UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
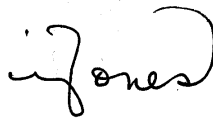Washington, DC 20250

For: Tobacco State and County Offices

Instructions for Tax ID Number (TIN) Changes on Unsold, Paid CCC-955/CCC-956's

Approved by: Acting Deputy Administrator, Farm Programs

1   Overview

A Background

CCC-955/CCC-956 payments made to an incorrect party **must** be corrected by performing a voluntary or involuntary termination (Notice TB-1258).

If the **correct party** has an **incorrect TIN**, Tobacco Transition Payment Program (TTPP) will continue to allow users to create replacement CCC-955/CCC-956's with the correct TIN information.

Prior year financial CCC audits identified a material weakness requiring improved financial system functionality and funds control. Currently CCC does **not** have a completely integrated obligation and disbursement system to track and govern the status of obligations and administrative limitations established by legislation or FSA policy. The Obligation Management Service (OMS) has been established to address this material weakness. TTPP is required to track obligations and any changes in the status of an obligation of funds in the OMS system for a specific CCC-955/CCC-956 at the time CCC-955/CCC-956 is created or updated. This enhancement allows financial obligations to be monitored more effectively.

CCC-955/CCC-956's **cannot** access the OMS system to track obligation and change actions immediately. Therefore, all obligations activities will be performed in a batch process that will run every 5 minutes while the TTPP application is available.

Software targeted for release on **March 28, 2008**, will update the TTPP application to inform users of obligation dependencies when performing tax ID changes. Additional CCC-955/CCC-956 statuses have been added to indicate the status of the obligations related to CCC-955/CCC-956's.

Disposal Date	**Distribution**
October 1, 2008	Tobacco State Offices; State Offices relay to applicable County Offices

1   Overview (Continued)

B   Purpose

This notice provides instructions for CCC-955/CCC-956's requiring TIN changes because of:

- an **incorrect TIN** being attached to an unsold, paid CCC-955/CCC-956 that resulted in a payment to the **correct party**

- a base quota level (BQL) correction associated with TIN change.

2   Action

A   County Office Action

County Offices shall:

- become familiar with new TTPP software that allows modifications to an incorrect TIN attached to an unsold, paid CCC-955/CCC-956 that resulted in a payment to a correct party

- become familiar with TTPP software that allows modifications to BQL's on CCC-955/CCC-956's in "pending" (PE) status that required TIN changes

- take action to correct CCC-955/CCC-956's with invalid TIN's

- obtain State Office approval for any adjustment to the **total farm BQL**.

B   State Office Action

State Offices shall:

- become familiar with the new TTPP software
- ensure that County Offices follow the provisions in this notice
- review and approve all adjustments to the **total farm BQL**.

3   TIN Modification General Information

A   Overview

It is important to understand how the system will process CCC-955/CCC-956's requiring TIN changes. If it has been determined CCC-955/CCC-956 was erroneously paid because of an incorrect TIN, the user will have the ability to access CCC-955/CCC-956's in "approved" (AP) or "in-dispute" status (DI) and modify the associated TIN. This correction process works the same on both quota holder and producer CCC-955/CCC-956's.

3   TIN Modification General Information (Continued)

   A   Overview (Continued)

The TIN change process works very similar to the BQL change process. Once the TIN change has been made and confirmed, TTPP will cancel the original CCC-955/CCC-956 and create a replacement CCC-955/CCC-956's with the new TIN. Both the original and replacement CCC-955/CCC-956's will be displayed on the Tax ID Changed Successful Screen. If there is an outstanding obligation on the original CCC-955/CCC-956, the original CCC-955/CCC-956 will then be in "cancel - pending de-obligation" (CO) status and the new resulting CCC-955/CCC-956 will be in "pending - pending de-obligation" (PO) status. If there is **not** an outstanding obligation the original CCC-955/CCC-956 will be in "cancelled" (CL) status and the new resulting CCC-955/CCC-956 will be in PE status.

   Note: Changes to CCC-955/CCC-956 TIN's **require** new CCC-955/CCC-956's to be printed and signed by CCC-955/CCC-956 holders **before** CCC-955/CCC-956 can be approved. New CCC-960's will be generated when CCC-955/CCC-956's are approved.

Appeal rights on CCC-960's will be blank, allowing the selection of the appropriate indicator. If TIN was changed because of an **incorrect TIN** being attached to an unsold, paid CCC-955/CCC-956 resulting in a payment to the **correct party**, the appeal flag should be set to "**n/a**" indicating that appeal rights have already been exhausted.

   B   CCC-955/CCC-956 Statuses for TIN Modifications

Only "**paid**" CCC-955/CCC-956's in AP or DI, or resulting CCC-955/CCC-956's in PE status can be modified.

If CCC-955/CCC-956 has been placed in DI status, suspending the 2006 payment, the TIN change can be made while CCC-955/CCC-956 remains in DI status.   If the original CCC-955/CCC-956 is taken out of DI status, ensure that either of the following has taken place:

   • TIN is modified **before** the next payment cycle
   • original CCC-955/CCC-956 is placed back in DI status.

If either of these steps does **not** take place, the original, approved CCC-955/CCC-956 will be selected for payment **before** the replacement CCC-955/CCC-956 is generated. If the payment request has been generated and sent to the National Payment System (NPS) with an incorrect TIN, the user will be required to cancel the payment request through the "Manage Contract Payment" function **before** TIN can be modified.

   Note: "**Sold**" CCC-955/CCC-956's are permanently locked. A forthcoming notice will provide instructions for handling "sold" CCC-955/CCC-956's.

3   TIN Modification General Information (Continued)

C   Modifications to CCC-955/CCC-956's in PE Status

Users will have the ability to access and modify CCC-955/CCC-956's in PE status resulting from TIN changes of original CCC-955/CCC-956's. Numerous changes to TIN's or BQL's of resulting CCC-955/CCC-956's in PE status are allowed. Once CCC-955/CCC-956 is moved into "complete" (CP) or AP status, the system **will not allow** a status change back to PE status.

Note: If a BQL change is also required on CCC-955/CCC-956 with an incorrect TIN, TIN should be modified **before** BQL is changed on the resulting CCC-955/CCC-956 in PE status.

D   Overpayment (Receivable) Processing

Once CCC-955/CCC-956 with a modified TIN is updated to AP status, TTPP will determine which CCC-955/CCC-956's require overpayment processing. If TTPP paid CCC-955/CCC-956 with an incorrect TIN and a correct party, TTPP will **not** create an overpayment transaction (receivable) against the original TIN.

For modification of BQL's on CCC-955/CCC-956's in PE status resulting from TIN changes, TTPP will determine which CCC-955/CCC-956's require overpayment/underpayment processing. If the original CCC-955/CCC-956 payment was received by the correct party, TTPP will create an overpayment or underpayment transaction based on the BQL modification to CCC-955/CCC-956.

Note: To ensure the proper handling of overpayments and the establishment of receivables, see 67-FI, Part 5, Section 3.

4   System Functionality

A   TIN Correction for an Unsold, Paid CCC-955/CCC-956 With an Incorrect TIN

This subparagraph is an example of CCC-955/CCC-956 where a wrong TIN was attached to an original CCC-955/CCC-956's and updated to AP status, resulting in the 2005 payment being disbursed to the correct party and wrong TIN.

To begin TIN correction process, on TTPP Homepage, under Links, CLICK "Contract Maintenance."

4   System Functionality (Continued)

A   TIN Correction for an Unsold, Paid CCC-955/CCC-956 With an Incorrect TIN (Continued)

CCC-955/CCC-956's to be modified:

- **cannot** have any outstanding payments on NPS
- **must** be in AP or DI status
- **cannot** have CCC-959's against CCC-955/CCC-956.

Note: Because CCC-959's are CCC-955/CCC-956 specific, users **must** take the following steps, according to 63-FI, **before** CCC-955/CCC-956 can to be modified.

Step	Action
1	Notify assignors and assignees that: • **CCC-959's are CCC-955/CCC-956 specific** • CCC-955/CCC-956's with the current CCC-959 is being corrected and canceled • a replacement CCC-955/CCC-956 will be issued • the assignors and assignees are responsible for executing CCC-959 for the replacement CCC-955/CCC-956 before the next payment disbursement.
2	Cancel CCC-959 attached to CCC-955/CCC-956 to be corrected.
3	Access TTPP and modify CCC-955/CCC-956's TIN according to procedures outlined in this notice, thereby canceling the original CCC-955/CCC-956 and creating a new resulting CCC-955/CCC-956.
4	Obtain a new CCC-959 for the resulting CCC-955/CCC-956.
5	Enter the new CCC-959 against the resulting CCC-955/CCC-956 in Financial Services.

4   System Functionality (Continued)

A   TIN Correction for an Unsold, Paid CCC-955/CCC-956 With an Incorrect TIN (Continued)

The following is an example of the Contract Maintenance Screen.

From the Contract Maintenance Screen, users can take the following actions:

- correct CCC-955/CCC-956 BQL (Notice TB-1254)
- correct BQL of a resulting TIN correction CCC-955/CCC-956's in PE status
- correct TIN attached to CCC-955/CCC-956 in "paid" or PE status.

  Note: TIN's can be modified numerous times as long as the resulting CCC-955/CCC-956 is in PE status.

Once the obligations batch process runs, the resulting CCC-955/CCC-956 will remain in PE status until the user updates CCC-955/CCC-956's to CP or AP status.

Note: Once CCC-955/CCC-956's move out of PE status, the system **will not allow** a status change back to PE status.

On Contract Maintenance Screen, CLICK "Tax ID Correction" to begin the TIN correction process.

4   System Functionality (Continued)

A   TIN Correction for an Unsold, Paid CCC-955/CCC-956 With an Incorrect TIN (Continued)

From Contract Maintenance Screen, when users CLICK "Tax ID Correction", the following Tax ID Change Screen will be displayed. Enter CCC-955/CCC-956 number to be modified.

Note: Combined counties are required to select the county in which CCC-955/CCC-956 resides.

The following is an example of CCC-955/CCC-956 where TIN was incorrect in the Service Center Information Management System (SCIMS). The incorrect TIN was attached to an original CCC-955/CCC-956 and updated to AP status, resulting in the 2005 payment being disbursed to the correct party, but with the wrong TIN. After entering the unsold, paid CCC-955/CCC-956 number to be modified and selecting county, as applicable, CLICK "Continue".

The following are possible error messages:

- "Valid Contract Number is required"

- "No Contract data found for contract number: XXXXX"

- "This Contract has been sold"

- "Contract status is not in AP or DI"

- "This contract is in Pending status"

     Note: CCC-955/CCC-956 is **not** a resulting CCC-955/CCC-956 from TIN or BQL change.

- "No payment made for contract XXXXX"

4   System Functionality (Continued)

A   TIN Correction for an Unsold, Paid CCC-955/CCC-956 With an Incorrect TIN (Continued)

- "Overpayment is unprocessed or payment is not signed in NPS"

- "There are assignments, claims, or receivables against the contract"

- "The payment was not found for contract XXXXX"

- "The Overpayment was not found for contract XXXXX"

- "FES indicates Assignment on contract XXXXX"

- "FES indicates Claim on contract XXXXX"

- "FES indicates Receivable on contract XXXXX".

The following is an example of the Tax ID Change Screen displaying the results of the search. The CCC-955/CCC-956 shows:

- "Customer Name" as John J Doe (the correct entity)
- "TIN" of 333339876 (should be 333339867).

Note: When this TIN was loaded into SCIMS, the last 2 digits were transposed resulting in the payment being disbursed to the correct person, but under the wrong TIN.

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid CCC-955/CCC-956 With an Incorrect TIN (Continued)

CLICK "**Search Customer From SCIMS**" to access SCIMS and search for the correct TIN.

The following are possible error messages:

- "Customer is inactive"

- "Tax ID is required or incorrect"

- "No legacy data found from SCIMS"

- "Tax ID and type of new contract must come from the same state and county of the original contract".

The following is an example of the SCIMS Customer Search Page.

Click the type, enter the tax ID, and CLICK "Search" for the correct TIN.

Example: In this example, the user clicked "Individual", entered "333339876", and will CLICK "**Search**" to search SCIMS for TIN to be used on the resulting CCC-955/CCC-956.

4   System Functionality (Continued)

A   TIN Correction for an Unsold, Paid CCC-955/CCC-956 With an Incorrect TIN (Continued)

This is an example of the SCIMS Search Results Screen. Once SCIMS has returned the requested information detail, that will be displayed as follows, the user shall verify the information for accuracy.

To select TIN for use on the resulting CCC-955/CCC-956, click the "Common Name" link.

4   System Functionality (Continued)

A TIN Correction for an Unsold, Paid CCC-955/CCC-956 With an Incorrect TIN (Continued)

The Tax ID Change Screen will be displayed as follows, after:

- SCIMS had been updated with the correct TIN
- the user clicked "Search Customer From SCIMS".

Note: The last 2 digits of TIN have been corrected as displayed on the lower portion of the screen.

CLICK "**Submit**" to cancel original CCC-955/CCC-956 "999999999991", and issue a new resulting CCC-955/CCC-956 in "approved - pending obligation" status.

Note: The user may cancel this transaction by clicking "Cancel". The Contract Maintenance Screen will be displayed.

4   System Functionality (Continued)

A   TIN Correction for an Unsold, Paid CCC-955/CCC-956 With an Incorrect TIN (Continued)

As displayed on the following screen, if there is an outstanding obligation on the original CCC-955/CCC-956, the original CCC-955/CCC-956 will be in CO status and the new resulting CCC-955/CCC-956 will be in PO status.

The following message will be displayed for tax ID changes with outstanding obligations: "The original contract status has been set to Obligation Cancel and the new contract status has been set to Obligation Pending. Once obligation actions are performed for the contracts (an automatic process that runs every 5 minutes), the contract will be set back to the final status accordingly (Cancel or Pending)."

If there is **not** an outstanding obligation the original CCC-955/CCC-956 will be in CL status and the new resulting CCC-955/CCC-956 will be in PE status and **no** obligation message will be displayed.

Note: A list of all CCC-955/CCC-956 statuses and their descriptions are provided in subparagraph C.

Notes: Once a resulting CCC-955/CCC-956 is updated to PE status by the obligations batch process, additional changes are allowed to TIN or BQL. It is advisable to ensure that TIN is correct **before** making any BQL changes.

Once CCC-955/CCC-956 is moved into PC or AP status, the system **will not allow** a status change back to PE status.

4   System Functionality (Continued)

A   TIN Correction for an Unsold, Paid CCC-955/CCC-956 With an Incorrect TIN (Continued)

The following is an example of the View Contract – Results Screen. Notice the resulting CCC-955/CCC-956 has CCC-955/CCC-956 in PO status.

The following message will be displayed: "The Tax Id change process has been initiated for an original contract, thus creating this new contract. No further action is allowed on this new contract until the required Obligations are created by the system. Once the Obligations have been created, the contract will be moved to Pending status by the system. Please re-check this contract in a few minutes to see if the Obligations have been finalized. At that time, you may then perform any needed actions on this new contract".

Note: A list of all CCC-955/CCC-956 statuses and their descriptions are provided in subparagraph C.

Once the obligation batch process runs the user will be able to modify BQL, if required, or change TIN again without creating a new CCC-955/CCC-956.

4   System Functionality (Continued)

A   TIN Correction for an Unsold, Paid CCC-955/CCC-956 With an Incorrect TIN (Continued)

Use established procedures for obtaining the appropriate signatures and updating CCC-955/CCC-956 and CCC-960. Once CCC-955/CCC-956 has been moved into CP or AP status, users will **not** be allowed to modify CCC-955/CCC-956.

B   TIN Correction for a Paid CCC-955/CCC-956 With an Incorrect Party

The following is an example of the Tax ID Change Screen after the user clicked "Search Customer From SCIMS" and selected the new party. An error message will be displayed, "Message: Tax Id change to a different person requested; This is no longer allowed. If Voluntary or Involuntary Termination desired, utilize zero BQL change process." Users **must** CLICK "**Cancel**".

4   System Functionality (Continued)

C   CCC-955/CCC-956 Statuses

The following table provides the current CCC-955/CCC-956 statuses and their description.

CCC-955/CCC-956 Status	CCC-955/CCC-956 Status Description
PE	Pending
PO	Pending - Pending De-Obligation
CP	Complete
AP	Approved
AO	Approved - Pending Obligation
AF	Approved - Obligation Complete
AC	Approved - Rescind Signed Payment - Pending Obligation Adjustment
AA	Approved - Pending Annual Batch Obligation
CL	Cancelled
CO	Cancel - Pending De-Obligation
SC	Cancel Sold – Pending Re-Obligation
SI	Sold
SO	Sold Pending De- Obligation
DI	In Dispute
DC	In Dispute - Rescind Signed Payment - Pending Obligation Adjustment
DA	In Dispute - Pending Annual Batch Obligation
IT	Involuntary Termination
IO	Involuntary Termination Pending De-Obligation
VT	Voluntary Termination
TO	Voluntary Termination Pending De-Obligation
VC	Voluntary Cancellation
VO	Voluntary Cancellation Pending De-Obligation