

## Guide to the AgriStability Interim Payment Application

This guide explains how the AgriStability interim payment works and provides instructions on how to complete the application form. For AgriStability guides, forms and participation requirements, please refer to the program website or contact us.

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### 1.0 About the Interim Payment Application

As a program participant, you cannot receive your full AgriStability payment until your program year is completed and the AgriStability Harmonized form submitted. However, by using the Interim Payment Application you can receive a portion of the estimated final payment early if your estimated program year margin declines by more than 30 per cent compared to your reference margin. The interim payment is normally 50 percent of your estimated final payment.

- If you are not currently an AgriStability participant, you must contact us to request a new participant package prior to submitting an interim application. New participant packages must be requested by April 30 of the program year
- The Interim Application is an optional application. You do not have to apply for an interim payment to participate in the program year. However, if you receive an interim payment you are required to meet all AgriStability participation requirements for the program year.
- An interim payment is calculated based on an estimate of income and expense information available at the time. An interim payment can result in an overpayment once the final payment is calculated. An overpayment must be repaid by the participant.

### 2.0 Eligibility

To be eligible to receive an AgriStability interim payment, you must:

- have completed a minimum of six consecutive months of farming activity\* or
- have completed a production cycle\*;
- farm primarily in British Columbia and report farming income as an individual, a corporation, co-operative, trust, communal organization, or other entity, to the Canada Revenue Agency (CRA); or be a Status Indian farming on a Reserve;
- be enrolled in the AgriStability program prior to the program year enrolment deadline;
- have an estimated program year margin decline of more than 30 per cent compared to your estimated reference margin.

\* The criteria of a minimum of six months farming activity or completing a production cycle may be waived if the criteria could not be met due to a disaster circumstances beyond your control (e.g., market disruption, animal disease, wildfires, flooding, drought, etc.).



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## 3.0 How to Apply

Complete and submit your AgriStability Interim Payment Application and all required supporting documents to the BC AgriStability Administration no later than 90 days after your fiscal year-end (**March 31** if you have a calendar year end). Submit the application by fax, email or mail.

- If you are involved in **multiple farming operations**, you must complete page 2 Program Year Farming Activity for each operation and assign a number to each. All operations must be submitted together as one application.
- **Partners** must apply as individuals. If you farm as a partnership, each partner who wishes to apply must submit separate forms reporting 100 per cent of the partnership's income and expenses. The payment to each partner is based on their respective share of the partnership.

## 4.0 Completing the Application

Read the following steps carefully to assist you in completing your AgriStability Interim Payment Application. Call the AgriStability toll-free line at 1-877-343-2767 for assistance if you have any questions about completing the forms.

### 1. Participant Information

Enter your name, contact information, AgriStability/AgriInvest PIN and fiscal year-end date. The AgriStability program year is the same year as your fiscal year-end.

If you are not currently an AgriStability participant, you must submit a new participant package and receive an enrolment notice prior to submitting an interim application. New participant packages must be requested by April 30 of the program year.

**1a) Farming Activity:** Indicate whether you:

- completed a production cycle and six months of farming activity in the fiscal year; and
- if you were unable to due to circumstances beyond your control.

**1b) Explain** the reasons you are applying for an interim payment. Include any disaster circumstances beyond your control which prevented completion of farming activities.

**1c) Production Insurance (AgrilInsurance):** Indicate if you have Production Insurance for your insurable commodities and your policy number(s).

**1e) Prior Year AgriStability Application:** If you have not already submitted the Harmonized AgriStability and AgriInvest programs information and statement of farming activities (Statement A/B for Corporations or T1273/T1274 Statement A/B for Individuals), complete the Schedule 1 worksheet for prior year Reference Margin Information. Refer to the most recent AgriStability/AgriInvest Harmonized Guide for instructions. Submit Schedule 1 with your interim application. This information is required to determine your reference margin and process your interim payment.

**Note:** The Schedule 1 forms are not a substitute for submitting the Harmonized AgriStability and AgriInvest programs information and statement of farming activities.

### 2. Participant Declaration

The participant must sign, print their name and date the application. For individual participants, the individual must sign. For corporations and other entities, the authorized signatories must sign.

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## 3. Program Year Farming Activity

This section allows the Administration to estimate your program year income, expenses and margin.

If you are involved in multiple farming operations, you must complete a separate Program Year Farming Activity form (Page 2) for each operation, assign an operation number to each and submit all operations together.

- **Partners:** Each partner who wishes to apply must submit a separate application reporting 100% of the partnership's income and expenses. The Administration will calculate the payments for each partner.

**3a) Program Payments:** Report any amounts you received or expect to receive in your fiscal year. The following will be included as income in the calculation of any interim payment:

- AgriInsurance (Production Insurance) payments,
- Western Livestock Price Insurance Program (WLPIP),
- AgriRecovery and other allowable program payments.

Please refer to the most recent AgriStability/AgriInvest Harmonized Guide (Program Payment List A) for a list of allowable program payments.

**3b) Allowable Expenses:** For each expense category, indicate whether a significant increase or decrease is expected and report the estimated total dollar amount of the expense. Enter the full amount of the expected expense, not just the amount of the increase or decrease. Include only expenses that pertain to your fiscal year. Do not include amounts paid for prior year input expenses.

**3c) Productive Capacity:** If you have significantly changed the size or type of the operation during the program year, provide an explanation.

**3d) Combined Operations:** The income and expense information of two or more related persons or entities may be combined if the farming operations are part of a whole farm, even though the operations report separately for income tax purposes. If you are combined with a producer who is not eligible for or not participating in the AgriStability program, you will be eligible to receive your portion of program payments.

Generally, operations are combined when the operations are either:

- a) not legally, financially or operationally independent; or
- b) involved in transactions above or below fair market value.

If you answered "Yes" to question 1c) on the application, please provide the PIN(s) of the operation(s) with which you should be combined. You may be contacted by the Administration for additional detail. Farm and financial information for the operations you are combined with may be required prior to processing your interim application.

**3f) Crop Production:** The information provided in this section is used to estimate your crop income and productive capacity for the program year. Include all crop production including forage.

- **Inventory Code:** Using the inventory code list in the AgriStability/AgriInvest Harmonized Guide, provide the code that best describes the commodities produced. Leave the code blank if a commodity is not listed.
- **Crop Description:** Report the type and grade of crop that you harvested or expect to harvest.

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- **Production Area:** Report the area seeded or planted and identify the unit of measurement, e.g., 100 acres, 1000 square metres (m<sup>2</sup>). If you could not plant any part of your acres due to reasons beyond your control (flooding, drought, etc.), attach a written explanation of why you could not, the area affected and your planting intention.
- **Estimated Total Production:** Report the estimated total production and identify the unit of measurement, e.g., 1000 tonnes, 5000 pounds, 10000 shrubs. If you could not harvest any area, attach an explanation of why and the area affected.
- **Unseedable Acres:** Report the area that could not be planted due to reasons beyond your control.
- **Estimated Production Intended for Sale:** Report the estimated total production intended for sale and the units of measurement. The Estimated Production Intended for Sale equals Estimated Total Production minus the amount of production used on the farm, e.g., wheat kept for seed or barley to be used for feed).
- **Estimated Income:** Report the estimated income from the estimated production intended for sale.

**Note:** Producers of **multi-stage crops** should report all planted area even if no production was expected in the program year. Use the codes that reflect the stage of production for the program year. Multi-stage crops are Apples, Blueberries (Highbush), Cherries (sweet), Christmas trees, Cranberries, Echinacea, Ginseng, Grapes and Sod.

### 3f) Livestock Production

The information in this section is used to estimate your livestock income and productive capacity for the program year. Codes for most common livestock categories are listed. For those not listed, use the inventory code list in the AgriStability/AgriInvest Harmonized Guide. Contact us if you need assistance reporting estimated production for other livestock.

#### 8004 Cow/Calf, 8751 Hogs (farrowing), 8760 Hogs (farrow to finish)

- **Number of Animals that Birthed:** Report the number of animals that gave birth or are expected to give birth.
- **Number Born:** Report the total number of animals (calves, piglets) born, or are expected to be born, excluding deaths. Do not include animals held over from the previous year.
- **Estimated Average Sale Weight (lb):** Report the average estimated sale weight in pounds.
- **Estimated Number Sold:** Report the number of animals that you sold or expect to sell.
- **Estimated Income:** Report the estimated income from the estimated number sold.

#### 8066 Feeder Cattle (fed up to 900 lb), 8068 Finished Cattle (fed over 900 lb)

- **Estimated Average Sale Weight (lb):** Report the average estimated sale weight in pounds.
- **Estimated Number Sold:** Report the number of animals that you sold or expect to sell.
- **Estimated Income:** Report the estimated income from the estimated number sold.

#### 8133 Custom Fed Cattle, 8749 Custom Fed Hogs

In order to be considered a fed animal, you must have made an appreciable contribution to the growth and maturity of the animal in the program year. An appreciable contribution for cattle is defined as 90 kg (200 lb) weight gain or a minimum of 60 days on feed. Feeder categories include both animals born on the farm (if not reported in same year they are born) and purchased animals.

- **Number of Animal Feed Days:** Report the animal feed days during the program year. Feed days begin the day the animal is acquired (or post weaning if born in the previous year) or at the start of

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your fiscal period, whichever is later. Feed days end with either the sale (or estimated time of sale) or the end of fiscal period, whichever is earlier.

- Number of Animal Feed Days are calculated as (expected number of animals with an appreciable weight gain) x (expected number of days each animal will be fed), e.g., 100 animals fed for 90 days = 9000 feed days.
- Do not include Animal Feed Days for
  - animals born in the program year (refer to Cow/Calf Production),
  - animals held over from the previous year that have been, or expect to be, sold as calves,
  - breeding animals or culls.
- **Number of Animals Fed:** Report the number of animals fed which have made, or expected to make, an appreciable weight gain. Do not include breeding animals, culls or animals born in the program year.

### Poultry

- **7650 Chicken, Broilers and 7862 Turkey, Broilers:** Report the Kilograms Produced and the Kilograms of Quota.
- **7663 Chickens, Eggs for Hatching and 7664 Chickens, Eggs for Consumption:** Report the number of Dozens of Eggs Produced and Number of Hens Producing.

### 3g) Crop and Livestock Inventory

The information in this section is used to estimate the change in value of your crop and livestock inventory from the beginning to the end of your fiscal year. Using the inventory code list in the AgriStability/AgrilInvest Harmonized Guide, provide the code that best describes the commodities produced. Report the total value of inventory on hand at the beginning of your fiscal year and the estimated value of your inventory at the end of your fiscal year.