



Natural Resources Conservation Service

PROGRAM PAYMENT COVERSHEET/CHECK LIST

PROGRAM: CSP [] CONTRACT #: _____ (last 5 digits, ex 6a-111)
EQIP []
WHIP [] PARTICIPANT: _____
WRP []
AMA [] CONTRACT ITEM NUMBER(S): _____

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
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[] Receipts for AM or AA items
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DC Verified:

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

[] FINAL PAYMENT

____ District Conservationist
Signature

Date _____

Revised 2/2009