

Outstanding cash advances

Outstanding cash advances must be entered in the applicant's 2009-10 delivery permit book to ensure that the proper deductions are taken.

Instructions:

- Transfer all outstanding cash advances to the endorsement pages of the 2009-10 delivery permit book for both actual producers and interested parties.
- List separately each producer named in the delivery permit book who has an outstanding balance transferred from the 2008-09 delivery permit book.
- Show the year of the advance and the type of advance (pre-harvest or after-harvest) together with your company name, date and outstanding balance in the appropriate columns for each producer and initial the entry.
- Take and record deductions for all producers listed until the advance plus any accrued interest, legal costs and other collection costs are paid in full.

**AAFC Ottawa Accounts
Receivable and Revenue
Management Section,**

**960 Carling Avenue
Building 74,
Ottawa ON K1A 0C6
1-800-282-6249**

**Hours of operation:
7 a.m. to 5 p.m. ET**

**For your convenience,
leave a message and your
call will be returned.**

Transferring an APP pre-harvest cash advance balance

If the applicant received a cash advance under the 2009-10 APP pre-harvest program, the outstanding amount must be entered into the 2009-10 delivery permit book.

Endorsing delivery permit books for 2009-10 APP advances

Issuance

- On the day the advance application is completed, endorse the applicant's delivery permit book for the total amount of the advance. If the advance has been issued, include your elevator company's \$75.00 administration fee (plus GST if advised by your head office) and if applicable, the CWB's fee of \$125.00 (plus GST). Refer to page 18.
- Each applicant is responsible for repaying his or her advance.

Default

When an applicant is placed in default, the delivery permit book must be endorsed for the outstanding principal and interest. Endorse any delivery permit books issued in substitution and notify the CWB of any additional permit books that have been endorsed.

Transfer of accounts to AAFC

When an account has been transferred to AAFC, continue to endorse delivery permit books for transferred amounts. Refer to e-Services to confirm that the account has been transferred to AAFC. Contact AAFC directly at 1-800-282-6249 for refund details and current balances. Call 1-800-275-4292 or view e-Services for balances, which are updated weekly by AAFC.

Related producers

- Related producers are not eligible for a new advance until the defaulted account is repaid. Deductions are not required.
- Once the applicant's account is paid in full, related producers are eligible for a cash advance providing the applicant has not defaulted in three separate crop years/production periods starting with the 2004-05 crop year.

Examples of permit book endorsement after default

Example 1

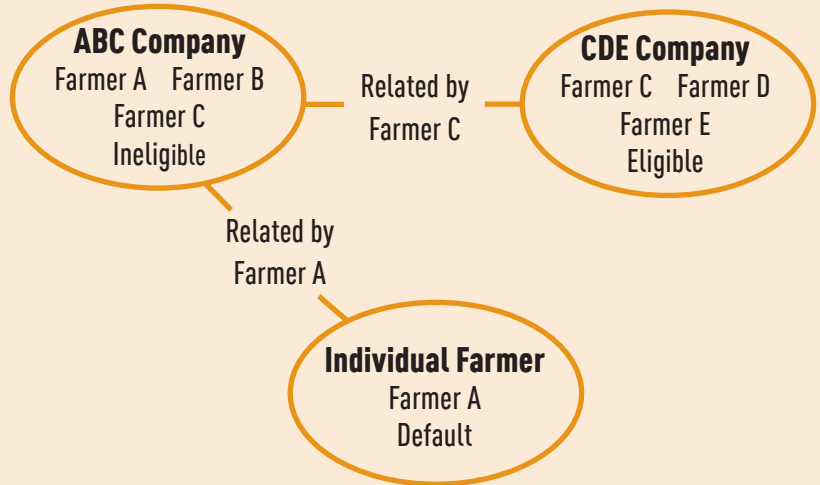
Farmer A has an advance under an individual ID.

Farmer A goes into default.

Farmer A is also a part of ABC Company, which means ABC Company cannot receive an additional advance.

Farmer A's book is endorsed for Farmer A's outstanding defaulted advance. Deductions are required from Farmer A's deliveries only.

CDE Company's book is NOT endorsed, nor is CDE Company affected in any way by Farmer A's default.



Example 2

ABC Company has an advance and goes into default.

Because Farmer A is also a part of ABC Company, Farmer A cannot receive an additional advance.

CDE Company is related to ABC Company through Farmer C, which means CDE Company cannot receive an additional advance.

ABC Company's book is endorsed for ABC Company's advance. Deductions are required from ABC Company's deliveries only.

