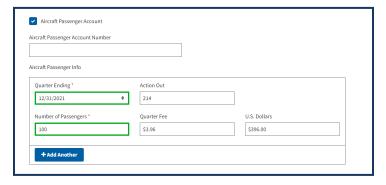
### **Animal and Plant Health Inspection Service**

# **Agricultural Quarantine Inspection (AQI) 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 quarterly user fee amount 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.
- ✓ All of the fields with an (\*) are required to be completed.
- ✓ Next, navigate to the User Fee type you are paying and choose the correct quarter and count. Once you have done that the Quarter Fee and U.S. Dollars owed will be auto populated for you. For example:



- ✓ You can pay more than one quarter or more than one fee at a time.
- ✓ When you are done choose "Continue."
- ✓ Now you will choose the correct payment type and click "Next."
- ✓ Complete all of the required (\*) payment type information fields. 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.



✓ 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

### **MAIL**

Please make all checks payable to "USDA AHPIS." Checks drawn from a foreign bank must say "Payable in US Dollars." Also include your account number and the quarter and year for which you are paying. (ex. Acct 3214567 Qtr 1 Yr 2020) so your payment gets deposited correctly.

**Normal Mailing Address:** 

USDA, APHIS AQI Po Box 979044

St. Louis, MO 63197-9000

**Overnight Mail Physical Address:** 

**US Bank** 

Attn: Gov't Lockbox VS-PO Box 979044

1005 Convention Plaza St. Louis, MO 63101

**Bank 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@usda.gov.

#### Need more information?

Please contact your AQI Debt Management Specialist:

Email: 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.