



Natural Resources Conservation Service

PROGRAM PAYMENT COVERSHEET/CHECK LIST

PAYMENT FILE NAME:

_____ - _____ - _____ - CIN _____
 Program Contract # Last Name CIN #'s (1, 2, 3)

ATTACHMENTS (please check)

First Time Payment

Subsequent Payment

- Signed Contract and Appendix signature sheet (FY 06 & earlier)
- NRCS-CPA-1245 signed & dated Printed with components (Producers signature same as contract)
- 1245 with electronic approved signature**
- Submit 1199A Direct Deposit Form
- 1199A changed
- If applicable:***
- NRCS-FNM-60 Hardship Waiver with producer signature
- Assignment of Payment & EFT document (NRCS-CPA-1236 and SF-1199A)
- Receipts for AM or AA items
- PRS Report** – confirm correctly documented before approve in Protracts

- NRCS-CPA-1245 signed & dated Printed with components (Producers signature same as contract)
- 1245 with electronic approved signature
- Confirm 1199A Direct Deposit information
- 1199A changed
- If applicable:***
- Confirm NRCS-FNM-60 Hardship Waiver with producer signature
- If applicable:***
- Assignment of Payment & EFT document (NRCS-CPA-1236 and SF-1199A)
- Receipts for AM or AA items
- PRS Report** – confirm correctly documented before approve in Protracts

DC Verified:

- Control of Land (lease, deed)
- Signature of Authority (POA, corp. papers etc.)

FINAL PAYMENT

_____ District Conservationist
 Signature

_____ Date

Revised 9/2009