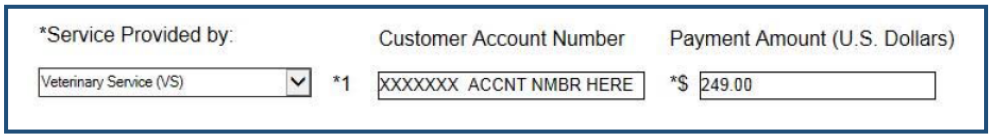
Animal and Plant Health Inspection Service

Veterinary Services (VS) User Fee Payment Options

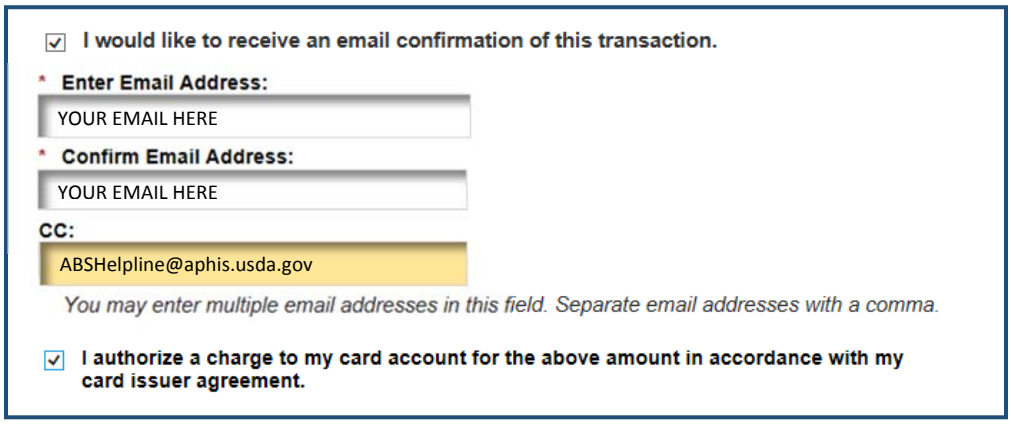
CREDIT CARD. The preferred method of payment is paying by card using pay.gov.

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 and choose "Continue to Form."
- ✓ Complete all of the required information with an * by it.
- ✓ For the "Service Provided by:" choose "Veterinary Service (VS)." Now you will be able to fill in your APHIS 7 digit account number and the amount you are paying on your account.



- ✓ 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@aphis.usda.gov"** in the "CC" box.



- ✓ 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, including step by step instructions and screen shots, you can request this by emailing the ABSHelpline@aphis.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 VS
Po Box 979039
St. Louis, MO 63197-9000

Overnight Mail Physical Address:
US Bank
Attn: Gov't Lockbox VS- PO Box 979039
1005 Convention Plaza
St. Louis, MO 63101

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.

Need more information?

Please contact your VS Debt Management Specialist:

Accounts that start with A-L: Shin Christensen (612) 336-3262
Accounts that start with M-Z: Bonnie Ketola (612) 336-3267
Email: ABShelpline@aphis.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.*