



Animal and Plant Health Inspection Service

# PPQ Reimbursable Overtime (ROT) User Fee Payment Options

## CREDIT CARD. The preferred method of payment is paying by card using [pay.gov](https://pay.gov).

When you are ready to pay your monthly account statement balance make sure you have your account number and payment type ready. Then:

- ✓ Go to [pay.gov](https://pay.gov) and choose "Continue to Form."
- ✓ Complete all of the required information with an \* by it.
- ✓ For the "Service Provided by:" choose "Reimbursable Overtime (ROT) Now you will be able to fill in your APHIS 7 digit account number and the amount you are paying on your account.

*Service Provided by:	Customer Account Number	Payment Amount (U.S. Dollars)
Reimbursable Overtime (ROT) ▼	*1 XXXXXXXX ACCT NUMBER HERE	*\$ 249.00

- ✓ Once all of your information is entered correctly choose "Submit Data"
- ✓ Now you will choose the correct payment type and click "Next."
- ✓ Complete all of the required (\*) payment type information. When you are finished choose "Review and Submit Payment."
- ✓ On this page make sure you check ( ✓ ) both of the below boxes. Enter your email address in the first two boxes and then please add "ABSHelpline@usda.gov" in the "CC" box.

I would like to receive an email confirmation of this transaction.

**\* Enter Email Address:**

YOUR EMAIL HERE

**\* Confirm Email Address:**

YOUR EMAIL HERE

**CC:**

ABSHelpline@usda.gov

*You may enter multiple email addresses in this field. Separate email addresses with a comma.*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

- ✓ When all of the information is entered and correct click "Submit Payment." Once you click this you will get an email confirmation of your payment details and so will your account manager.

If you would like more detailed information on how to process your payment using [pay.gov](https://pay.gov), including step by step instructions and screen shots, you can request this by emailing the [ABSHelpline@usda.gov](mailto:ABSHelpline@usda.gov).

## **MAIL**

Please make all checks payable to "USDA AHPIS." Checks drawn from a foreign bank must say "Payable in US Dollars."

\*Make sure your 7 digit APHIS account number is in the memo line of your check.\*

### **Normal Mailing Address:**

USDA, APHIS ROT  
Po Box 979042  
St. Louis, MO 63197-9000

### **Overnight Mail Physical Address:**

US Bank  
Attn: Gov't Lockbox ROT- PO Box 979042  
1005 Convention Plaza  
St. Louis, MO 63101  
Tel: (314) 425-1818

## **ACH\***

Federal Reserve Bank of Richmond  
701 E. Byrd Street  
Richmond, VA 23219  
Tel: (804) 697-8000

ABA: 051036706  
Name on Account: USDA, Marketing and Regulation Program (MRP)  
Animal and Plant Health Inspections Services (APHIS)  
Account Number: 540021  
AHPIS Account: Make sure to add your 7 digit APHIS Account number somewhere within your payment details

## **WIRE TRANSFER\***

Federal Reserve Bank of New York  
33 Liberty Street  
New York, NY 10045  
Tel: (212) 720-5000

ABA: 021030004  
Name on Account: USDA, Animal and Plant Health Inspections Services (APHIS)  
Account: 12403400  
SWIFT: DO NOT USE; if you use this code your payment will likely be rejected.  
AHPIS Account: Make sure to add your 7 digit APHIS Account number somewhere within your payment details

International Wire Transfers must be sent through a US correspondent bank (i.e. third party or intermediary bank) before going to the Federal Reserve Bank of New York. The US correspondent bank information should be in bold.

\* ACH and Wire Transfers require posting information (customer name, customer number, and the purpose of the payment) be emailed to [ABShelpline@aphis.usda.gov](mailto:ABShelpline@aphis.usda.gov).

## **Need more information?**

Please contact your VS Debt Management Specialist:

Accounts that start with A-L: Shin-Jeong Christensen (612) 336-3262  
Accounts that start with M-Z: Bonnie Ketola (612) 336-3267  
Email: [ABShelpline@usda.gov](mailto:ABShelpline@usda.gov)

**Note:** Any fees associated with the financial transaction chosen (ie bank funds transfer, credit card, etc) are the responsibility of the remitter. Please check with your financial institution for fee considerations.