

# Report your sales accurately!

You are required to submit an RMP sales report for each reporting period. Use these tips to help complete your reports accurately. To report your sales quickly and easily, report online by visiting [agricorp.com](http://agricorp.com)

**Important:** During the course of the year, if you expect your annual sales to change by more than 25 per cent you are required to notify Agricorp. This means, your actual sales for the year are more than 25 per cent higher or lower than your original insured production. You must notify Agricorp of the change prior to the deadline for the next reporting period for your coverage to be adjusted.

## All livestock plans

- Only report animals that were sold during the sales reporting period you've selected. Do not include sales for the next reporting period.
- If you have zero sales for a reporting period, you must either indicate zero sales on your sales report and submit it online, or call Agricorp.
- Report only eligible animals. Refer to your handbook for eligibility requirements.
- For *Sale date*, record the date of auction for live sales and date of grading for rail sales.
- For *Average sale weight* and *Average purchase weight*, record the average weight per head based on the actual weights from receipts, rounding to the nearest pound or kilogram. Do not report total group sale weights.
- Record the weight type as shown on the sales receipt (live, rail or carcass). Do not convert weights.
- Record the point of sale as shown on the sales receipt.
- Check that the number of head sold equals the number raised from birth plus the number purchased. (Not applicable to the veal plan).

### Cattle plan

- Record sales of calves raised from birth on the cow-calf sales report. Calves that were purchased are not eligible for the cow-calf category.
- Use the *Payment without sale* report to record calves being retained for future breeding purposes.
- Record sales of backgrounded or fed cattle on the backgrounder and feedlot sales report.
- Record sales of heifers and steers on **separate rows**.

### Veal plan

- Report your sales for grain-fed veal and milk-fed veal separately.
- Ensure that you report only sales of grain-fed veal that have been individually weighed.
- Number your receipts (1, 2, 3, etc.) and record these numbers in the *Receipt number* column. Submit your receipts along with your sales report.

### Hog plan

- If you have multiple sales to the same vendor in the same week (Saturday to Friday), you can record them as a single entry. If combining sales, record the Friday date in the *Sale date* column.
- Record sales for early weans, feeders and grower/finishers on separate rows.
- Report off-type animals (barbecue pigs sold between 25 and 87.5 kilograms) as a feeder sale.
- Record sales of future breeding stock on a separate row.
- Do not report cull breeding stock.
- Copies of sales/slaughter receipts, including sales/slaughter receipts from sales to or through brokers, must be available upon request to help Agricorp verify program payments.

### Sheep plan

- Record the sale date as shown on the receipt from the slaughter house.

## Reporting your purchases (for cattle and sheep)

- For *Purchase date* provide either the actual date of purchase or the week of purchase.
- If the lot you sold on one date has multiple purchase dates, report each purchase on a separate row. For example: if you sold 100 head of cattle on March 25, and 50 were purchased on August 10 and 50 were purchased on September 20, record the purchase details on two separate rows. See the example below.

### Backgrounder/feedlot example

Sale date (mm/dd)	Gender (heifer or steer)	Weight type (live or rail)	Sold as breeding stock (only indicate if 'yes')	Number of head sold	Average sale weight (lb.)	Point of sale (e.g., name of auction, private treaty, broker)	Breakdown of sold animals			
							No. raised from birth	No. purchased	Purchase date (yyyy/mm/dd)	Average purchase weight (lb.)
03/25	S	Rail		100	850	XYZ Packers	0	50	2012/08/10	821
								50	2012/09/20	927

Complete details for all RMP plans are available on [agricorp.com](http://agricorp.com)

### Contact us

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Accessible formats available

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Monday to Friday, 7 a.m. to 5 p.m.

Version française disponible