Rural Payments Agency

Agent checklist

Client name:	
SBI:	

Notes:

1. This checklist helps you to gather all the information you need to prepare a client's claim from a single visit.
2. Read the Agent checklist supporting notes as you're filling in this checklist.
3. Information about the Basic Payment Scheme and how to apply is available at www.gov.uk/rpa/bps.
4. This checklist is for your own use. Do not send it to RPA.

	Tick when complete
Registration	
New customer – has client registered with the Rural Payments Agency?	☐
Register – has client verified their identity and registered on Rural Payments?	☐
Check client's details on Rural Payments	
Personal details	☐
Business details	☐
Permissions – has your client given you the correct permissions?	☐
Application form and land mapping	
Land changes – have you checked your client's maps? Do they match the information in the BP5 form?	☐
Land parcels – are all agricultural land parcels (and non-agricultural that are in RDP schemes) shown on the BP5 form?	☐
Ecological Focus Areas – are EFAs identified on BP5 form, if needed?	☐
Have you completed an RLE 1 form, if necessary?	☐
Eligibility	
Active farmer:	
- Does client qualify automatically?	☐
- Readmission criteria – does client need a completed Accountant's Certificate?	☐
Young farmer:	
Client needs Accountant or Solicitor form to confirm young farmer status?	☐
New farmer:	
Client needs Accountant or Solicitor form to confirm new farmer status?	☐
New farmer / Young farmer: has client applied to National Reserve?	☐
Entitlements	
Are Entitlements correct at Part I of the BP5?	☐
If client has transferred entitlements, complete and return an RLE 1 form	☐
Final claim submission	
Claim checked with client	☐
BP5 submitted	☐
Supporting documents sent with BP5, if required?	☐
Receipt received?	☐
Check client's bank account details are up to date	☐