Field Addendum

Step 1: log into Wyo Sugar

Enter your username and password.

Step 2: In the **"Contracting"** Section you will find **"Field Addendum"**. Click on it.

Step 3: Find your name in the **"Shareholders"** Section and click on **"Edit"**

Step 4: In the first drop down-box, select your **"Cooperative Member"**

Step 5: In the second drop down box, select your "**Growing Entity**", this can be the same as the cooperative member if that is the entity growing under this contract.

Step 6: Type your **"Field Name"**

Step 7: For the **"Land Tenure"** section, select whether you rent or own the ground placed under this contract.

Step 8: Input the number of acres being grown under this contract in the **"Acres"** section.

Step 9: Select a **"Receiving Station"** in the drop-down box for where you plan to deliver the beets under this contract.

Step 10: The **"Miles"** section indicates the distance between the field and the respected receiving station.

Step 11: For the legal description of your field, enter the **Quarter, Section, Township, and Range** for where your field is located. If you do not have this information, you can refer to your FSA maps or look up the location of your field online.

Step 12: Select the county where your field and FSA office is located.

Step 13: The next step to fill out landowner information if the ground under this contract is being leased. If the ground is being leased by you, but through another entity, please fill this section with that information.

Step 14: Select the appropriate **"Rent"** option if you are leasing ground from another person or entity. If you select **"Share"** please indicate whether payment will be made on a joint check or separate checks.

Step 15: For the next section, fill the first blank with the crop share percentage that should be attributed to the individual or entity stated above in the previous section. If you simply have a cash rent agreement, a **"0"** can be placed in this section.

*"Landowner whose name and address appear above is the owner of an undivided share of the beets grown and delivered to Wyoming Sugar Company under this contract and as such is entitled to the payment of ___ **%** of the purchase price payable under Paragraph 8 of the referenced Master Contract. You are herewith directed to make this payment to above named landowner."*

Step 16: The next section indicates the number of shares that are "Special", which are leased from Wyoming Sugar Company (WSC) being placed under this contract. If you are not renting any acres from WSC, you can input a **"0"**

*"_____ acres of this contract are "Special" acres that are being allowed to be grown above the allotted acreage that the grower's shares allow him to grow. These acres will be charged a fee of **$___.00**. plus, the freight and loading fees that are incurred to the Factor wet hopper. These fees will be deducted from the initial Beet Check paid by Wyoming Sugar Company."*

Step 17: In the Member section, enter your legal signature name and click the check box to acknowledge your acceptance of the addendum.

**There is an optional status change comment to Wyoming Sugar section for you if you have any comments you would like to type in the section prior to submitting

Finally, if you have completed the form, click on the **"Save and Submit to Wyoming Sugar Company"** button. This will send the addendum to Wyoming Sugar Company, and you will be sent an email following its approval. If there are discrepancies, you will be notified by phone so we can make the correction.

Step 18: For each contract you will need to create a new field addendum and go through this process each time.