



Appendix F

Collecting State and County Export Certificate Fees

Setting Up Collection of State and County Fees in PCIT

PCIT has the ability to collect State and county export certificate fees according to their individual regulations as well as the Federal administrative fee. This is an optional feature in PCIT. Any State or county interested in participating in this process must review the following information and follow these steps:

General Guidelines

- ◆ PCIT collects fees only at the certificate level
- ◆ PCIT can collect fees only for issued certificates¹
- ◆ Fees are deducted from an applicant's account when certificates are in issued or printed status
- ◆ ACOs will be unable to complete certificates that lack funds in the applicant's account

PPQ Responsibility

- ◆ PPQ will assist any State or County with the initial setup in PCIT
- ◆ PPQ will remit any State or County fees by the 15th day of the month
- ◆ PPQ will process refunds of balances within PCIT

State or County Responsibility

- ◆ ACOs **must** complete Issued-Pending certificates within one month of creation
- ◆ Participating States and counties **must** use PCIT for all Federal export certificates²
- ◆ States or Counties are responsible for remitting all fees collected with paper checks and money orders to PPQ
- ◆ States or Counties must check PCIT for accuracy of fees

1 If a State or County charges by time and mileage and an inspection fails to lead to an issued certificate, PCIT **cannot** collect fees for that time and mileage

2 When PCIT is down, ACOs may use multipart paper forms. However, the ACO **must** enter the certificate identification number into PCIT to subtract the necessary fees. ACOs may charge for PPQ Form 578 fees in PCIT


- ◆ States or counties can update charges per certificate in PCIT up to the seventh day of the month following issuance of a certificate
- ◆ Once fees are remitted, refunds for certificates become the responsibility of the State or county
- ◆ State or county effective rates must start on the first of the month and **cannot** be back-dated

Step 1: Initial Setup of State or County Fee Remittance

Use the worksheet shown below in **Figure F-1-1** on **page-F-1-3**.

Step 2: Initial Setup of Fee Schedule in PCIT


Once Step 1 is completed, the State or county contact will be granted the appropriate financial role in PCIT and contacted by PPQ.



USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

State and County Fee Remittance Worksheet

Initial Update



1. State or County entity name
(Dept. of Agriculture, Dept. of Weights and Measures, etc.)
2. Primary Contact Name
3. Address
4. City 5. State 6. Zip Code
7. Email
8. Phone Number
9. Fax Number
10. Data Universal Numbering System (DUNS) number
11. In the Central Contractor Registration (CCR) system? Yes
 No

If there are any changes to your EFT information, please complete the State and County Fee Remittance Worksheet and submit to the information to the contacts listed on the form. Note: If you have changes to your EFT information and are registered in CCR, please update your EFT information in the CCR database.

12. Federal Identification Number -
13. Bank Routing Number 14. Bank Account Number
15. Bank Name

Checking Account
 Savings Account

Signature _____ Date

This information may be either e-mailed or faxed to :
 Email: Christian Dellis (Christian.B.Dellis@aphis.usda.gov) or Marcus McElvaine (Marcus.McElvaine@aphis.usda.gov)
 or
 FAX: 301-734-7639 (Attention Christian Dellis or Marcus McElvaine)

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FIGURE F-1-1: Initial Setup for State and County Fee Remittance Worksheet

