



AGRISOMPO

NORTH AMERICA



# Production & Yield Report ✓ Checklist

*Set Yourself Up for Success!*

## To Do:

- Verify the production reporting date (PRD) on the RMA website at [rma.usda.gov](http://rma.usda.gov). It typically takes 45 days after the sales closing date.
  - *Open the “Tools” menu, select “Actuarial Information Browser,” and generate a commodity report. The PRD is listed on the “Dates” tab.*
- Contact the producer to schedule an appointment prior to the PRD.
- Pre-print the producer’s Production Report from AgriNet.
- Review the unit structure and unit numbers with the producer.
- Review each unit (database) for correct information, including but not limited to FSN, Farm Name, Practice/Type, Farm/Tract/Field, Other Entities, Legal Description, and Share.
- Review production information and complete the PR with the producer.
- Verify the producer has signed and dated the production report.
- If a POA or authorized representative signed the PR, verify appropriate documentation supporting their authority to sign is included with the policy in AgriNet.
- Key the production history in AgriNet.
- Upload the PR and supporting documentation to AgriNet.

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## Questions to Ask Your Producers:

1. Any address changes?
2. Any authorized representative changes?
3. Did you have a zero acreage report submitted for the prior crop year? If so, this is considered the PR for the current crop year.
4. Are you a new producer for any crop or county? (Meaning you have not produced the crop (or been an SBI holder for the crop) for more than two years.) If so, check the “New Producer” box for the applicable crop/unit.
5. Do you have any Added Land (practice, type, T-yield map area)? If so, add a new unit (database) to the PR.
6. Do any of the production databases (units) include Yield Adjustment, SCO, or STAX? If yes, check the appropriate box on the unit.
7. If YE was elected, do you want to include the production? If so, check the “YE Opt Out” box for the applicable year.
8. Do you have upland cotton? If so, complete the “SRF” and “Solid Yield” fields.
9. Did you elect QL? If so, do you want to apply QL to the eligible crop year(s)? If you do NOT want to include QL, check the “QL” box.
10. Have you requested an inspection or field review for any of the units? If so, check the applicable box on the unit.
11. Do you have a processor number/name, trees, or vines that need to be included on any of the PR units? If so, complete the information on the applicable unit (database).

***Remember to get the necessary signatures on the production report!***

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