

Checks Collected Worksheet

01. Account #: 6XPQPQ0024PQPSCRTPUBLICUSDA/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.					
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11.					
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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 ____

RECEIVED	
<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