

# Tips for Completing the 2004 CAIS Supplementary Form

- Complete your forms and send them in early. The sooner you submit your form, the sooner you could receive a program payment.
- The *Guide to Completing the Supplementary Form* contains a lot of useful and important information. Use it as a step-by-step tool when completing your form to help ensure that all areas of your form are completed correctly.
- Ensure that your information is accurate. If more detail is required than the space allows, attach a separate piece of paper with your PIN or SIN at the top. Please do not write outside of the spaces provided on the application.
- 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.
- Where a code is required, please refer to the applicable Code List to find the correct code. Because some codes are added or changed each year, use the current year Code List.
- Each year, count or measure your inventories on December 31 (or your fiscal year end) to ensure you have the most accurate numbers on hand when completing your CAIS application. A "Take Stock" worksheet is available to help you record your inventories and can be found in the "Calculators and Tools" section of the program Web site at [www.agr.gc.ca/caisprogram](http://www.agr.gc.ca/caisprogram) or you can request a copy be sent to you by calling our toll-free line.
- If you participated in CAIS last year, take your 2004 starting inventory amounts directly from your ending inventory amounts listed on your 2003 *Calculation of Program Benefits* (COB). The CAIS Administration will compare your 2003 ending inventory amounts with your 2004 starting inventory amounts. If the amounts do not match, the CAIS Administration may use your 2003 ending amounts when calculating your benefit.
- Check out the CAIS Calculator and Structure Change Calculator in the "Calculators and Tools" section of the CAIS Web site.
- Need help? Call us! If you have any questions or need assistance completing any area of the form, please call the CAIS toll-free information line at **1-866-367-8506** to speak to a CAIS representative.

