Form Approved – OMB No. 0560-0183
Expiration date (08-31-2021)

This form is available electronically.

See Page 2 for Privacy Act and Public Burden Statements.

CCC-251
(08-24-18)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

NOTICE OF ASSIGNMENT

1. DATE OF NOTICE *(MM-DD-YYYY)*

IMPORTANT: This document is used to make assignments for both the Commodity Credit Corporation (CCC) and the United States Department of Agriculture (USDA). Assignments for the two Agencies are similar, but the rules governing them are not identical. Please make sure you know whether CCC or USDA is the agency named in the contract before completing this form.

2. CONTRACT MADE BY *(Check One)*

☐ Commodity Credit Corporation ☐ United States Department of Agriculture

3. CONTRACT NUMBER

4. DATE *(MM-DD-YYYY)*

5. **RETURN TO** (Name and address of addressee) (For CCC contracts, this is the USDA office to which invoices will be submitted for payment.For USDA contracts, this the contracting officer.)

6. CONTRACT MADE WITH *(Name and Address of Contract and Warehouse Code, if applicable)*

7. TYPE OF CONTRACT

8. INSTRUCTIONS:

Monies payable from the U.S. under a USDA or CCC contract may be assigned to a bank, trust company, federal lending agency, or other recognized lending institution. However, if such contract was made with a corporation whose stock is wholly owned by the federal government, such contract may be assigned to a prior lienholder, or, with the prior approval of the contracting officer, to an individual.

Further, the rights of the assignee to the proceeds of a USDA or CCC contract are subject to, inter alia, defenses arising under the contract which the government could have asserted against the assignor absent the assignment.

Unless expressly permitted by the contract, that any assignment shall cover all amounts payable under the contract and not already paid and shall not be made to more than one party, except that any assignment may be made to one party as agent or trustee for two or more parties participating in such financing. If the contract was made with CCC, it shall not be subject to further assignment.

Since such assignment shall be recognized only if and when the assignee thereof files written notice of the assignment, these instructions shall be followed carefully in order to avoid delay, inconvenience, and possible impairment of the validity of the assignment.

A. Upon execution of an assignment, the assignee shall prepare, sign and forward the original signed copy of this notice, together with the original signed copy of the instrument of Assignment to the addressee. Photocopies of each executed form shall be sent to the surety or sureties upon the bond or bonds *(if any)* in connection with the contract.

B. The addressee shall acknowledge receipt of this notice, if in order, in the space provided and return photocopies of each acknowledged form to the assignee.

C. It is the policy of CCC and USDA to notify the assignee of the amount of any indebtedness of t he contractor which is to be collected by CCC or USDA by offset from payments due under the contract. The assignee will generally receive such offset notice when receipted copies of the Notice of Assignment are returned to him or her. Whenever the assignee is given an offset notice by CCC or USDA, the amounts payable under the contract will be the amounts remaining to be paid after offset.

D. CCC or USDA may offset any amounts for which the assignor is indebted to the United States for taxes with respect to which a notice of lien was filed, or a Notice of Levy was served, in accordance with the provisions of the Internal Revenue Code of 1954 (26 U.S.C. 6323; 6331), prior to acknowledgement by CCC or USDA of receipt of the notice of assignment.

E. Such assignment shall remain in force until addressee receives written advice from the assignee to release this assignment.

NOTE: *Payment due or to become due under the contract identified above will be made to the undersigned assignee.*

9. NAME AND ADDRESS OF ASSIGNEE *(Please limit name to one line (30 spaces) and limit address to two lines (30 spaces each):*

10A. STATUS OF ASSIGNEE AT TIME OF ASSIGNMENT *(Check appropriate box)*

☐ FINANCIAL INSTITUTION ☐ PERSON OR FIRM HOLDING A LIEN OR ENCUMBRANCE *(Valid for CCC Contracts only.)*

☐ PERSON OR FIRM NOT HOLDING A LIEN OR ENCUMBRANCE (Valid for CCC Contracts only. Assignee understands a valid assignment for all purposes in this case requires the contractor to obtain approval of the contracting officer or other designated official of CCC in writing before the assignment will be recognized by CCC.)

10B. BY (Name of Signing Officer for Assignee	10C. TITLE	10D. DATE *(MM-DD-YYYY)*

11. ACKNOWLEDGMENT

Receipt is acknowledged of this notice and a signed copy of the above-mentioned instrument of assignment. Date and time of receipt is as follows:

11A. TIME	11B. DATE *(MM-DD-YYYY)*	11C. BY (Signature)	11D. TITLE

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1404, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to assign cash payments made by FSA or CCC to a designated assignee. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA- 2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination that cash payments made by FSA or CCC may not be assigned to a designated assignee.*

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0183. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. ***RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.