

Corporations, partnerships (includes joint producers and other business enterprises) or cooperatives (not affected by the *Related Producers' Provision*)

Important
Under the advance payments program, joint producers are considered a partnership and as a result, must complete *Declaration and Guarantee* forms.

Forms required

Pre-harvest advance Application form
Additional *Priority Agreement* form(s) - if required
Continuing Declaration and Guarantee form

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

Pre-approval

Note: *D & G* forms completed for the 2000-01 and subsequent crop years can be used for the 2007-08 pre-harvest cash advance program, provided the structure or members of the company have not changed. Forms completed for the 2001-02 fall *AMPA* and subsequent crop year programs apply to all farming operations.

Corporations, partnerships (including joint producers and other business enterprises), or cooperatives can apply for pre-approval of their 2007-08 *Continuing D & G* form. Once you have received an authorization letter from the CWB, the applicant can receive the cash advance payment (Box D of Part 1 or Box J of Part 2) when the Pre-harvest advance Application and *Priority Agreement(s)* have been completed.

Only one *D & G* form is required for each corporation, partnership (including 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 (including 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 any additional payments are issued. Producers whose defaulted cash advances have been forwarded to AAFC for collection will be required to complete a new *D & G* form when applying for their next advance. Contact the CWB before issuing an advance if you are unsure whether the *D & G* form is valid.

Pre-approval process

1. Enter the CWB ID number. If the applicant does not have a CWB ID number, one will be assigned when the forms are processed by the CWB or you can call 1-800-275-4292 to have a number assigned.
2. 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 will send a letter to you and the applicant confirming the *D & G* has been pre-approved. Keep this letter, to complete the pre-harvest advance application.
4. After the form is completed, applicable payment can be issued immediately.

When pre-approval has not been applied for

If the applicant completes the *D & G* form when applying for an advance, submit all CWB copies of the documents for approval before issuing a cash ticket. (See pages 53-54 for instructions on completing this form).

How to complete a *Continuing Declaration and Guarantee* form

Each corporation, partnership (includes joint producers and other business enterprises) or cooperative must complete a *Continuing Declaration and Guarantee (D & G)* form.

Only one *D & G* form is required for each corporation, partnership, or cooperative for all advances applied for in the 2007-08 production period under all farming operations and continuing into future crop years. If the structure of the company or the shareholders, members, partners or owners changes, a new *D & G* form must be completed.

Note: *Continuing D & G* forms completed for the 2000-01 and subsequent crop years can be used for the 2007-08 pre-harvest cash advance program, provided the structure or members of the company have not changed. Forms completed for the 2001-02 fall *AMPA* and subsequent crop year programs apply to all farming operations.

Production Period 2007-08 Instructions and important information are on the REVERSE
Continuing Declaration and Guarantee Form (This form must be completed in ink)
 To knowingly make any misrepresentation or willfully furnish any false or misleading information with respect to this document is an offence under both the *Agricultural Marketing Programs Act* (AMA) and the *Criminal Code*.

Name of corporation, partnership (business enterprise) or cooperative (applicant): FG Corporation 1
 CWB Identification Number: 0,0,0,0,0,0,6,5,4,3 2
 Delivery Point Phone Number: 123 456-7890 4
 Delivery Point Code: 9,9,7,9,9,9,9 3
 Delivery Point Fax Number: 234 567-8901 4

All applicants must indicate whether they are a:
 (check only one) Corporation Partnership Cooperative 5

Part 1 - DECLARATION
 List all shareholders, partners, members or owners of the corporation, partnership (business enterprise) or cooperative.

Name	First	Middle	Complete Address	Individual's CWB Identification Number	Position in Company	Per cent interest in Company
Producer John			<u>RR1 Someplace SK</u>	<u>0,0,0,0,0,0,6,5,4,3</u>	<u>President</u>	<u>50</u>
Producer George David			<u>RR2 Someplace SK</u>	<u>0,1,0,0,0,0,3,4,5,6</u>	<u>Treasurer</u>	<u>50</u>

I and each of us as an individual or as a shareholder, partner, member or owner of any corporation, partnership (business enterprise) or cooperative have have not participated in a previous crop year/production period advance which is still outstanding. If any of those listed have received or participated in a previous crop year/production period advance which is still outstanding, complete this section:

Name of Producer on Outstanding Advance	I.D. No(s)	Production Period(s)/Crop Year(s) in which Advance Payment(s) was/were issued
<u>Producer John</u>	<u>00 00006543</u>	<u>2006-07</u>

I/We, the undersigned declare that:
 a) at least one of the shareholders, partners, members or owners has attained the age of majority in the province where the farming operation is located and, where the applicant is the actual producer, is principally involved in that operation;
 b) all shareholders, partners, members or owners of the corporation, partnership (business enterprise) or cooperative are listed above;
 c) if applicable, each of us will have completed a Related Producers' Declaration, identifying all permit appearances and advances, including those of all related producers, knowing that no advance shall be issued until all declarations are completed. 8

Part 2 - GUARANTEE (This Guarantee will constitute a continuing guarantee for all advances issued to the applicant under all permit books in which the applicant appears now and in the future) 9

In consideration of advance payments being made to FG Corporation (applicant), I/we, the undersigned, jointly and severally guarantee that if the applicant is in default of any advance payments now or ever issued under the *AMPA*, I/we and each of us, will pay to the Canadian Wheat Board (CWB) the outstanding amount of the advance payment(s) on the date of default and interest accruing from the date the advance payment(s) was/were issued at the rate specified on the advance application(s), plus collection costs, until the balance is paid in full.
 Without requiring any further consent or any notice (same being expressly waived) I/we assent and agree, and without discharging or in any way affecting our joint and several liability, that the CWB may:
 i) grant extensions of time, renewals and indulgences to the applicant;
 ii) take securities from and give up the same to the applicant;
 iii) abstain from taking securities from, or perfecting securities of the applicant, and accept composition from or other deal with the applicant and all other persons including the undersigned or any one of us as the CWB sees fit. 10

iv) deem that all other dividends, compensations and monies received by the CWB from the applicant or from other persons or estates capable of being applied by the CWB in reduction of the debt or liability hereby guaranteed shall be considered payment in gross, and the CWB shall be entitled to prove against the estate of the applicant upon insolvency or winding up in respect of the whole of the said debt and liability and I/we shall have no right to be subrogated to the CWB in respect of any such proof until the CWB has received from such estate payment in full of the CWB's claim.

The CWB shall not be bound to exhaust its recourse against the applicant or other parties or the securities it may hold or to exercise its right under any lien, statutory or otherwise, before being entitled to payment from me/us under this guarantee.
 The Minister of Agriculture and Agri-Food Canada or any authorized agent shall proceed with collection action until the account is paid in full.
 This guarantee shall continue to be binding upon me/us and my/our heirs, executors, administrators and assigns.

20501

Part 3 - SIGNATURES
 I/WE, THE UNDERSIGNED DECLARANT(S) AND GUARANTOR(S), SOLEMNLY DECLARE THAT I/WE HAVE READ, UNDERSTAND AND AGREE TO BE BOUND BY ALL TERMS OF THIS DECLARATION AND GUARANTEE AND THAT ALL INFORMATION SET FORTH IN THIS FORM IS TRUE, CORRECT AND COMPLETE.
 And I/we make this solemn declaration and guarantee conscientiously knowing that it is of the same force and effect as if made under oath. The Declaration and Guarantee must be personally signed by the Guarantor(s) named in the Declaration (Part 1) and not by the Company. The Company name or seal must not be affixed to this signature.

Signature of each Guarantor/Declarant (Do not include company name or position held) 11

Signature	Date of Birth (DD MM YY)	Home Quarter (Residence) Part Sec TP R M	Date
<u>Producer John</u>	<u>2 10 36 0</u>	<u>NE 20 13 22 B</u>	<u>April 15/07</u>
<u>Producer George David</u>	<u>1 8 10 84 0</u>	<u>NE 18 13 22 3</u>	<u>April 15/07</u>

Note: A new Declaration and Guarantee form must be completed if changes are made to the company structure or to the shareholders, members, partners or owners.

Part 4 - CERTIFICATE OF NOTARY PUBLIC - ALBERTA RESIDENTS ONLY
 THE CERTIFICATE OF NOTARY PUBLIC MUST BE COMPLETED BY EACH GUARANTOR(S) OF THE COMPANY APPLYING FOR THE ADVANCE PAYMENT RESIDE IN ALBERTA.
 I HEREBY CERTIFY THAT:
Producer John & George D. Producer
 (List all individuals named in Part 1 who reside in Alberta) of Someplace, in the Province of Alberta, guarantor(s) whose signature appears in Part 3, made between Producer John & George D. Producer (List all individuals named in Part 1 who reside in Alberta) and the CWB, appeared in person before me and acknowledged to have executed the Guarantee;
 STATEMENT OF GUARANTOR(S) I/We am/are the person(s) named in this certificate.
 Signature(s) of each Guarantor/Declarant (Do not indicate company name or position held) 14
Producer John
Producer George David
 I satisfied myself by examining the Guarantor(s) that he/she/they has/have read the contents of the Guarantee in Part 2 and understand(s) it.
 GIVEN at Anyplace this 15th day of April 2007
 under my hand and seal of office. (Affix Seal) 15
G. Notary Public
 Signature of Notary Public in and for the Province of Alberta
 My Commission expires: SEPTEMBER 15, 2008

Instructions for the D & G:

1. Record the applicant's full name.
2. Enter the applicant's ID number. If no ID number exists, one will be issued by the CWB when the documents are processed. (Please allow at least 2 weeks for processing of D & G forms.)
3. Enter the 9-digit delivery point code of your elevator.
4. Enter your elevator and your station telephone and fax number.
5. Indicate if applicant is a corporation, partnership (includes joint producers) or cooperative.

Part 1 – Declaration

6. List ALL shareholders, partners, members or owners of the corporation, partnership, cooperative.
7. For each shareholder, partner, member or owner, list:
 - full name
 - complete mailing address and phone number;
 - CWB ID number* for each individual (if available);
 - position held in company;
 - per cent interest in the company.

***Note:** when the CWB receives the application, we will issue ID numbers for those individuals who appear on the form but do not currently have an assigned ID number.

8. The applicant must read and complete the rest of Part 1 - *Declaration*.

Part 2 – Guarantee

9. Enter the applicant's full name.
10. The applicant must read Part 2 - *Guarantee*.

Part 3 – Signatures

11. Ensure all members of the corporation, partnership (includes joint producers), or cooperative, as listed on the form, sign their full names, record their date of birth and sign the form. The D & G form will not be approved if birthdates for all individuals are not provided. Ensure those at a rural address list the section, township, range and meridian of their home quarter.
 - Initials are not accepted.
 - Do not indicate company name.
 - Do not include the person's position in the company or affix the company seal.

Part 4 - Certificate of Notary Public (Alberta residents only)

12. List the complete names of all individuals named in Part 1 who reside in Alberta. List the town or city in which they live.
13. List the complete names of all individuals named in Part 1 who reside in Alberta.
14. The individuals who sign this portion must be the same individuals who signed the *Signatures* section (Part 3) for those who reside in Alberta.
 - Initials are not accepted.
 - Do not indicate company name.
 - Do not include the person's position in the company or affix the company seal.
15. Ensure that a Notary Public, not a Commissioner for Oaths, completes this section. Seal of office must be provided.

There are three copies of this form:

- send the first copy to the CWB;
- give the second copy (green) to the applicant;
- keep the third copy (yellow) for your records.

Instructions for completing the *Advance Application*

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

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

- Company or joint name, address, phone and fax number.
- Applicant's provincial crop insurance number and the province of the crop insurance corporation.
- *Continuing Declaration and Guarantee* form number.
- Your station fax number to receive faxes of documents for corrections and authorization where approval is required.
- If a company participant does not have a producer ID number, we will issue one. When completing the *Declaration and Guarantee* form, leave the space for the participant's producer ID number blank.

2007-08 Production Period Application For Advance Payment (Pre-harvest) - Crop Insurance						
This production period runs from April 1/07 to September 30/08 (Advances may be issued until July 31/07)						
NOTE TO THE ELEVATOR MANAGER: Do not issue a cash ticket(s) to a corporation, partnership (includes joint producers and bus pre-approval of the Declaration and Guarantee or Guarantee for Colonies from the CWB.						
Applicant Information - ALL requested information must be provided (PLEASE PRINT)				This form must be completed in ink.		
Applicant's Last Name <i>A Company</i>	First Name	Middle Name	Applicant's CWB Identification Number 0 0 0 0 1 2 3 4 9 9	Day 0 6	Month 0 4	Year 0 7
Applicant's Address <i>RR#4</i>			Permit Number 0 0 0 0 1 2 3 4 9 9	Company/Delivery Point Code 0 9 7 9 9 9 9 0 9		
Date of birth (DD/MM/YY)			Crop Ins. Contract No. <i>Someplace SK SOC OEO</i> 001212	Province SK	Station Name <i>Any Station</i>	
Applicant's Telephone No. (306) 123-4567	Applicant's Fax No. (306) 123-4455	Reference Number		Station Telephone No. (306) 555-3242		
Declaration and Guarantee/Guarantee No. 20505				Station Fax No. (306) 555-3342		

For the section regarding related producers, the applicant is not affected by the *Related Producers' Provision* and should check the box "No". The applicant does not require a *Related Producers' Declaration* form.

ALL APPLICANTS MUST COMPLETE THIS SECTION

Complete the following questions by answering "Yes" or "No". Answer "Yes" if either statement (or both) is true. If you answer "Yes", you are affected by the *Related Producers' Provision*. Yes No

- Have you applied for or received an advance under any other farming operations for the 2007-08 production period as an individual or a corporation, partnership (business enterprise) or cooperative?
- 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)*?

Part 1

1. Calculated amount

1. Enter the applicant's Anticipated Seeded Acres, by class of grain, in column i.
2. Record the applicant's Crop Insurance Coverage, by class of grain, in column ii. See pages 12 and 13 for instructions if multiple rates apply to a single class of grain.
3. Calculate the Eligible Tonnes for each class of grain. Multiply column ii by column i and enter the amount in column iii.
4. Multiply the Rate Per Tonne in column iv by column iii and enter the result for each class of grain in column v, Calculated amount.
5. Add all amounts in column v and enter the total in 1(k).
6. The Total Calculated amount in Box A is the result of subtracting (l), the applicant's previous 2007-08 wheat, durum and barley pre-harvest advances applied for or received under this identification number using crop insurance coverage from (k).

PART I Based on Anticipated Seeded Acres and Crop Insurance coverage					
I. Calculated Amount (indicate amounts in whole dollars)					
Grain	i Applicant's Anticipated Seeded Acres	ii Crop Insurance Coverage (Tonnes per acre)	iii Eligible Tonnes (Column i multiplied by Column ii) in whole tonnes	iv Rate Per Tonne	v Calculated Amount (Column iii multiplied by Column iv)
a) WHEAT CWRS	1,500	.880	1,320	\$80	\$1,056,000
b) CWHWS				\$80	\$
c) CPSR	1,200	.710	852	\$80	\$681,600
d) CPSW				\$80	\$
e) CWES				\$80	\$
f) CWRW	1,500	.710	1,070	\$80	\$85,600
g) CWSWS				\$80	\$
h) Non Reg Variety				\$80	\$
i) DURUM	500	.487	243	\$86	\$208,980
j) BARLEY	1,250	.750	938	\$50	\$469,000
k) Add a) through j) of column v					250,118
l) Applicant's previous 2007-08 wheat, durum and barley advances applied for or received under this identification number using crop insurance coverage					0
m) Subtract l) from k) and enter the result in Box A					250,118 A

2. Maximum advance

To calculate the maximum advance for which the applicant is eligible, subtract from 2(a):

7. 2(b) – the total of all previous pre-harvest advances for wheat, durum and barley the applicant has applied for or received under all farming operations;
8. 2(c) – the amount applied for or received from all other organizations under all farming operations for all other agricultural products;
9. 2(d) – the unpaid principal balance of all 2006-07 wheat, durum and barley advances under all farming operations;
10. 2(e) – the unpaid principal balance of all 2006-07 advances received from all other organizations under all farming operations on all other crops; and
11. enter this amount in Box B, Maximum Cash Advance.

2. Maximum Advance	
Individual applicants affected by the <i>Related Producers Provision</i> must complete a <i>Related Producers' Declaration</i> now. Companies must complete this section before completing the <i>Related Producers' Declaration(s)</i> .	
a) Maximum advance payment	\$400,000
b) Applicant's total previous 2007-08 wheat, durum and barley advances 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	400,000 B

3. The Advance Payment

- Record the amount the applicant is applying for in Box C. Ensure that this amount does not exceed the lesser of Boxes A or B.
- Determine the amount you can issue as a first payment. If the *Declaration and Guarantee* has been pre-approved and you have received an authorization letter from the CWB, that amount cannot exceed 60 per cent of Box C.

Example: \$100,000 Maximum Cash Advance (Box C)
 $\$100,000 \times .6 = \$60,000$ (first payment)

If 60 per cent exceeds \$100,000, issue a cash ticket for \$100,000 and send the application to the CWB for approval of the remaining balance.

- Subtract the amount issued in the first payment Box D from the amount requested, Box C, and enter the remainder in Box E. Submit the white CWB first copy of the application with the first payment cash ticket to the CWB through your head office. Retain the yellow (manager's) copy and the blue CWB second copy in case the applicant requests a second payment after seeding is complete.

Note: The maximum amount that can be issued (Box D) without CWB approval is \$100,000. The remaining \$50,000 can be issued after receiving CWB approval.

Second payment

- If the applicant's provincial crop insurance Seeded Acreage Report confirms the anticipated seeded acres are the same as the actual seeded acres, the second payment can be issued as shown in Box E. It is not necessary to submit the blue CWB second copy to the CWB after issuing the second payment.

3. The Advance Payment	
a) Total advance applied for must equal first and second payment (Cannot exceed Box A or Box B or, if applicable, Box 9 of the <i>Participants' Calculation Worksheet</i>)	250,000 C
b) First payment paid by elevator manager at date of application (Cannot exceed 60% of Box C)	150,000 D
Do not issue the cash ticket if CWB approval is required for a company requiring a <i>Declaration and Guarantee</i> or a Colony requiring a <i>Guarantee</i> .	
c) Second payment to be paid by elevator manager after the producer has confirmed that actual seeded acres are equivalent to the anticipated seeded acres shown in column 1.i. (Subtract Box D from Box C)	100,000 E
If the First Payment requested (Box D) exceeds \$100,000, CWB approval is required before issuing the amount in excess of \$100,000. The \$100,000 limitation includes any previous advance payments issued to the applicant through the permit book. If the actual seeded acres DO NOT match the anticipated seeded acres, complete PART 2 of this form before issuing the second payment.	

If the actual seeded acres **do not** match anticipated seeded acres, the applicant must complete **Part 2** of the advance application before the second payment can be issued.

Part 2

4. Calculated amount

Complete this part of the application if:

- the applicant is only applying for an advance payment on actual seeded acres. (Part 1 of the application form does not have to be completed).
- OR
- actual seeded acres do not match anticipated seeded acres (from Part 1). (Recalculation on actual seeded acres for second payment).

1. Enter the applicant's Actual Seeded Acres, by class of grain, in column i. Refer to the completed provincial crop insurance Seeded Acreage Report(s) the applicant will be filing/has filed with crop insurance.
2. Record the applicant's Crop Insurance Coverage, by class of grain, in column ii. See pages 12 and 13 for instructions if multiple rates apply to a single class of grain.
3. Calculate the Eligible Tonnes for each class of grain. Multiply column ii by column i and enter the amount in column iii.
4. Multiply the Rate Per Tonne in column iv by column iii and enter the result for each class of grain in column v, Calculated amount.
5. Maximum advance payment (k) is the sum of all Calculated amounts in column v.
6. The Total Calculated amount in Box F is the result of subtracting (l), the applicant's previous 2007-08 wheat, durum and barley pre-harvest advances applied for or received under the ID number shown on the pre-harvest advance application, from (k). (Do not include any monies issued through Part 1 of this application).

Please refer to page 32 for an illustration of the Calculated amount - Part 2.

5. Maximum advance

To calculate the maximum advance for which the applicant is eligible, subtract from 5(a):

7. 5(b) – the total of all previous pre-harvest advances for wheat, durum and barley the applicant has applied for or received under all farming operations; and
8. 5(c) – the amount applied for or received from all other organizations under all farming operations for all other agricultural products: and
9. 5(d) – the unpaid principal balance of all 2006-07 wheat, durum and barley advances under all farming operations; and
10. 5(e) – the unpaid principal balance of all 2006-07 advances received from all other organizations under all farming operations on all other crops; and
11. enter this amount in Box G, Maximum Cash Advance. (Do not include any monies issued through Part 1 of this application.)

5. Maximum Advance	
Individual applicants affected by the <i>Related Producers Provision</i> must complete a <i>Related Producers' Declaration</i> now. Companies must complete this section before completing the <i>Related Producers' Declaration(s)</i> ..	
a) Maximum advance payment	\$400,000
b) Applicant's total previous 2007-08 wheat, durum and barley advances applied for or received under all farming operations (Do not include any monies issued through PART I of this application)	[]
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 G	400,000 G

6. Advance payment

12. Record the amount the applicant is applying for in Box H. Ensure that this amount does not exceed the lesser of Boxes F or G.
13. The amount of payment that may be issued is Box H minus Box I. If applicable, show the amount issued as a first payment (Box D of Part 1) in Box I and subtract Box I from the amount requested (Box H) and show the result in Box J.
14. If the applicant is applying for an advance payment on actual seeded acres and has not been issued a first payment, indicate NIL in Box I and show the amount requested (Box H) in Box J.

6. The Advance Payment	
a) Total eligible amount of advance payment based on actual seeded Acres (Cannot exceed Box F or Box G or, if applicable, Box 9 of the <i>Participants' Calculation Worksheet</i>)	250,000 H
b) If applicable, subtract the amount paid by elevator manager prior to seeding (Box D in PART I) Otherwise, show NIL	150,000 I
c) Amount of payment (Box H subtract Box I)	100,000 J

Do not issue the cash ticket if CWB approval is required for a company requiring a *Declaration and Guarantee* or a Colony requiring a *Guarantee*.

If the advance payment requested (BOX H) exceeds \$100,000, CWB approval is required before issuing the amount of payment (Box J). The \$100,000 limitation includes any previous advances issued to the applicant through the permit book.

Note: The \$100,000 limitation does not apply if monies issued through PART I of this application exceeded \$100,000 and CWB approval was obtained.

Priority Agreement

1. Once the application is completed to the end of paragraph 3 (Part 1) or paragraph 6 (Part 2), ask the applicant to list the name and address of all applicable financial institutions and secured parties.
2. Instruct the applicant to have every financial institution and secured party complete a separate *Priority Agreement* if a pre-approved *Priority Agreement* has not been signed by the Lender.

Read about *Priority Agreement(s)* on pages 34-35.

Declaration

The applicant must read, sign and date the *Declaration* section of the application form. Please read "Signature Requirements" on pages 17-18.

Read the Notice to Elevator Manager on the application form, whether or not you are issuing the advance payment cash ticket.

Where the applicant has a current delivery permit book, ensure it is endorsed as required.

The advance application form consists of four copies:

- Send the white CWB first copy to the CWB if issuing a first payment on anticipated seeded acres or the entire payment on actual seeded acres.

Note: Please staple supporting documents to the back of the application.

Please fold the application with the calculations to the outside, to minimize unfolding time during processing.

- Send the blue CWB second copy to the CWB if issuing a second payment on actual seeded acres.
- Keep the yellow (manager's) copy for your records.
- Give the green copy to the applicant, once all payments have been issued.

The CWB must verify advances for corporations, partnerships (includes joint producers and other business enterprises), or cooperatives (unless they have a pre-approved *Declaration and Guarantee*) before a cash ticket can be issued.

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 current permit book now.

We will fax you a copy of the approval letter. 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 19.

The package for your head office should include the CWB's copies of:

- the completed and signed *Advance Application* (white or blue copy);
- completed and signed *Priority Agreement(s)* (if not pre-approved);
- completed and signed *Declaration and Guarantee* form (if not pre-approved); and
- cash ticket (if the advance was issued).