

INSTRUCTIONS FOR COMPLETING YOUR 2004 PHASE II VERIFICATION FORM

Please review the enclosed Verification Form. All information must be complete and correct. You must complete and return your Verification Form to receive your 2004 Phase II payment; completion of Phase I or Phase II forms in previous years does not entitle you to a 2004 Phase II payment.

If All Information Is Correct

If all the information is correct, simply sign and date Section II, and return the form in the enclosed pre-addressed envelope to the **Virginia Tobacco Trust Certification Board, Inc., P. O. Box 3313, South Hackensack, NJ 07606.**

Checks will be mailed to eligible payees in late December 2004. Payees should receive their checks by early January 2005. Verification Forms postmarked after November 5, 2004 may not be processed.

If Changes Are Needed

Some changes to the Verification Form will require that you visit your FSA office for assistance before signing your Verification Form. Other changes can be made directly on the Verification Form without your having to visit the FSA first. Please follow these guidelines carefully:

If Quota Ownership of Payment Pounds Is Incorrect

- (1) If you believe that your Verification Form lists the wrong quota owner or producer, you must first go to your FSA office and have the FSA's records corrected.
- (2) If you believe the wrong number of basic quota or producer pounds has been assigned to your farm, you must first go to the FSA and have the FSA's records corrected.

The FSA will give you a form showing that its records were corrected.

Then:

- Make the same corrections on the Verification Form; attach a copy of the FSA form showing that the FSA made the changes; sign and date Section II; and
- Return the corrected Verification Form, along with the FSA form, by mailing them in the enclosed pre-addressed envelope to the **Virginia Tobacco Trust Certification Board, Inc., P.O. Box 3313, South Hackensack, NJ 07606.**

Other Changes

If changes need to be made, and if those changes do not involve (1) ownership of quota or (2) basic quota or producer payment pounds allocated for the farm, you can make the changes directly on the Verification Form and mail it in the enclosed pre-addressed envelope to **Virginia Tobacco Trust Certification Board, Inc., P.O. Box 3313, South Hackensack, NJ 07606.** We strongly encourage you to notify the FSA office about the changed information so that your FSA records remain current.

If You Need Assistance

We have anticipated some of the questions you may have and are enclosing answers to Frequently Asked Questions. You may also call our toll-free number at 1-800-736-7197 during normal business hours, or visit our website at www.virginiaphase2.com for up-to-date information. In addition, the Virginia Tobacco Trust Certification Board's attorneys, McGuireWoods LLP, will be conducting clinics to assist you should any complications arise. Please note the following dates and locations that we will be available to assist you:

DATE/TIME	LOCATION
October 18, 2004; 2PM – 6 PM	Lee County Farm Service Center, Jonesville, VA
October 19, 2004; 8:30 AM – Noon	Scott County Farm Service Center, Gate City, VA
October 19, 2004; 2 PM – 6 PM	Russell County Farm Service Center, Lebanon, VA
October 20, 2004; 8:30 AM – 12 Noon	Washington County Farm Service Center, Abingdon, VA
October 25, 2004; 2 PM – 6 PM	Pittsylvania County Farm Service Center, Chatham, VA
October 26, 2004; 8:30 AM – Noon	Halifax County Farm Service Center, Halifax, VA
October 26, 2004; 2 PM – 6 PM	Mecklenburg County Farm Service Center, Boydton, VA

Please have your Social Security number or federal taxpayer identification number, farm serial number, and tract number available when calling our toll-free hotline for assistance. These numbers will help us to respond to your questions more efficiently.