We’ve sent you everything you need to apply for the Basic Payment Scheme this year

**Don’t forget to complete your declarations**
If you don’t fill in your Active Farmer declaration (part F) your application will be invalid. If you apply online, the system will prompt you to do this, and you’ll get a receipt once it’s submitted. Make sure you save a copy.

**Allow time for anything you post to arrive before the 15 May deadline**
Make sure your BPS, RLE1 or any other supporting documents arrive before the deadline. If they don’t, you may get a ‘late application’ penalty.

**Check for downtime on GOV.UK**
To make sure that the Rural Payments service is available when you need it, check on GOV.UK for any planned maintenance. Follow @Ruralpay on Twitter for the latest downtime notices.

**Payment queries from previous years**
If you have a query about a BPS 2015 or BPS 2016 payment that you’ve received, please fill in a BPS payment query form and send it to RPA. Then carry on with your 2017 application, declaring your land as it is at 15 May 2017.

Thousands of farmers have already applied - when will you?

Not applied online before? Let us help...

April 2017 v1
www.gov.uk/rpa/bps2017
Let us help you apply:

Every day we help farmers and agents make their Basic Payment Scheme 2017 applications online. We’ve even set up a dedicated team to help answer your questions and talk you through every step of the process.

“This is my favourite time of year because I get to help people do something that’s really important to them. I speak to farmers who find using a computer quite daunting. I explain what they need to do, what buttons to click on and how to find what they’re looking for.

I’ll either stay on the line for as long as it takes to submit their application, or I’ll arrange a time to ring them back a few days later to see how they’re getting on.

I get a real sense of achievement when they get their instant receipt through and they realise it wasn’t as hard as they thought it was going to be.”

Dean
(one of our dedicated Digital Support team)

“Last year I didn’t feel confident applying online but I thought I would give it a go this time around. I rang the RPA helpline and asked them to set up my online application. Dean rang me back and talked me through how to do it all. Although it wasn’t as bad as I thought it would be, it was really reassuring to get that bit of extra help I needed.

If I’m honest, I’m not sure I could have done it on my own. But since I spoke to Dean I’ve logged in a few times at home to check my online maps - so maybe next year I’ll be teaching other people how to do it!”

Peter
(a dairy farmer who switched from paper to online this year)

Call 03000 200 301 for help to apply online

Apply now at www.gov.uk/rural-payments