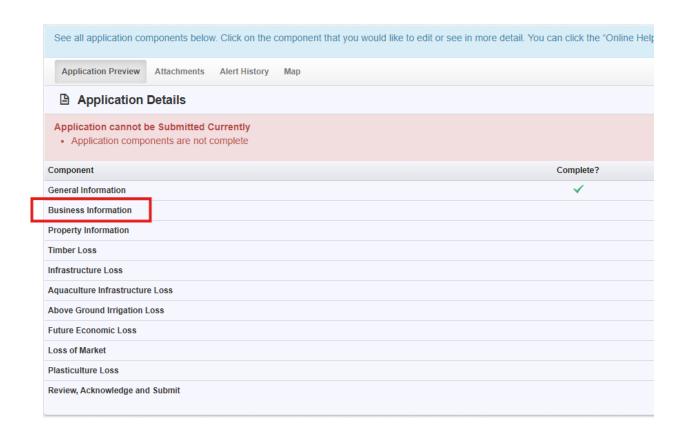


## Instructions for completing the Business information Form

This guide helps you complete the Business Information form by providing step-by-step instructions on the information required and how to enter it in the system. After completing Registration and selecting a Funding Opportunity, start a new application and enter General Information. You will then be taken to the Application Details page. From the Application Details page, click on Business information from the list of forms.



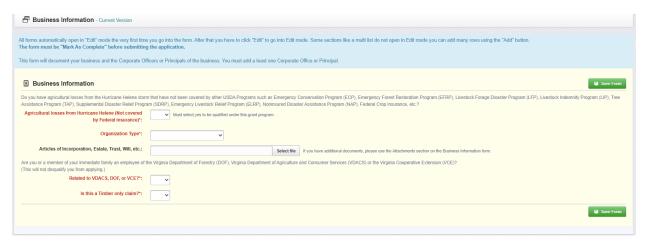


### Step 1 - Business Information Questions

- 1. **Agricultural Losses** Select **Yes** if you have agricultural losses from Hurricane Helene **not** covered by federal insurance.
- 2. **Organization Type** Select the organization type. If your organization is Individual, Sole Proprietorship or Partnership, you are not required to submit any documentation. If your organization is Trust, Estate, Government, Non-Profit, S-Corporation, C-Corporation, Disregarded Entity, Limited Liability Partnership or Limited Liability Organization, then you need to submit documentation of Articles of Incorporation, Estate, Trust, Will, etc.
- 3. **Employment Relation** Indicate whether you or a family member is employed by the Virginia Department of Agriculture and Consumer Services (VDACS), Virginia Department of Forestry (DOF), or Virginia Cooperative Extension (VCE). This will not disqualify you. If yes, you will have to enter name, organization they work for, and relationship.



4.If **Timber Only** Claim – If your claim is only for timber losses, select Yes, no further questions are required. Click **Save Form**.

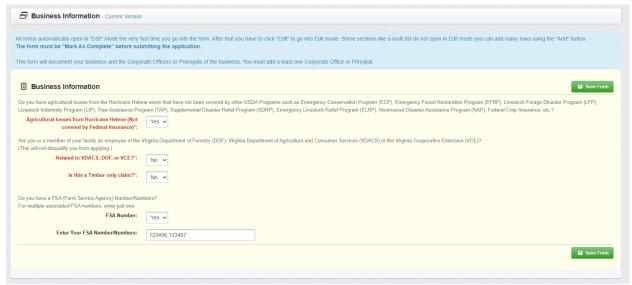




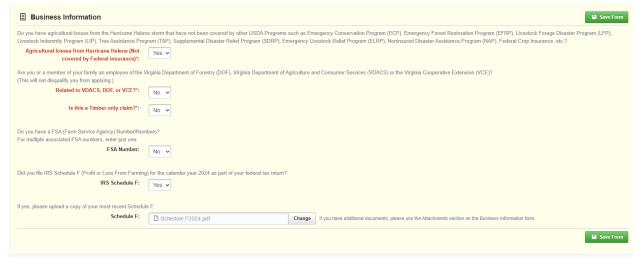
# Step 2 - Additional Eligibility Questions (if NOT Timber Only)

If your claim is not timber only, the system will ask a series of questions

- If you answer **No**, you will move to the next question.
- If you answer **Yes** to a question, then upload the required documentation and click **Save Form**.
- 1.**FSA Number** If you have a Farm Service Agency (FSA) number, select **Yes** and enter the number(s). Click **Save Form**. If **No**, continue to the next question.

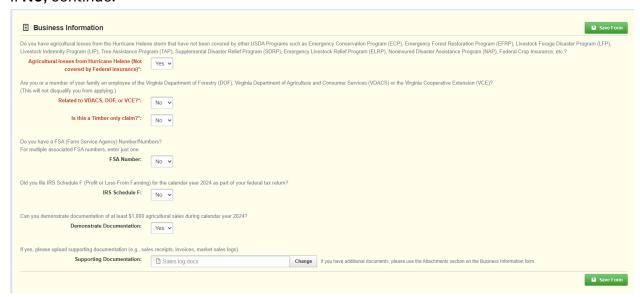


2. **IRS Schedule F** – If you filed IRS Schedule F for the 2024 tax year, select **Yes** and then upload a copy of your Schedule F, **no further questions are asked.** Click **Save Form.** If **No**, then continue.





3. Sales Documentation – If you can demonstrate at least \$1,000 in agricultural sales during 2024, select **Yes** and then upload supporting documentation (sales receipts, invoices, market sales logs), **no further questions are asked.** Click **Save Form**. If **No**, continue.



4.**Landowner Documentation** – If you are a landowner with an agricultural lease/rental agreement with a farm operator (infrastructure loss only), select **Yes** and upload a copy of the lease or rental agreement. Click **Save Form.** 

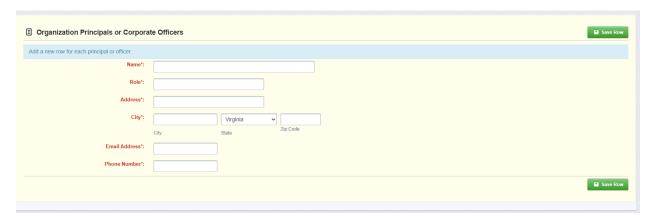




# Step 3 - Organization Principals or Corporate Officers

- 1. Click **Add Entry** to add at least one Principal or Corporate Officer. You will need to add a separate row for additional Organization Principals or Corporate Officers
- 2. Provide all required details: Name, Role, Address, City, State, Zip Code, Email Address, and Phone Number.
- 3. Click **Save Form** once you enter all the required details.

### You need to enter a minimum of one entry in this section to complete the form.



### Step 4 - Additional Attachments (if any)

1. If you have other supporting documents, upload them in the **Additional Attachments** section.



### Step 5 - Finalize the Form

1. Once all sections are complete, click Mark as Complete.