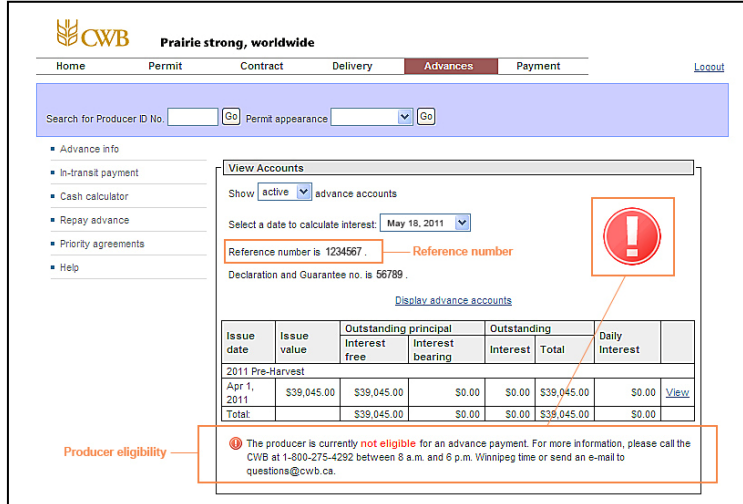


Before issuing a cash ticket, check CWB e-Services for:

1. Applicant's eligibility

Does the applicant or their related producer have an outstanding defaulted advance?



The screenshot shows the CWB e-Services interface. The 'View Accounts' section is active, displaying a table of advance accounts. A red warning icon and message are overlaid on the page, indicating that the producer is currently not eligible for an advance payment. The message text is: "The producer is currently not eligible for an advance payment. For more information, please call the CWB at 1-800-275-4292 between 8 a.m. and 6 p.m. Winnipeg time or send an e-mail to questions@cwbc.ca." The table below shows the following data:

Issue date	Issue value	Outstanding principal interest free	Outstanding interest bearing	Outstanding Interest	Total	Daily Interest
2011 Pre-Harvest						
Apr 1, 2011	\$39,045.00	\$39,045.00	\$0.00	\$0.00	\$39,045.00	\$0.00
Total		\$39,045.00	\$0.00	\$0.00	\$39,045.00	\$0.00

2. Continuing Priority Agreement (CPA)

How much is the applicant pre-approved for? Does the cash ticket need to be issued jointly with the lender?

3. Continuing Declaration & Guarantee (D&G) number

Does the producer have a pre-approved Continuing D&G number?

The following applications require CWB approval:

- Requests over \$100,000 where CWB validation has not occurred. **Note:** this includes previous advances received within the production period.
- Requests that exceed the elevator issuance limitation. **Note:** elevator issuance limitation cannot exceed \$100,000.
- Corporations, companies, partnerships and cooperatives (or colonies) that do not have a pre-approved Continuing Declaration and Guarantee form or Continuing Colony Guarantee form.

Once you receive CWB approval:

- Issue the advance ticket within 30 days of CWB approval, and by March 31, 2012.
- Make the advance payment cash ticket payable to the applicant as listed on the application form. If the applicant is a corporation, partnership or a cooperative, the cash ticket must be made out in the business name.
- Issue all cash tickets in the manner requested by the lender (i.e. jointly or to the applicant).
- Include the six-digit advance application number on the cash ticket.
- The company that completed the advance application issues the cash ticket(s).

After-harvest advances must be reported with pool code 'AV'.

Example:

\$190,000	advance applied for (gross amount)
\$100,000	first payment (first cash ticket cannot exceed \$100,000 limitation)
- 105	grain company fee (incl. GST)
\$ 99,895	paid to applicant
\$ 90,000	second cash ticket (after CWB approval)
- 105	CWB fee (incl. GST)
\$ 89,895	paid to applicant

Grain company administration fee

Grain companies charge a \$100 fee (plus GST if advised by your head office) to cover the administration costs of issuing cash advances. This fee is deducted from the cash ticket. The applicant is responsible to repay the entire amount of the cash ticket.

CWB fee

A **CWB administration fee** is assessed when the applicant applies receives one or more cash advances that exceed \$100,000. The fee of \$100 (plus GST) covers the additional expense of validation and approval and is only assessed once per production period.

Instructions

- Deduct the grain company administration fee (plus GST if applicable) from the cash ticket if not previously deducted for the advance.
- If the advance exceeds \$100,000, deduct the CWB fee (plus GST) from the cash ticket.
- Report the gross value to the CWB.
- Endorse the delivery permit book for the gross value (total amount paid to the applicant, plus any fees).