



# First Visit? What to Bring Documents to Get Started



## Information Required for Farm Number

Producers can establish a farm with Farm Service Agency (FSA) if they plan to apply for a program administered by FSA or another USDA agency that requires a farm number. To establish a farm, the following documentation can be provided to your local FSA office:

1. FSA form AD-2047 to collect personal information including address, Social Security Number, phone number(s), fax number(s), email address, etc., for each member of the farming operation, in addition to a copy of Social Security Card.

If the farming interest is through an entity, the same information must be provided for the entity.

2. Copy of the deed or other legal document that transferred ownership of the property to you with all required signatures and stamps to show it has been notarized and recorded. Ownership information must be provided for all the agricultural land in which there is an interest (i.e. owner, operator, tenant, etc.), not only the farm that will be enrolled in an FSA or other USDA agency program.

If you lease a farm, a deed must be provided to FSA to establish the farm, in addition to a copy of the lease(s) to verify the current operator or tenant on the farm.

3. If the property is owned and/or operated through an entity (i.e. corporation, LLC, partnership, etc.), copies of the official documents must be provided for the entity. This is required by federal regulation as verification for: (1) the representative authorized to sign for the entity, and (2) the entity exists and is recognized by the Texas Secretary of State, if applicable.

4. A map is not required to be submitted, but may assist FSA staff in locating property.

Additional information may be requested, as required by FSA handbook 10-CM.

Once the farm has been established, it will be assigned a farm number. The farm number is used by other USDA agencies for the program applications (i.e. NRCS uses farm numbers for EQIP applications, etc.). Producers will also be included on FSA's mailing list and will receive monthly newsletters and other general mailings pertaining to USDA programs.

## Information Required for Land Changes

If information for an existing farm number needs to be updated, such as the owner(s), operator, or the addition or removal of land, the below information can be provided to FSA to request the record change:

- Copy of Recorded Deed
- Copy of Field Notes and Survey
- Copy of the Plat Map

## Short List

1. AD-2047
2. Copy of Deed
3. Lease Agreement, if applicable.
4. Copies of official documents for entity, if applicable.
5. Maps are not required, but may assist FSA staff in locating property.

If you have additional questions on what documents may be needed to get started, contact your local FSA office.

Find your local Service Center at [farmers.gov](https://farmers.gov)

FSA has additional flexibilities for operators of heirs' property in obtaining a farm number or being declared operator of a farm.

Visit [farmers.gov/heirs](https://farmers.gov/heirs) for more information.

## Establishing Producer Record

To create a producer record with FSA, the information for the applicable producer type must be submitted to your local FSA office. Additional information may be requested for determining payment eligibility to participate in FSA or other USDA programs.

## Individuals

- AD-2047
- Social Security Card
- Voided Check (if participating in FSA programs)

## Estates

- Copy of Death Certificate
- Copy of Employer Identification Number (EIN) assigned to the Estate by the IRS
- Copy of Order to Probate, if the Estate will be probated
- Copy of Will or Copy of Affidavit of Heirship
- If no will, Original Letter of Testamentary or Letter of Administration

## Corporations

- Copy of Articles of Incorporation
- Copy of Bylaws
- Copy of Certification of Incorporation
- Copy of Organizational Meeting Minutes
- Copy of SS-4 letter from the IRS, assigning the EIN for the corporation

**Note:** If the corporation is made up of all individuals, the information for new individuals will be required as identified above.

## Limited Liability Company (LLC)

- Copy of Certificate of Organization
- Copy of Exhibit A or Schedule A
- Copy of Limited Liability Company Regulation
- Copy of Operating Agreement
- Copy of Organizational Meeting Minutes
- Copy of SS-4 letter from the IRS, assigning the EIN for the LLC

**Note:** If the LLC is made up of all individuals, the information for new individuals will be required as identified above.

If the LLC is made up of a corporation or LTD/LP, the information required for that entity type will be required as identified on the page.

## Limited Partnership (LTD) or (LP)

- Copy of Certificate of Limited Partnership
- Copy of Limited Partnership Agreement
- Copy of Exhibit A or Schedule A
- Copy of SS-4 letter from the IRS, assigning the EIN for the LTD or LP

**Note:** If the LTD/LP is made up of all individuals, the information for new individuals will be required as identified above.

If the LTD/LP is made up of a corporation or LLC, the information required for that entity type will be required as identified on the page.

