



## **Trust Fund Account Set Up Information**

### **PURPOSE**

The purpose of this document is to facilitate the set-up of a new Trust Fund (TF) account. It sets forth the required documents and the steps needed to establish a new TF account in the Financial Management Modernization Initiative (FMMI) Automated Trust Fund (ATF) system.

### **REQUIRED DOCUMENTS**

- Signed TF agreement
- APHIS Cost Management System (ACMS) screen print
- Completed New TF Account Information sheet (Page 2)

### **STEPS**

1. Email APHIS-Master Data to establish desired FMMI accounting elements: WBS element, Fund, Fund/Cost Center, Functional Area, and Short Hand Code
2. Complete the New TF Account Information sheet
3. Email the Minneapolis TF Team the three required documents (email address below)
4. Once the new TF account has been established, the TF Manager(s) will begin receiving monthly TF statements via email

### **DEPOSITS**

For specific instructions on how to make a deposit, please e-mail Minneapolis TF Team for instructions.

**CONTACT US:** If you are part of United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS) direct questions to: [MPLS.TF.TEAM@usda.gov](mailto:MPLS.TF.TEAM@usda.gov)



## New Trust Fund Account Information

*The information provided below is used to establish the TF account in the FMMI ATF System*

TF Account/Cooperator Name: \_\_\_\_\_

WBS Element: \_\_\_\_\_

Cooperator US Tax ID #: \_\_\_\_\_

TF Agreement #: \_\_\_\_\_

Effective Dates: \_\_\_\_\_ to \_\_\_\_\_

Account Type: \_\_\_\_\_ (i.e. Preclearance, Ralstonia, Quarantine, etc.)

Commodity Type: \_\_\_\_\_ (i.e. Produce, Plants, Birds, etc.)


TF Activity Country Code: \_\_\_\_\_ (Country TF activity takes place)

Primary TF Name Manager: \_\_\_\_\_ 

Primary TF Manager Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Primary TF Manager Email Address: \_\_\_\_\_

Primary TF Manager Phone Number: \_\_\_\_\_

**OPTIONAL CONTACTS** (up to four additional contacts to receive and review TF statement) 

TF Contact 2 Name and Email Address: \_\_\_\_\_

TF Contact 3 Name and Email Address: \_\_\_\_\_

TF Contact 4 Name and Email Address: \_\_\_\_\_

TF Contact 5 Name and Email Address: \_\_\_\_\_