

Corporations, partnerships (includes joint producers), or cooperatives and other business enterprises (affected by the Related Producers' Provision)

Forms required

Application form
Additional Priority Agreement form(s) – if required
Declaration and Guarantee form
Related Producers' Declaration form(s)
Participants' Calculation Worksheet form

Corporations, partnerships (includes joint producers and other business enterprises), or cooperatives must have their application and *Declaration and Guarantee* (D & G) form approved by the CWB before receiving a cash advance.

Pre-approval

Corporations, partnerships (includes joint producers and other business enterprises), or cooperatives can apply for pre-approval of their 2007-08 D & G form. Once you have received an authorization letter from the CWB, the applicant can receive the first cash advance payment (Box E) when the Advance Application and other required forms have been completed.

Only one Continuing D & G form is required for each corporation, partnership (includes joint producers and other business enterprises), or cooperative for all advances applied for in the 2007-08 production period and future production periods, under the farming operation, provided the structure of the company and shareholders, partners, members or owners does not change.

Note: If changes are made to the corporation, partnership (includes joint producers and other business enterprises), or cooperative after the first payment is issued, a new D & G form must be completed and approved before issuance of any additional payment. Farmers whose defaulted cash advances have been forwarded to AAFC for collection will be required to complete a new D & G form when they apply for their next advance. Contact the CWB prior to issuing an advance if unsure whether the D & G form is still valid.

Pre-approval process

1. Ensure that the applicant has a valid 2007-08 *Delivery Permit Book*.
2. Complete the D & G in full using the instructions on page 49-50.
 - Send the white copy to the CWB.
 - Give the green copy to the applicant.
 - Keep the yellow copy for your records. You will need it when you complete the advance application form.
3. The CWB reviews the D & G and sends a letter to you and the applicant confirming that the D & G has been pre-approved. Keep this letter, as you will need it to complete the advance application.
4. When the applicant completes the application form, you can issue the first payment immediately.

When pre-approval has not been applied for

If the applicant completes the D & G form when applying for an advance, submit only the CWB copies of all documents to the CWB for approval before issuing a cash ticket (See pages 49-50 for instructions on completing this form).

Instructions for completing the Advance Application

The applicant must read the terms and conditions outlined on the advance application. Advise that by signing the application, the applicant is agreeing to the terms and conditions.

Complete the applicant and delivery point information section of the form.

- Name, address, phone and fax number.
- The *Declaration and Guarantee* form number.
- Your station fax number to receive faxes of documents for corrections and authorization where a second payment is requested.

2007-08 Production Period Application For Advance Payment For Threshed Grain In Storage			
(Program runs from April 1/07 to September 30, 2008. After-harvest advances may be issued from September 1, 2007 to March 31, 2008)			567890
<p>TO THE ELEVATOR MANAGER: before this application is completed, ensure that you and the applicant read and understand "Applicant's eligibility" in the 2007-08 Advance Payments Program (After-harvest) country elevator guide. Do not issue a cash ticket(s) to a corporation, partnership (includes joint producers and business enterprises), cooperative or a colony until the application has been verified or you have received pre-approval of the Declaration and Guarantee or Guarantee for Colonies from the CWB.</p>			
Applicant Information This form must be completed in ink			
Applicant's Last Name BE CORPORATION	First Name Middle Name	Applicant's CWB Identification Number 0,0,0,0,0,1,2,3,4,9	Day Month Year 15, 10, 07
Applicant's Address RR 1 Someplace, SK		Permit Number 0,0,0,0,0,1,2,3,4,9	Company/Delivery Point Code 0,9,9,7,9,9,9,9,0,1
		Reference Number	Station Name Any station
Sok 020	Date of birth (DD/MM/YY)	Declaration and Guarantee/Guarantee No.	Station Telephone No. (306) 555-3832
Applicant's Telephone No. (306) 345-7689		Applicant's Fax No. ()	Station Fax No. (306) 555-3833

For the section regarding related producers, the applicant is affected by the *Related Producers' Provision* and should check the "YES" box. The applicant requires a *Related Producers' Declaration* form.

ALL APPLICANTS MUST COMPLETE THIS SECTION by answering "Yes" or "No"

Complete the following questions by answering "Yes" or "No". Answer "yes" if either statement (or both) is true. If you answer "Yes", complete the *Related Producers' Declaration* form and attach it to this advance application.

- Do you appear in other CWB delivery permit books as an individual or as a member of a corporation, cooperative, partnership, or other business enterprise?
- Do you share the reporting of income or losses from this or any other farming operation with anyone else for the purposes of the Income Tax Act (Canada)?

Yes No

Eligible amount

1. Enter the applicant's total tonnage in storage on the farm including carryover stocks and current production in column i.
 - Only include the applicant's stocks of grain.

2. Record tonnages to be used for seed, fed on farm and deliveries to purchase seed in column ii.
3. Calculate the tonnage eligible for delivery to the CWB, column iii, by subtracting column ii from column i.
4. Multiply column iii by the rate per tonne, column iv, to complete the eligible amount column v.
5. Add the eligible amounts for each grain together and record the total under 1(e).
6. Record the amount of the applicant's unpaid balance of previous 2007-08 wheat, durum and barley advances received (include pre-harvest advances) through this permit book in 1(f).
7. Subtract 1(f) from 1(e) and enter the result in 1(g), Total Eligible Amount.

I. Eligible Amount (indicate amounts in whole dollars and whole tonnes)

Grain	i Applicant's Total Farm Stored Grain (under this permit book)	ii Grain Not Eligible For An Advance Payment Grain To Be Used For Seed, Fed on Farm, or Delivered for Seed Purchases	iii Tonnage Eligible for Delivery to CWB (Column i subtract Column ii)	Maximum Advance Payment Based On Inventory	
				iv Rate Per Tonne	v Eligible Amount (Column iii multiplied by Column iv)
a) Wheat	7,000		7,000	\$90	\$ 630,000
b) Durum				\$110	\$
c) Barley	8,500		8,500	\$60	\$ 510,000
d) Sel Bly				\$80	\$
e) Maximum advance payment based on inventory (add a, b, c and d of column v)					114,000
f) Applicant's unpaid balance (include interest) of previous 2007-08 wheat, durum and barley advances under this permit book (include 2007-08 pre-harvest and previous after harvest wheat, durum and barley advance balances) and any 2006-07 advance balances under this permit book					
g) From (e) subtract (f) and enter the total in Box A					Total Eligible Amount 114,000 A

Maximum advance

Important: The amounts of previous advances in 2(b) and 2(c) must be previous advances issued to the company. Do not include advances issued or attributed to company participants under other permit books.

8. Calculate the maximum cash advance by subtracting the total of 2(b), 2(c), 2(d) and 2(e) from 2(a).
9. Enter the amount in Box (B) Maximum Cash Advance.

2. Maximum Advance
Individual applicants affected by the Related Producers Provision must complete a Related Producers' Declaration now. Companies must complete this section before completing the Related Producers' Declaration(s).

a) Maximum advance payment	\$400,000
b) Applicant's total previous 2007-08 wheat, durum and barley advances (include pre-harvest) applied for or received under all farming operations.	
c) Applicant's total previous 2007-08 advances applied for or received from all other organizations under all farming operations on all other agricultural products (crops and livestock)	
d) Applicant's unpaid balance of all 2006-07 wheat, durum and barley advances under all farming operations	
e) Applicant's unpaid balance of all 2006-07 advances received from all other organizations under all farming operations on all other crops	
f) From a), subtract b) + c) + d) + e) and enter the total in Box B	Maximum Cash Advance 400,000 B

Complete paragraph 2 and skip to paragraph 4, *Advance Payment* if the applicant does not have a pre-approved Declaration and Guarantee.

Complete the *Related Producers' Declaration* up to "Current Advance attributed or applied for in this application". See pages 45-46 for instructions on how to complete a *Related Producers' Declaration*.

- Each company participant must complete a separate *Related Producers' Declaration* form listing all permit book appearances and previous advances and those of all related producers.
- If applicants had a previous cash advance in 2007-08, they should produce the previous Related Producers' Declaration to assist you in completing information regarding previous advances.

Complete the *Participants' Calculation Worksheet* to assist you in determining the amount of the cash advance payment. See instructions on how to complete this form on pages 59-60.

Elevator issuance limitation

Do not complete this section if the application requires CWB approval before a cash ticket can be issued. Have the applicant answer the irrigation form question and if required, complete an *Application For Irrigation Rate* form (see page 34).

- For applicants without irrigated acres, record all wheat and barley seeded acres that appear in the space provided in 3(a).
- Multiply the total seeded acres by the seeded acre rate (\$80.00) and enter the result in 3(a). For applicants who are applying for the irrigated rate, transfer the amount from the *Application For Irrigation Rate* form (Total (C+D+E)) to Box 3(a) on the application form.
- List the tonnes of wheat, durum, barley and selected barley that have been delivered, sold or used on the farm by anyone named in the delivery permit book. Multiply each by the rate and enter the results in the spaces provided. When determining the number of tonnes delivered, do not include storage deliveries from a previous crop year settled this crop year. Add the amounts for 3(b) through to 3(e) and enter the total in 3(f).
- In 3(g), list the total 2007-08 wheat and barley advances outstanding through this permit book by anyone named in this permit book (include pre-harvest advances).
- Subtract 3(f) and 3(g) from 3(a) to determine the **Elevator Issuance Limitation** in Box (C).

Deduct for grain delivered, sold or used on farm in the 2007-08 crop year.

3. Elevator Issuance Limitation - Cannot exceed \$100,000			
For applications sent to the CWB for approval before issuance of a cash ticket, do not complete this section of the application form.			
I have completed the Application For Irrigation Rate form for grain produced under irrigation Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Seeded Acres (from "Total Wheat and Total Barley Acres" of applicant's 2007-08 Delivery Permit)			
a) Wheat + Durum + Barley =	1017	acres x \$80	= 81,360
Record grain delivered, sold or used on the farm in 2007-08 by anyone named in the permit book			
b) Wheat	_____	tonnes x \$90 =	\$ _____
c) Durum	_____	tonnes x \$110 =	\$ _____
d) Barley	_____	tonnes x \$60 =	\$ _____
e) Sel. Bly.	_____	tonnes x \$80 =	\$ _____
f) Add b, c, d and e	TOTAL		0
g) Unpaid balance of previous 2007-08 wheat, durum and barley advances issued under this permit book to anyone named in this permit book			0
h) From (a), subtract (f) + (g) and enter total in Box C	Elevator Issuance Limitation		81,360 C

How to complete a *Participants' Calculation Worksheet*

For the purposes of this form, each shareholder, partner or member is referred to as a "participant". This form determines the amount the company can receive, based on previous advances applied for or attributed to company participants and the financial interest each participant has in the company.

1. Enter the advance applicant's CWB ID number.
2. Enter the six-digit *Advance Application number*, imprinted in the box on the top-centre of the advance application form.
3. Enter the full name of each participant in the spaces provided.

Outstanding 2006-07 cash advance

Any outstanding 2006-07 cash advance balance must be indicated in the area designated for outstanding 2006-07 cash advances.

No previous advances

If no previous advances have been applied for by or attributed to any company participants (including any advances outstanding from the 2006-07 program), you may proceed to Part II - Applicant Maximum, and enter \$400,000 in Box 4 and \$100,000 in Boxes 8 and 10.

Part I - Participant maximum

This section determines each participant's maximums, based on previous advances applied for or attributed, and their financial interest in the company.

Maximum advance

4. Enter the total amount of advances previously applied for by or attributed to the participant (include pre-harvest advances) from line 5 of the *Related Producers' Declaration*.
5. Enter any outstanding 2006-07 advance balance for the participant.
6. Subtract previous advances (including 2006-07 balances) from the participant's maximum of \$400,000 and enter the balance on line C.
7. Enter the per cent interest the participant has in the company.
8. Multiply \$400,000 by the participant's per cent interest in the company and enter the result on line D.
9. Enter the lesser of line C or line D in Box 1.
10. Divide Box 1 by the participant's per cent interest in the company. Enter the total in Box E.

This represents the maximum allowable advance for which the participant is eligible.

Advance Payments Program Participants' Calculation worksheet 2007-08 Production Period		1 Applicant's CWB I.D. No. 0101010112131419	2 Advance Application No. 567890
<ul style="list-style-type: none"> • Complete if the applicant is a corporation, partnership (includes joint producers and other business enterprises) or cooperative. • Shareholders, partners or members are referred to as "Participants". • Complete PART I if any of the participants have received, or been attributed through their related producer appearances, a previous 2007-08 cash advance and/or have an outstanding balance from the 2006-07 crop year. Otherwise, go to PART II and enter \$400,000 in Box 4 and \$100,000 in Box 8. • If there are more than three participants, refer to the Advance Payments Program guide. 			
PART I - Participant Maximum		Interest-free benefit per participant - \$100,000	
Maximum Advance per participant - \$400,000		Maximum Amount \$100,000	
Participant 1 <i>Producer B</i> Full Name Previous 2007-08 advances (line 5 from Related Producers' Declaration) \$ 0 A Outstanding 2006-07 cash advance \$ 10,000 B Remaining amount [\$400,000 - (A + B)] \$ 390,000 C \$400,000 X 50 (% interest in company) \$ 200,000 D		Subtract previous advances (line 6 from Related Producers' Declaration) \$ 0 11 Balance Remaining \$ 100,000 A \$100,000 X 50 (% interest in company) \$ 50,000 B	
Box 1 Lesser of C or D 390,000 9 ÷ % interest in company 50 = 400,000 E		Box 5 Lesser of A or B 50,000 14 ÷ % interest in company 50 = 100,000 H	
Participant 2 <i>Producer C</i> Full Name Previous 2007-08 advances (line 5 from Related Producers' Declaration) \$ 0 A Outstanding 2006-07 cash advance \$ 0 B Remaining amount [\$400,000 - (A + B)] \$ 400,000 C \$400,000 X 50 (% interest in company) \$ 200,000 D		Maximum Amount \$100,000 Subtract previous advances (line 6 from Related Producers' Declaration) \$ 0 Balance Remaining \$ 100,000 A \$100,000 X 50 (% interest in company) \$ 50,000 B	
Box 2 Lesser of C or D 400,000 ÷ % interest in company 50 = 400,000 F		Box 6 Lesser of A or B 50,000 ÷ % interest in company 50 = 100,000 I	
Participant 3 Full Name Previous 2007-08 advances (line 5 from Related Producers' Declaration) \$ _____ A Outstanding 2006-07 cash advance \$ _____ B Remaining amount [\$400,000 - (A + B)] \$ _____ C \$400,000 X _____ (% interest in company) \$ _____ D		Maximum Amount \$100,000 Subtract previous advances (line 6 from Related Producers' Declaration) \$ _____ Balance Remaining \$ _____ A \$100,000 X _____ (% interest in company) \$ _____ B	
Box 3 Lesser of C or D ÷ % interest in company = _____ G		Box 7 Lesser of A or B ÷ % interest in company = _____ J	
PART II - Applicant Maximum		Lesser of Box E, F or G 400,000 Box 4	
		Lesser of Box H, I or J 100,000 Box 8	
PART III - Participants' Attribution			
	Amount Applied for (cannot exceed A or B from Adv. App. or Box 4 above)	Per cent (%) Interest in Company (must equal 100%)	Total Attributed Amount
Participant 1	18 \$114,000	x 50 % =	\$ 57,000 1
Participant 2	Box 9 \$114,000	x 50 % =	\$ 57,000 2
Participant 3	(transfer to 4.a) of Advance Application)	x _____ % =	\$ _____ 3
Transfer the total attributable amount for each Participant to line 7 of their Related Producers' Declaration.			
PART III - Participants' Attribution; interest-free benefit			
Maximum Interest-Free	Company's total interest-free benefits previously applied for or received on all crops	Amount Remaining	
\$100,000	0	100,000	Box 10
	Interest-free benefit (lesser of Box 8 or Box 9 or Box 10 above)	Per cent (%) Interest in Company (must equal 100%)	Total Interest-free Attributed Amount
Participant 1	21 \$100,000	x 50 % =	\$ 50,000 1
Participant 2	Box 11 \$100,000	x 50 % =	\$ 50,000 2
Participant 3		x _____ % =	\$ _____ 3
Transfer the interest-free attributable amount for each Participant to line 8 of their Related Producers' Declaration.			

Interest-free benefit

11. Enter the total amount of interest-free benefits previously applied for or attributed to the participant from line 6 of the *Related Producers' Declaration*.
12. Subtract previous interest-free advances from the participant's maximum of \$100,000 and enter the total on line A.
13. Multiply \$100,000 by the participant's percentage interest in the company and enter the result in line B.
14. Enter the lesser of line A or line B in Box 5.
15. Divide Box 5 by the participant's per cent interest in the company. Enter the total in Box H. This represents the maximum interest-free benefit for which the participant is eligible.

Repeat steps 3 through 15 for each participant. Use extra forms where necessary.

Part II - Applicant maximums

This section calculates the maximum amount the company is eligible to receive.

16. Enter the lesser of Box E, F or G in Box 4.
17. Enter the lesser of Box H, I or J in Box 8.

Part III - Participants' attribution

This section calculates each participant's share of the total advance and the interest-free portion.

18. In Box 9, enter the amount the company is applying for or Box 4, whichever is less. (Cannot exceed Box A or B on the advance application form).
19. Multiply the amount applied for by each participant's interest in the company. Enter the result under "total attributed amount" (lines 1, 2, and 3).
20. Subtract the total interest-free benefit(s) the company has previously applied for or received on all crops from \$100,000. Enter the amount remaining in Box 10.
21. In Box 11, enter the company's interest-free benefit, which is the lesser of Box 8, Box 9 or Box 10. Multiply the interest-free benefit by each participant's interest in the result under "Total Interest-free Attributed Amount" lines 1, 2, 3.

Transfer each participant's total attributed amount to line 7 of their *Related Producers' Declaration*. Transfer each participant's interest-free attributed amount to line 8 of their *Related Producers' Declaration*.

Complete lines 9 and 10 of each *Related Producers' Declaration*. Also see the examples on pages 61-62 of the two completed *Related Producers' Declaration* forms showing the individual's total advance and total interest-free amount attributed to date.

Five or more participants

- For more than three participants, use additional *Participants' Calculation Worksheet* forms.
- Follow the instructions for Part I as outlined above for each form required.
- For Part II, Box 5, choose the lesser of all boxes labelled E, F or G on all forms.
- For Part II, Box 8, choose the lesser of all boxes labelled H, I or J on all forms.
- For Part III, complete the remainder of each form as outlined above.

Example – BC Corporation is applying for a \$100,000.00 cash advance

Producer B and Producer C must each complete *Related Producers' Declaration forms*.

Advance Payments Program - Related Producers' Declaration																																																																																																			
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In part B:

- each Producer lists their own permit book appearances and advances, including those of any related producers.
- Producer B and Producer C do NOT list each other unless related by other permit book appearances.
- Producer B and Producer C both list BC Corporation up to the "% interest" column but DO NOT fill in the amount of the current advance applied for in this application.

Advance Payments Program - Related Producers' Declaration

A If you are involved in only one farming operation, you do not need to complete this form to apply for a cash advance. EACH INDIVIDUAL APPLICANT OR PARTICIPANT THAT HAS AN INTEREST IN MORE THAN ONE FARMING OPERATION MUST COMPLETE A SEPARATE RELATED PRODUCERS' DECLARATION. A participant is a shareholder of a corporation, a partner of a partnership (includes joint producers and business enterprises), or a member of a cooperative. You must identify all farming operations that you are involved with, as well as any previous advances applied for or received this production period by you or any related producer.

Refer to the Advance Payments Program country elevator guide for assistance in completing this document.

Name of individual applicant or participant: (do not indicate company name) <p style="text-align: center;"><u>Producer C</u></p>	Individual's/Participant's CWB Identification Number (if available) <p style="text-align: center;">01010101034516</p>	Advance Application No. <p style="text-align: center;">5161781910</p>
Advance applicant's name (if different than above)	CWB Identification Number (if different than above) <p style="text-align: center;">0101010112131419</p>	

B Indicate ALL permit book appearances and financial interests of the individual applicant/participant. (Participants should not list each other unless related by other permit book appearances.)

PREVIOUS 2007-08 ADVANCES APPLIED FOR OR RECEIVED. Include the outstanding balance (at the time of transfer) of any 2006-07 AMPA advances that have been/are being transferred where default has been stayed.

Name	10-digit Producer ID number	% Interest	Wheat, Durum and Barley			Other agricultural products (crops & livestock)						
			Application date of previous advance	Type	Total amount attributed	Interest-free amount attributed	Application date of previous advance	Type	Total amount attributed	Interest-free amount attributed		
<u>Producer C</u>	<u>01010101034516</u>	<u>100%</u>			\$ 0	\$ 0			\$	\$		
<u>Producer C</u>	<u>01010101034516</u>	<u>100%</u>			\$	\$			\$	\$		
<u>BC Corporation</u>	<u>0101010112131419</u>	<u>50%</u>			\$	\$			\$	\$		
					\$	\$			\$	\$		
					\$	\$			\$	\$		
					\$	\$			\$	\$		
Total CWB Advances					\$ 0	*(1) \$ 0	(2)	Total Other Advances		\$	**(3) \$	(4)

* For applications by individuals, transfer this amount to line 2(b) or 5(b) of the application form.
 ** For applications by individuals, transfer this amount to line 2(c) or 5 (c) of the application form.

C	Previous Advances Total amount \$ 0 (5) (1 + 3 above)	Interest-free amount \$ 0 (6) (2 + 4 above)
Note: If the applicant is a company, complete the Participants' Calculation worksheet now. All applicants must complete the advance application before completing the remaining portion of this form.		
D	Current Advance attributed or applied for in this Application Total amount \$ 57,000 (7)	Interest-free amount \$ 50,000 (8)
E	Total Advances to date Total Advances \$ 57,000 (9) (line 5 + 7) (cannot exceed \$400,000)	Total Interest-free \$ 50,000 (10) (line 6 + 8) (cannot exceed \$100,000)

The applicant's copy must be presented when applying for future advances.

F CWB COPY C Producer
Signature of Applicant or Participant Oct 15/07
Date

The Related Producers' Declaration form has a manager's copy.
 Elevator managers should retain this copy for future reference.

If the *Declaration and Guarantee* form has not been pre-approved, indicate “NIL” as the first payment in Box (E) and show amount applied for Box (D) as the second payment Box (F).

The Advance Payment

15. Record the amount the applicant is requesting in box (D). This amount cannot exceed the amounts in boxes (A) or (B) or Box 9, Part III of the *Participants' Calculation Worksheet*.
16. Determine the amount you can issue as a first payment. If the *Declaration and Guarantee* has been pre-approved, that amount cannot exceed the Elevator Issuance Limitation Box (C) or \$100,000. The \$100,000 limit includes all previous advances that have been applied for or issued through the permit book by the applicant, including pre-harvest advances. Enter the amount in Box (E).
17. To determine the second payment, subtract the amount issued in the first payment Box (E) from the Total Advance requested Box (D) and enter the remainder in Box (F).
18. For applications sent to the CWB for approval before cash ticket issuance, indicate NIL in Box (E).

4. The Advance Payment

a) Total advance applied for (cannot exceed Box A or B or, if applicable, Box 9 of the Participants' Calculation Worksheet)	114,000	D
b) FIRST PAYMENT paid by elevator manager at date of application (cannot exceed Box C, Box D, or \$100,000) For applications sent to CWB for approval before cash ticket issuance, INDICATE NIL in Box E	81,360	E
c) SECOND PAYMENT to be paid by elevator manager only after verification by CWB (Box D subtract Box E) If no second payment, INDICATE NIL in Box F	32,640	F

If total cash advance requested (Box D) exceeds Box C or \$100,000, CWB approval is required prior to issuing the second payment cash ticket (Box F). The \$100,000 limitation includes any previous 2007-08 advance payment(s) (including pre-harvest advances).
NOTE: If previous 2007-08 advance payment(s) exceeded \$100,000 and CWB approval was obtained for this production period, the \$100,000 limitation does not apply.

Amounts exceeding \$100,000

If the total applied for Box (D) on the advance application exceeds \$100,000:

- issue a cash ticket for the first payment of \$100,000 Box (E) (cannot exceed Elevator Issuance Limitation in Box (C));
- send the application with the first payment cash ticket to the CWB through your head office;
- when verification is received from the CWB, issue the second payment cash ticket.

Complete the remainder of the *Related Producers' Declaration* form(s).

Priority Agreement

1. Once the application is completed to the end of paragraph 4, ask the applicant to list all applicable financial institutions and secured parties.
2. The applicant must have every financial institution and secured party complete a separate *Priority Agreement* if a pre-approved *Priority Agreement* has not been signed by a lender.

Read about *Priority Agreement(s)* on pages 38-39.

Declaration

Have the applicant read and sign the *Declaration* section of the application form.

Please read “Signature Requirements” on pages 20-21.

Under Notice to Applicant, have the applicant identify all organizations through which previous advances have been issued (include unpaid advances from 2006-07 crop year).

The declaration section must be fully completed.

Read the *Notice to Elevator Manager* on the application form. Ensure all provisions have been met before sending the application to the CWB.

The advance application form consists of three copies:

- CWB copy – white;
- Manager’s copy – yellow;
- Applicant’s copy - green.

The CWB must verify the following applications before a cash ticket is issued:

- Requests for a second payment or subsequent advance (where the applicant has exceeded the \$100,000 or elevator issuance limits).
- Advances for corporations, partnerships (includes joint producers and other business enterprises), or cooperatives (unless they have a pre-approved *Declaration and Guarantee*).

If the applicant does not have a pre-approved *Declaration and Guarantee* form, the cash ticket cannot be issued until you receive approval from the CWB. **You must still endorse the permit book now.**

We will fax you a copy of the approval letter when it becomes available.

The applicant will also receive a copy of this letter in the mail.

If applicable, issue the cash ticket. Please read “**Issuing cash tickets**” on page 22.

The package you are preparing for your head office should include the CWB’s copies of:

- completed and signed *Advance Application* (white copy);
- completed and signed *Priority Agreement(s)*;
- completed and signed *Related Producers’ Declaration(s)*;
- completed and signed *Application for Irrigation Rate* form (if applicable);
- completed and signed *Declaration and Guarantee* form (if not pre-approved);
- cash ticket (if the advance has been issued)