



# **Collecting and Remitting Payments for the New AQI User Fees**

Cruise Ship Passenger Inspection  
and Treatment Monitoring



## **Objective:**

To inform stakeholders who are new to the collection process about how to remit payments

## **Topics:**

- New AQI user fees
- Collection process
- Q & A



# AQI User Fee Rate

| User Fee Class   | New User Fee Rate<br>Effective Dec. 28, 2015   |
|------------------|--|
| Cruise passenger | 1.75   |
| Treatment        | Phased in over 5 years:<br>First Year: \$47.00<br>Second Year: \$95.00<br>Third Year: \$142.00<br>Fourth Year: \$190.00<br>Fifth Year: \$237 |

## Treatment Monitoring User Fee

- “Treatment” applies to any fumigation or cold treatment monitored or performed by APHIS or CBP
- Cold treatments performed outside of the U.S. and funded by other sources are not subject to AQI fees unless a follow-up treatment is needed or elected

# Cruise Ship Passenger Inspection User Fee

- Cruise ship passengers will be charged for sales of tickets beginning December 28, 2015.
- There is no retroactive user fee charge for the advance purchase of a voyage occurring after December 28, 2015.
- Remittance of user fees are due for the quarter of departure
- AQI inspection charges for vessels are covered by the new passenger fee

## Exemptions/Limitations

- Cruise or airline passengers:
  - Crew members onboard for operation of the vessel; Passengers not having touched a foreign port or place; Passengers moving from the US Virgin Islands to Puerto Rico
  - Airlines and cruise lines will not be charged reimbursable overtime for passenger inspection services if passengers already paid their AQI user fee



## Account Set Up

You should have received an informational packet from us in November containing information about the program and the forms you need to complete to set up an account with USDA APHIS.

- If you did not receive one you can request one via email to [ABSHelpline@aphis.usda.gov](mailto:ABSHelpline@aphis.usda.gov)



# Remittance Worksheets

Use the remittance worksheet to report quarterly activity to USDA APHIS. The worksheet needs to be completed and sent to us each quarter; even if your company had no activity for that quarter.

- The remittance worksheet must contain the following company information:
  - The name and address of the entity remitting the fee.
  - The name of a contact person for the organization.
  - The tax identification number of the organization.
  - The calendar quarter covered by the payment.
  - The amount collected and remitted for the calendar quarter.
- The remittance can be submitted to us in several ways:
  - With your payment
  - Via email to : [ABSHelpline@aphis.usda.gov](mailto:ABSHelpline@aphis.usda.gov)
  - Via Fax to : (612) 336-3563

You can email the [ABSHelpline@aphis.usda.gov](mailto:ABSHelpline@aphis.usda.gov) for a standard remittance worksheet to use for your quarterly reporting.

# Fee Collection

Fees are collected at the time of fumigation/treatment service or ticket purchase.

- The company collecting the fee is required to put it in a separate trust account until the end of the quarter.
- At that time all payments for that quarter will be remitted to APHIS.



# Payment Timeline

- Payments are due each quarter according to the following table:

| <b>Quarter</b> | <b>Activity Date</b>    | <b>Payment Due</b> |
|----------------|-------------------------|--------------------|
| 1st            | January 1 - March 30    | April 30th         |
| 2nd            | April 1 - June 30       | July 31st          |
| 3rd            | July 1 - September 30   | October 31st       |
| 4th            | October 1 - December 31 | January 31st       |

Please put your USDA APHIS AQI account number on your payment to ensure it is applied to your account in a timely manner.

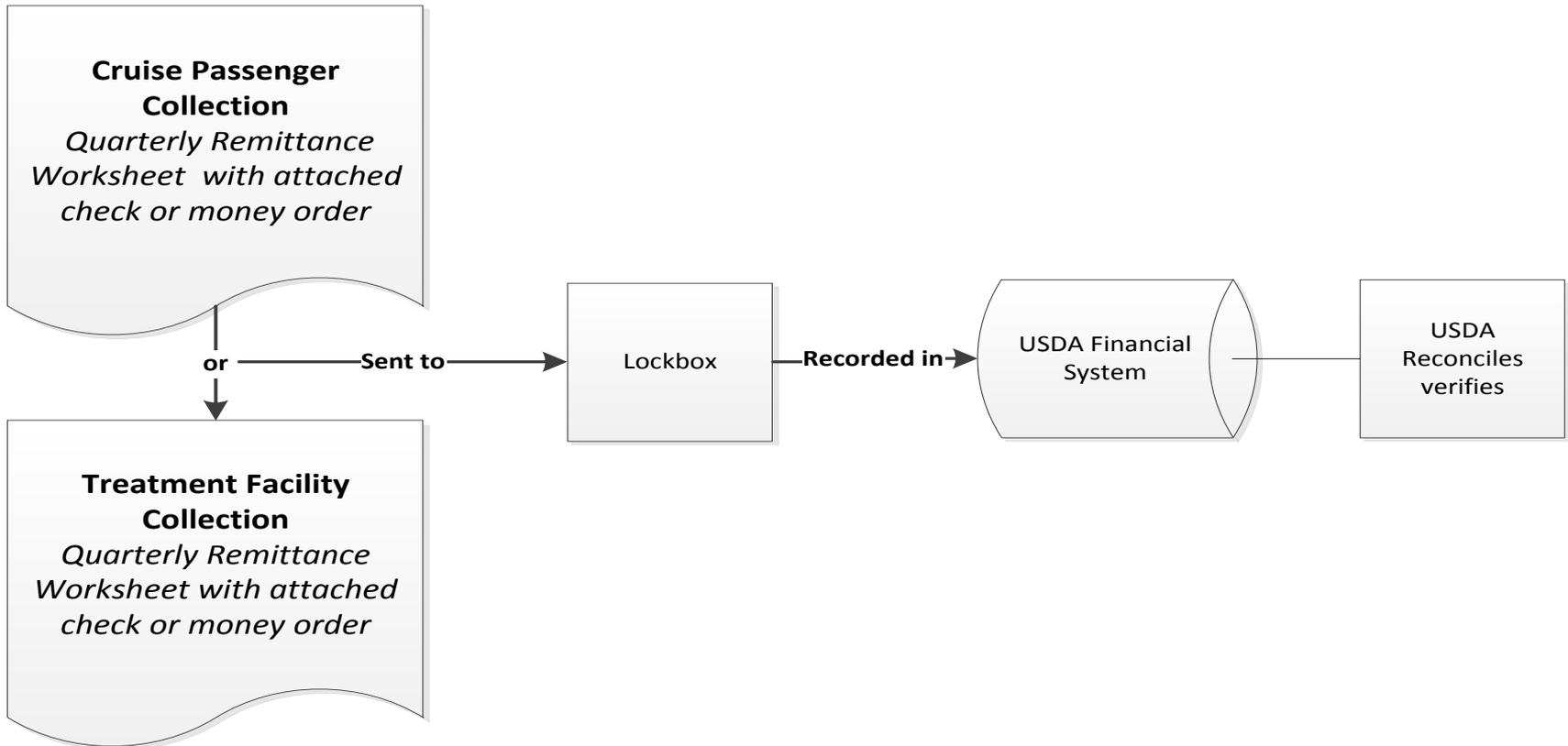


# Submitting Payment

- By Mail:
  - Send your check and a copy of the remittance worksheet to:  
USDA, APHIS, AQI  
P.O. BOX 979044  
ST LOUIS, MO 63197-9000
- By Credit Card:
  - Go to [Pay.gov](https://www.pay.gov) to pay online\*
- By Wire:
  - ABA:021030004  
Name on Account: USDA, Animal and Plant Health Inspection Service (APHIS)  
Account Number:12403400
- By ACH:
  - ABA: 051036706  
Name on Account: USDA, Marketing and Regulatory Programs (MRP),  
Animal and Plant Health Inspection Service (APHIS)  
Account Number: 540021

*\*You can email the [ABSHelpline@aphis.usda.gov](mailto:ABSHelpline@aphis.usda.gov) for directions on how to get set up to remit payments through Pay.gov.*

# Collection Process: Lockbox



# Collection Process: Electronic Payments



Collections will be audited by the Department of Homeland Security, Customs and Board Protection Agency.



## Contact Information

For *policy* questions:

General: Diane Schuble, 301-851-2338

Financial: Victoria Roach, 301-851-2611

[AQI.user.fees@aphis.usda.gov](mailto:AQI.user.fees@aphis.usda.gov)

For *payment* questions:

Melissa Mack, 612-336-3383 or

Greg Wilkes, 612- 336-3254

[ABSHELPLINE@aphis.usda.gov](mailto:ABSHELPLINE@aphis.usda.gov)

Thank you for your attention!



# Questions & Answers