

**U.S. Department of Agriculture (USDA)**  
**Animal Plant Health Inspection Service (APHIS)**  
**Reimbursable Overtime (ROT) User Fees Account Terms and Conditions**

The U.S. Code and the Code of Federal Regulations provide that any person, firm or corporation having ownership, custody or control of any agricultural articles subject to inspections, and who require the services of an APHIS inspector on a Sunday, holiday, or any other time outside the regular tour of duty of that inspector, shall pay the Government for those inspection services at the current established hourly rate. The inspection will be documented on inspection report(s) and billed on a monthly statement on the first day of the month by the USDA, National Finance Center (NFC). Government regulations mandate that the current month's charges must be paid in full by the 25th of the month. Listed below is a more detailed explanation of certain features of the billing and collections system.

**Acceptance of Terms and Conditions.**

The use of your account means you accept the terms and conditions as outlined below.

**Reimbursable Overtime Frequently Asked Questions**

I have read the Reimbursable Overtime Frequently Asked Questions. All questions I had were answered here or by an APHIS employee and I know it is my responsibility to understand and follow them to keep my account.

**Billings**

After you have received services the field office will give you an invoice for your records. (APHIS Form 89) On a monthly basis you will receive an account statement from the finance office listing all of your invoices for the month and the total due on your account. This is like a credit card account where you charge throughout the month and get one bill to pay at the end of the month; do not pay each individual invoice separately.

**Incorrect Billings**

It is the account holder's responsibility to review their statement each month for accuracy; we recommend reconciling all invoices to the statement each month. If you find an error on a specific invoice please let the field office you used know about the error and work with them to get it corrected. If there is an error on your monthly statement please contact the Minneapolis based APHIS Accounts Receivable team using the information below.

**Payments**

Your payment is due by the 25th of the month. We accept the following payment types; check/money order (in U.S. currency from a U.S. bank), ACH/wire transfers, and credit cards. Payments are applied to any interest, penalty, and/or administrative charges first, then to the oldest outstanding invoice on your account, using our "first in first out" policy. Again, like a credit card bill.

**Past Due Amounts**

Any statements not paid in full by the 25th of each month will be subject to the following late payment penalties:

- **Interest Charges** - assessed against the full amount in the "Previous Balance" block, at the current rate established by the U.S. Department of Treasury.
- **Penalty Charges** - assessed against any principal more than 90 days past due, currently at a rate of 6 percent per annum, as governed by 31USC Sec 3717.
- **Administrative Charges** - assessed administrative costs for processing "NSF" checks (\$20.00), or if extraordinary costs are incurred in collection of an account (e.g., collection agency fees).
- **Past Due Actions**-
  - At 60 days past due all services will be placed on a cash only basis (COD).
  - At 90 days past due all services will be suspended.
  - At 120 days past due your account will be referred to the US Department of Treasury for further collection actions based on their current policy according to the Debt Collection Improvement Act of 1996(DCIA).

### **Forced Account Closing**

Accounts will be closed if:

- They have been put on COD status more than 3 times in a 12 month period.
- They are not used at least 6 times in a 12 month period.

### **Cancellation.**

You may cancel your account at any time by notifying us in writing. You will still be responsible for any amount on the account at the time of closing.

### **Keeping Information Up to Date**

If there are any changes to the account information let APHIS know within 15 days. Examples include a business mailing address change, sale/closing of a business, new point of contact, etc.

Minneapolis based Accounts Receivable Team contact information:

Phone: (877) 777-2128

Email: [ABSHELPLINE@USDA.GOV](mailto:ABSHELPLINE@USDA.GOV)

