

# Checks Collected Worksheet

01. Account #: 0XPQPQ0024PQPSCRTPUBLICUSDA/0203      03. From: \_\_\_\_\_  
 02. To:      USDA, APHIS      \_\_\_\_\_  
              P.O. Box 979043      \_\_\_\_\_  
              St. Louis, MO 63197-9000      \_\_\_\_\_

	04. Date	05. Applicant/ Name	06. Remitter Name	07. Check #	08. Check Amount
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					

Total:                      Total:

\_\_\_\_\_  
09. SENT BY (SIGNATURE)

\_\_\_\_\_  
10. PRINTED NAME

\_\_\_\_\_  
11. TITLE

\_\_\_\_\_  
12. RESPONSIBLE EXPORT CERTIFICATION SPECIALIST (ECS)

13. \_\_\_ of \_\_\_

<b>RECEIVED</b>	
<i>(Return copy to sender in item 3 above)</i>	
AMOUNT	RECEIVED BY (SIGNATURE)
DATE	TITLE

## Checks Collected Worksheet Instructions

PPQ attempted to capture all the required information through the use of one worksheet instead of requiring state/county locations to fill out multiple documents each month. The worksheet contains all the information needed by PPQ to track and account for certificates issued and fees collected.

Block 1 - Prefilled - Account Number

Block 2 - Prefilled - Address to send original checks and worksheets

Block 3 - Fill in the address of the state/county location

Block 4 - Input the date the certificate was issued

Block 5 - Input the name of the applicant organization/government entity

- In many cases, the applicant and exporter are the same. Enter the name of the person who actually paid for the certificate, not necessarily the exporter listed on the certificate.

Block 6 - Input the person that signed the check or money order

Block 7 - Input the check or money order number

Block 8 - Input the amount of the check collected

Block 9 - Signature of the person sending in the worksheet

Block 10 - Printed name of signer in block 9

Block 11 - Title of person

Block 12 - Name of responsible ECS

Block 13 - To be completed if the worksheet requires multiple pages

Received Block - To be completed by USDA