

**Instructions to Complete  
Rider for General Use with Bond  
Form P&SP-2100**

A rider amending a surety bond requires complete and correct information to be submitted to the Packers and Stockyards Program on form P&SP-2100.

If any information is missing or incorrect, the Packers and Stockyards Program will return the bond rider form to the principal or surety for completion or correction. If the trustee's signature has not been obtained, the regional office will obtain the trustee's signature, and will ensure that the trustee retains an original copy of the rider for his or her files.

Operating without proper registration and bond may subject the principal to a fine of not more than \$11,000 for each violation.

Mail two fully executed bond rider forms to the regional office of the Packers and Stockyards Program as listed below. The states covered by each regional office are listed below their address.

<b>Regional Offices of the Packers and Stockyards Program Grain Inspection, Packers and Stockyards Administration</b>		
<b>Eastern Regional Office</b> Suite 230 75 Spring Street Atlanta, GA 30303-3308 Telephone: (404) 562-5840 FAX: (404) 562-5848 E-mail: <a href="mailto:PSPAtlantaGA.GIPSA@usda.gov">PSPAtlantaGA.GIPSA@usda.gov</a>	<b>Western Regional Office</b> 3950 Lewiston St., Suite 200 Aurora, CO 80011-1556 Telephone: (303) 375-4240 FAX: (303) 371-4609 E-mail: <a href="mailto:PSPDenverCO.GIPSA@usda.gov">PSPDenverCO.GIPSA@usda.gov</a>	<b>Midwestern Regional Office</b> Room 317 210 Walnut Street Des Moines, IA 50309-2110 Telephone: (515) 323-2579 FAX: (515) 323-2590 E-mail: <a href="mailto:PSPDesMoinesIA.GIPSA@usda.gov">PSPDesMoinesIA.GIPSA@usda.gov</a>
States Covered	States Covered	States Covered
AL, AR, CT, DC, DE, FL, GA, LA, MA, MD, ME, MS, NC, NH, NJ, NY, PA, RI, SC, TN, VA, VT, WV	AK, AZ, CA, CO, HI, ID, KS, MT, NM, NV, OK, OR, TX, UT, WA, WY	IA, IL, IN, KY, OH, MI, MO, MN, ND, NE, SD, WI

If you have any questions about the form or completing the form, please contact the regional office of the Packers and Stockyards Program listed above.

The Surety must complete line 1 through 14, as applicable, sign line 18, and complete lines 15 and 16.

The Principal must sign line 17.

If the bond names a trustee, the trustee must sign line 19.

Line No.	Subject	Instruction
1	Current Principal	Enter name of the principal. The name must match that listed on the original bond, or the most current as changed by a previous rider.
2	City and State of Principal	Enter the city and state where principal operates.
3	Surety	Enter the name of the surety company writing the bond.
4	Bond Number	Enter the original bond number (do not list rider numbers).
5	Bond Date	Enter the original effective date of the bond. This item should <b>ALWAYS</b> reference the date the bond was issued, <b>NOT</b> the date of the most current rider.
6	In Favor of	If a trustee is named on the original bond or added with a previous rider, enter the name of the trustee. If no trustee is named, leave this line blank.

Line No.	Subject	Instruction
7	Increase in Bond	Enter the amount of the bond before the increase and the amount of the bond after the increase.
8	Decrease in Bond	Enter the amount of the bond before the decrease and the amount of the bond after the decrease.
9	Change in Name of Principal	Enter the full name and address of the principal in the FROM section as it is stated on the original bond or previous rider, and the principal's current name and address in the TO section, as changed.
10	Change in Name of Trustee	Enter the full name and address of the former (previous) trustee in the FROM section, and the full name and address of the successor (current) trustee in the TO section.
11	Add Clearing Services	Check the appropriate box to indicate if the rider adds clearing services to the bond (Condition Clause 3 on form P&SP-2000).
12	Delete Condition 3 from Agreement	Check the appropriate box to indicate if the rider deletes clearing services from the bond (Condition Clause 3 on form P&SP-2000).
13	Add Clearee to Clause 3	Enter the full name(s) and address(s) of the clearee(s) being added to the bond.
14	Delete Clearee from Clause 3	Enter the full name(s) and address(s) of the clearee(s) being deleted from the bond.
15	Rider Effective Date	Enter the effective date of the rider.
16	Signed and Dated	Enter the date that the rider was signed and dated by the surety.
17	Principal Signature	Enter the name of the principal. The rider <b>MUST</b> be signed by someone with the authority to sign on behalf of the principal. For example, if the principal is a corporation, a responsible owner or officer must sign; if the principal is a partnership, one of the partners must sign.
18	Surety Signature	Enter the name of the surety. The rider <b>MUST</b> be signed by someone with the authority to sign on behalf of the surety. In addition, the surety <b>must</b> attach a current <b>POWER OF ATTORNEY</b> for the person signing the rider. The date of the Power of Attorney <b>must</b> be equal to or prior to the effective date of the rider.
19	Trustee Signature	Enter the name of the trustee. If a trustee is named, the trustee, or someone authorized to sign on behalf of the trustee, must sign the rider.