Ensure that you provide an FMV where there are no published values (if you had a change in inventory).
- Ensure that you use the published FMV(s) where available, unless you can provide documentation of another FMV(s).

Part 3) Livestock Inventory Valuation:

- This section must be completed if you:
 - A. raised livestock during the program year
 - B. purchased or sold livestock during the program year
 - C. carried over livestock in your inventories from one fiscal year to another.

Remember to:

- Specify livestock weights (where applicable)
 - Ensure (j (transfers in) and (k (transfers out) match. See, [Guide to Completing the Supplementary Form, page 10, point # 8.](#)
 - Ensure that the ending inventory balances with: (start + purchases + births - sales - deaths + transfer in - transfer out)
 - Ensure that you provide an FMV where there are no published values (if you had a change in inventory).
 - Ensure that you use the published FMV(s) where available, unless you can provide documentation of another FMV(s).
- Only record livestock in one weight category per line. i.e. Code 8036 Beef, Feeder 401-500 lbs. The Heifers line should only reflect heifers that are 401-500 lbs. If heifers are 850 lbs at the end of the year, transfer them to code 8052, Beef, Feeder 801-900 lbs.

Part 4a) Salaries and Wages:

- Please complete for any year you paid salaries.
 - Please Note:
 - If you are involved in a partnership, use the salary breakdown from your T1163 - not your options notice. The amounts on the options notice will only reflect your share of the salaries and not the full amount.

- For a break down of what is deemed non-arms length please refer to [Guide to Completing the Supplementary Form, page 11, Part 4a\) Salaries and Wages](#).

Part 4c) Deferred Income and Receivables:

Remember to:

- Only list the items defined as allowable for the CAIS program. For information on allowable and non-allowable items, please refer to the [CAIS Program Handbook, pages 29 and 30](#).
- Only report payments actually deferred from one fiscal year to the next .
- CWB adjustment, interim, and final payments are not reported as receivables on this part of the form. Only report CWB payments actually deferred from one fiscal year to the next here. You must submit receipts to substantiate all CWB deferrals.

Part 4d) Accounts Payable:

- For a payable to be considered allowable under CAIS, it must be associated with an allowable expense. For information on allowable and non-allowable expenses, please refer to the [CAIS Program Handbook, pages 29 and 30](#).
- Credit card bills or loan balances of items previously claimed as an expense are not included in this section.

Page 5) Sections A and B: Acreage and Livestock Information:

Remember to:

- Complete this section for all the requested years you had a production cycle.

Partnerships:

- If you are involved in a partnership, don't forget that each partner needs to complete a separate Supplementary Form. Each partner must report information for the entire farm, not just their share.

If you have any questions or need assistance completing any area of the form, please call the CAIS toll-free information line 1-866-367-8506.