

# Citrus Canker Indemnity Payments

**Use:** Indemnity payments are compensation payments made to individuals or organizations to compensate for the loss or destruction of certain animals and crops. These instructions are specifically for Citrus Canker Indemnities.

**Background:** Citrus Canker is a disease that causes lesions on the leaves, stems, and fruit of citrus trees. Spread by wind and rain, the disease affects the health and marketability of infected fruit. Citrus Canker affects all types of citrus, including oranges, grapefruit, tangerines, lemons, and limes. The disease causes the citrus tree to continually decline in health and fruit production. Regulations regarding payment for Replacement of Commercial Citrus Trees, payment for the Recovery of Lost Production Income, and payment for the Replacement of Citrus Nursery Stock can be found at the following link: <http://law.justia.com/us/cfr/title07/7-5.1.1.1.2.11.html>.

## **Please note the following instructions:**

1. These instructions were developed for specific agencies of the USDA, currently Animal and Plant Health Inspection Service (APHIS). If you work for an agency other than APHIS, please check with your agency for their requirements.
2. In order for Citrus Canker Indemnity payments to be made, Financial Operations Services Team (FOST) must receive the following:

Required:

- **Invoice Data**, including:
  - Date of Receipt of Invoice by APHIS
  - Vendor Name
  - Vendor Address
  - Amount
  - Signature of Approving Official
  - Application for Tree Replacement and/or Lost Production\*
  - Final Order Form\*
  - Address of indemnification (**cannot** be a PO box)

\* Note: *These forms are provided by PPQ. FOST does not have links to these as electronic forms.*

- **FMMI Vendor Code** (if known), or one of the following:
  - Tax Identification Number (TIN)
  - Dunn and Bradstreet Number (DUNS)
  - the last four digits of the vendor's Social Security Number (SSN)
- **FMMI Master Data**, for each accounting element breakdown, if applicable, including:

- Fund
- Fund Center
- Functional Area
- WBS Element, if applicable
- Budget Period
- Budget Object Code(s) (BOCs)
- **Electric Funds Transfer (EFT) Information**, if new vendor or vendor banking has changed

Requested: *(used for FAADS and FFATA reporting)*

- **County of performance of indemnification**
- **Congressional District of Indemnification Performance** (two digit number)\*
- **Congressional District of Recipient** (two digit number)\*
- **Cooperator Type**

\*Note: Congressional District of Indemnification Performance and Congressional District of Recipient can be researched at the following websites:

<http://fastfacts.census.gov/home/cws/main.html>

<http://www.congressmerge.com/onlinedb/index.htm>

3. Please be mindful not to submit a request twice, or your accounting code may be charged twice.
4. USDA APHIS staff only:

Citrus Canker Indemnity payment requests may be submitted via mail, fax, or email directly to an assigned staff member.

- FOST staff members who are assigned to process payments and answer questions regarding specific payments can be found at [FOST Assigned Duties](#).
- The mailing address, fax number, and employee phone and email information can be found at [Contact Us](#).