

## March 2011

If you have any questions or problems with Crop Watch, please contact Underwriting at 800-662-5142 ext 6920.



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### Important Dates and Deadlines

**March 15: Sales Closing Date (SCD) for spring crops** This is the final date to add or change coverage or cancel a policy for the 2011 crop year.

**Production Reporting Date: 45 days after the March 15 SCD** This is the final date to report 2010 harvested production and request optional units. Failure to report production will result in a 25% reduced penalty yield and any optional units will be combined into the basic unit.

### Application Tips

The following are helpful tips for completing applications:

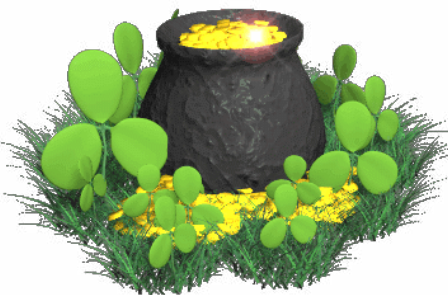
1. Review SBI Requirements. SSN/EIN Form due on or before SCD.
2. Power of Attorney (POA) Form is due on or before SCD for any POA who signs forms. Must be notarized in Indiana.
3. Telephone number required.
4. Include applicant's email address if available.
5. Agent and Insured's signature on or before the SCD.
6. Indicate if the insured is insuring the landlord or tenant's share.
7. If applicant is transferring from another company, we MUST have the previous company's name and policy number.
8. Conditions of Acceptance must be answered for new policies and carryover policies if the coverage level, plan of insurance or options are changed.
9. Designate a county if the Insure All Added Counties option is elected.
10. Written Agreements are due at SCD.
11. EU/WU must be elected by SCD.
12. If a new Applicant is a Limited Resource Farmer the Request to Waive Administrative Fees form must be completed, signed and attached to the application. Carryover insured's have until Acreage Reporting Deadline to submit a Waiver.

### Quotes – Premium Estimator

If you have questions or need help doing quotes, give us a call before you meet with the insured. We will be happy to walk you through a quote. Quoting instructions can also be found in your Agents Manual under the tab "Rates/Quotes/Web".

### Actuarial Informational Browser

Please review your county map(s) for any changes. You can view the documents by clicking on the link from our home page under the MPCRI Resources Tab. The link titled Actuarial Information Browser 2011 will redirect you to RMA's website. Please call FRO if you have any questions regarding the actuarial maps.



## APH Tips for Agents

1. Please be certain all farms planted in 2010 have production reported.
2. When adding a farm, please list the legal location, FSN, any production history or indicate "added land" if applicable, and full share name.
3. FSN or legal description *change* must be noted at this time. All FSN's listed as "1" must be updated.
4. If the insured is a **New Producer**, please indicate on the Production Report.
5. YA Option must be elected by the PRD.
6. THE INSURED AND AGENT MUST SIGN AND DATE THE FORM.
7. Past years production can be reported, as long as it is reported continuously.
8. **Production divided by acres equals the yield. Please check all calculations!!**
9. Report Full Share Name.



\*If your insured is a **NEW APPLICANT**, the insured and agent must complete a blank APH form by the applicable deadline.

\*If the insured is a **TRANSFER** from another company, we must have the 2010 Production completed on a blank APH form.

### Broadcast Seeding

Reminder: If required by county actuarial Special Provisions, any acreage seeded in this manner **MUST** be inspected to be insurable for 2011.

### Joint Venture Signature Requirement

All parties involved in a Joint Venture **MUST** sign ALL paperwork, unless there is an Authorized Representative or Power of Attorney for the policy. A separate signed statement can be submitted which states one person has the authorization to sign any/all policies.

### Production Reporting Reminder

Production and Yield Reports for all applicable crops are due 45 calendar days after the Sales Closing Date, but can be collected and submitted with the Application and Change Form. Production and/or yields must be reported for all farms with planted acreage in the 2010 crop year. Please be sure the Production Report is signed and dated by the insured and agent.

### Updating Farm Serial Numbers

When you are completing the insured's Production Report or Acreage Report, please update the Farm Serial Numbers (FSN) when shown as a 1 and also when a location has been assigned a new FSN by the county FSA. Now that RMA and FSA are data mining information, we need your help with cleaning up the databases showing the 1.

### Non-Loss Unit Production

Insureds must report their production on non-loss units. Adjusters will not be collecting this information from the insured when the claim is worked.

### \*\*ATTENTION\*\*

Agents in every state are required to keep signed documentation for all forms when information is submitted via the web – agents agree to this in writing when they accept the web procedure.

### Controlled Business

As an agent, if you write Multiple Peril Crop Insurance for your immediate family, it cannot be a significant part of your business in terms of compensation received. Please contact us if you have this situation.

### Agent Book of Business

View your MPCl and Crop Hail policy information, incoming/outgoing paperwork, premiums paid/unpaid, active policyholders, claims information via the internet at [www.afbisinc.com](http://www.afbisinc.com). Click on Login: enter your USERID and PASSWORD and click Login. Enter your Selection Criteria and Click GO to access your policies.

If you have forgotten your ID and/or Password, click the "Forgot Password." Enter your email address and click "submit." Then answer the questions prompted to reset password. Click "submit."

### WHISTLEBLOWER PHONE NUMBER

The toll-free number for the  
Inspector General's Hotline is 800-424-9121.