

December 7, 2015

Attn: Controller

Your company was identified as a provider of AQI treatment and/or fumigation services. We would like to take this opportunity to provide you with the following information on the U. S. Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Treatment Services user fees.

BACKGROUND

The Food, Agriculture, Conservation, and Trade Act of 1990, as amended by the Omnibus Budget Reconciliation Act of 1990, authorized the USDA, APHIS, to establish user fees for agricultural quarantine and inspection services provided in connection with the AQI Treatment provided private entities to importers. Each importer of a consignment of articles that require treatment upon arrival from a place outside of the customs territory of the United States, either as a preassigned condition or as a remedial measure ordered following the inspection of the consignment, must pay an AQI user fee.

The Federal regulations governing the APHIS user fees can be accessed at the following website:
<http://www.ecfr.gov/cgi-bin/ECFR?page=browse> : Title 7 – Agriculture, click Go. Browse Parts: 300-399. Scroll down to Part 354, Select 354.3.

Fees for Providing AQI Treatment Services

APHIS user fee regulations require all companies providing AQI treatment services on or after December, 28th 2015, to collect the APHIS AQI treatment user fee for AQI treatment services provided by private entities. Treatment providers must collect the AQI treatment fee at the time treatment is applied. When APHIS user fees are collected from Treatment services, they must be accounted for separately and held in trust until such time as they are voluntarily remitted with a statement containing the following information:

1. The name and address of the entity remitting the fee.
2. The name of a contact person for the organization.
3. The tax identification number of the organization.
4. The calendar quarter covered by the payment.
5. The amount collected and remitted for the calendar quarter.

The user fee rates assessed for each AQI Treatment provided and the effective dates are as follows:

<u>FEE AMOUNT</u>	<u>EFFECTIVE DATES</u>
\$47.00	December 28, 2015
\$95.00	December 28, 2016
\$142.00	December 28, 2017
\$190.00	December 28, 2018
\$237.00	December 28, 2019





Marketing and
Regulatory Programs

Financial
Management
Division

Minneapolis Financial Services Branch
Debt Management Team
PO Box 3334
Minneapolis, MN 55403

Payments made by check or money order should be made payable to the USDA, APHIS in United States Dollars, through a United States bank. It should be sent with your quarterly remittance report to:

USDA, APHIS, AQI
P.O. BOX 979044
ST LOUIS, MO 63197-9000.

Other payment options:

Automated Clearing House (ACH) transactions are processed through Remittance Express by the Federal Reserve Bank of Richmond. The process accepts information in the Cash Concentration and Disbursement (CCD) or the Corporate Trade Exchange (CTX) formats. (U.S. Account Holders Only)

ABA: 051036706
Name on Account: USDA, Marketing and Regulatory Programs (MRP),
Animal and Plant Health Inspection Service (APHIS)
Account Number: 540021

Wire transfers are processed through the Federal Reserve Bank of New York.

ABA: 021030004
Name on Account: USDA, Animal and Plant Health Inspection Service (APHIS)
Account Number: 12403400

International wire transfers should be sent through a U.S. bank or a correspondent bank before going to the Federal Reserve Bank of New York. The remitter is responsible for all fees associated with the transfers.

Please contact your account manager listed below if you wish to pay by **credit card** or pay online at pay.gov.

Please include your account number(s) with all payments to ensure proper and timely credit to your account. We also request that you send an email or fax of this information to make sure we are able to identify the payment. The information can be sent to fax to (612) 336-3563, or e-mail to ABShelpline@aphis.usda.gov or directly to your account manager listed below.

LATE PAYMENTS

As directed by regulation 31 USC, Section 3717, interest and penalties will be assessed on delinquent debts. The Department of Treasury establishes the rate of interest to be charged. An additional 6% per annum penalty will be charged for payments more than 90 days past due and additional administrative charges may be assessed to cover the cost of collecting this debt.

If you have additional questions you can send them by writing to: USDA, APHIS, DMT, P.O. Box 3334, Minneapolis, MN 55403, by calling toll free at (877) 777-2128, by fax at (612) 336-3563, or by e-mail at ABShelpline@aphis.usda.gov.

Sincerely,

Debt Management Specialist
Debt Management Team

Enclosures





New account Set Up Worksheet

Company Name _____

Address _____

Contact Name _____

Phone Number _____ Fax Number _____

E-Mail Address _____

Federal Tax Identification Number _____ (W-9 Attached)

The following are questions which will help determine on how to set-up your new account:

Does your company provide Treatment/Fumigation services to importers? Yes No

Please complete this sheet and return to us:

By Fax: 612-336-3563
By Email: ABSHelpline@aphis.usda.gov



APHIS QUARTERLY Fumigation Remittance Worksheet

Company Name _____
Address _____

Tax ID Number _____
Company Contact _____
Telephone Number _____
Fax Number _____
E-Mail Address _____

Calendar Quarter and Year _____
Fumigation Treatment Customer# _____
Total Number of Treatments Reporting _____
Total U.S. Dollars Remitted for Treatments _____

Please remit payment to the following address within 31 days after the quarter ends:

Mailing Address
USDA, APHIS, AQI
P.O. BOX 979044
ST. LOUIS, MO 63197-9000

EFT/ACH Information
ABA:051036706
USDA MRPAPHIS
Account No. 540021

Physical Address (Overnight & Courier)
USBANK
ATTN: Gov't Lockbox - P.O. Box 979044
1005 Convention Plaza
St. Louis, MO 63101

I confirmed the activity above represents the actual or estimated liability for the period reported. All estimated liability should be adjusted in the next quarter.

Contact Signature _____

Date _____

*****Late payments will be subject to interest, penalties, and handling charges*****

- Notes:
- 1) If remitting payments for more than one quarter, please include a separate sheet for each quarter.
 - 2) If another company is responsible for remitting your fees, please attach a list showing who is responsible (name, address, TIN, contact and phone number), along with the number of flights and spaces contracted.
 - 3) If there was no activity for the quarter, please indicate on this report and submit by fax to 612 336-3563

Revised November 2015



United States Department of Agriculture

Animal and Plant Inspection Service (APHIS)
Agricultural Marketing Service (AMS)
Grain Inspection, Packers and Stockyards Administration (GIPSA)

Now available – Make your payment online!

Pay.gov is a web-based application allowing you to make online payments to Federal Government Agencies. Pay.gov processes ACH (Automated Clearing House) debits and credit card collections. The ACH debits are processed through the Federal Reserve Bank of Cleveland. The following credit cards are supported: American Express, Discover, Diners Club, Master Card, and Visa. Pay.gov can be used to make secure electronic payments.

If this is your first visit to Pay.gov, you may want to register and save your profile to use whenever you need to make a payment. This will prevent you from having to re-enter your information each quarter when you need to make a payment. To register you will need to go to the Pay.gov home page and click on the “Click here to Register” link under the “Should I Register?” heading.

To submit your payment, complete the following:

- Log on to <https://www.pay.gov>
- Click “Make a Payment”.
- Go to #4 and click on “Click here to view a listing of all agencies”.
- Click on “Agriculture (USDA): Animal and Plant Health Inspection Service (APHIS).
- Click on “Continue to the Form” under Animal and Plant Health Inspection Service (APHIS) AQI User Fees.
- Read the information pertaining to payment methods and Click on “Continue to the Form”, again.
- Complete the required information and submit the form.
- Enter payment information and submit your payment.
- Print confirmation screen as your receipt.

Visit website for additional information.

NOTE: Online payment does not replace reporting of activity. Please mail, e-mail or fax your quarterly activity to USDA APHIS:

Greg Wilkes
612-336-3254
Greg.wilkes@aphis.usda.gov
Accounts A-I

Melissa Mack
612-336-3383
Melissa.a.mack@aphis.usda.gov
Accounts J-Z, Railroads

Fax 612-336-3563

*Also available is an email helpline at ABSHelpline@usda.gov