



# APHIS - Agriculture Quarantine Inspection (AQI) New Account Application

1

Please complete the below as shown on your W9 / W8 and include a copy with this application

Company Name:			
Company Address:			
TIN:		Phone Number:	
Contact Email:		Company Contact:	

2

The below questions will help determine what type(s) of AQI account is needed.  
Answer "yes" even if this only occurs sometimes.

	Yes	No
Does this company fly cargo into the US?		
Does this company fly passengers into the US?		
Does this company sell tickets on behalf of another operator flying into the US?*		
Does this company do any code sharing or ticket interlining? *		
Does this company own aircraft or wet-lease/dry lease/ACMI aircraft? *		
Do any of your aircrafts have less than 64 seats?		
Do you serve meals on your flights? (Not including beverages and prepackaged snacks)		
Do you carry any fresh fruits, vegetables, fresh or processed meats, plants or any other item(s) listed in the Commercial Aircraft Clearance Exemptions?		
How long have you had International flight operations into the US?		

3

The below questions will help make sure you understand some of the requirements of AQI User Fees.

	Yes	No
I have read the exemptions as defined by current regulation and understand how to apply them for this company. (Attached)		
Will there be times when this company will have exemptions to AQI User Fees?		
This company is able to pay the User Fees due in US dollars.		
This company is able to complete and return the required remittance each quarter as required by regulation? (Copy of remittance attached)		

4

Attach a copy of your current W-9 and send along with this completed application.

5

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

6

Please return this application fully completed with all documentation attached to:

- 1) Email : [ABSHelpline@usda.gov](mailto:ABSHelpline@usda.gov) (preferred) OR
- 2) eFax : (612) 336-3563

Once this application has been processed and an account has been created we will use the above contact information to get you the account numbers needed to make the quarterly payments as required.

# Information on USDA APHIS User Fees

## BACKGROUND

The Food, Agriculture, Conservation, and Trade Act of 1990, as amended by the Omnibus Budget Reconciliation Act of 1990, authorized the USDA, APHIS, to establish user fees for agricultural quarantine and inspection services provided in connection with the arrival of international air passengers and commercial aircraft at a port in the customs territory of the United States, or the pre-clearance or pre-inspection at a site outside the customs territory of the United States. APHIS is also authorized to assess interest, penalties, and administrative costs for late payment of user fees.

The Code of Federal Regulations can be accessed at the following website: <https://www.law.cornell.edu/cfr/text>

Browse: Title 7 – Agriculture, click Go. Browse Parts: 300-399. Scroll down to Part 354, Select 354.3. Section (a) gives the definition and Section (e) pertains to the aircraft clearance fees and Section (f) refers to passenger user fees.

## INTERNATIONAL AIR PASSENGER USER FEES

APHIS user fee regulations require all companies issuing tickets or travel documents on or after May 13, 1991, to collect the APHIS international air passenger user fee for all passengers transported into the customs territory of the United States. When APHIS user fees are collected from international passengers, they must be accounted for separately and held in trust until such time as they are voluntarily remitted.

## COMMERCIAL AIRCRAFT USER FEE

Effective February 9, 1992, a user fee was assessed to every commercial aircraft entering the customs territory of the United States, and for any subsequent stop in the United States until the flight terminates at its final destination. Each airline must voluntarily remit to APHIS the appropriate commercial aircraft fee.

## USER FEE RATES AND EFFECTIVE DATES

Effective Date	Passenger Rate	Aircraft Rate
October 1, 2005 through September 30, 2015	\$5.00	
October 1, 2008 through September 30, 2015		\$70.75
December 28, 2015 through November 30, 2022	\$3.96	\$225.00
December 1, 2022 to current	\$3.83	\$225.00

## QUARTERLY REPORTS

Quarterly activity reports must be submitted every quarter to USDA, APHIS. These activity reports must list the total number of passengers per quarter (if your company has a passenger account) and/or the total number of flight arrivals at each port of entry (if your company has an aircraft clearance account). An activity report is also required if no activity has occurred during the quarter. It is permissible to submit summary activity reports; listing every passenger or landing is not necessary.

If another company is responsible for remitting your fees, a list must be attached showing the responsible party's name, address, tax identification number, contact person and phone number. This list must also include the remitting quarter and the exact number of passengers, flights, or spaces contracted for.

Please send your quarterly report by either email to [ABShelpline@usda.gov](mailto:ABShelpline@usda.gov) (preferred) or fax by fax to (612) 336-3563.

## PAYMENT PROCEDURES

Both international air passenger and commercial user fees must be received within 31 days following the end of each calendar quarter for which the fees were assessed. Our payment schedule is as follows:

Quarter	Months Covered	Due Date
1st Quarter	January, February, March	May 1st
2nd Quarter	April, May, June	July 31st
3rd Quarter	July, August, September	October 31st
4th Quarter	October, November, December	January 31st

## PAYMENT INSTRUCTIONS

The procedures below are for payments to USDA APHIS FOR AQI User Fees. Payments are accepted via Check, Money Order, ACH, Wire Transfer, PayPal, Debit Card, Credit Card, or IPAC.

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.

## AQI REMITTANCE ADVICE

The remittance advice included on your payment(s) is **crucial** to ensuring the proper posting of your payment. For AQI payments, please include your account number and the quarter and year for which you are paying (ex. Acct 3214567 Qtr 1 Yr 2017).

### Check or Money Order

Make payable to "USDA APHIS". Checks drawn from a foreign bank must say "Payable in US Dollars".

Mail your payment to:

USDA, APHIS, AQI  
PO BOX 979044  
St. Louis, MO 63197-9000

For Overnight Payments:

US Bank  
Attn: Government Lockbox 979044  
1005 Convention Plaza  
St. Louis, Mo 63101  
Contact Phone Number: 315-425-1818

### Debit Card, Credit Card, PayPal or ACH

Payments can be made at [www.pay.gov](http://www.pay.gov).

For step-by-step Pay.gov instructions please ask your Debt Management Specialist at: [ABShelpline@usda.gov](mailto:ABShelpline@usda.gov).

### Bank ACH

Processed through Remittance Express by the Federal Reserve Bank of Richmond.

You will need the following information to remit a payment via ACH, if not using pay.gov:

ABA: 051036706  
Name on Account: USDA, MRP, APHIS  
Account Number: 540021

### Wire Transfers

Processed through the Federal Reserve Bank of New York.

You will need the following information to remit a payment via ACH, if not using pay.gov:

ABA: 021030004  
Name on Account: USDA, APHIS  
Account Number: 12403400

**DO NOT USE THE BANK SWIFT CODE** for any Wire Transfers. This may cause your payment to be rejected.

### 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**.

## LATE PAYMENTS

As directed by regulation 31 USC, Section 3717, interest and penalties will be assessed on delinquent debts. The Department of Treasury establishes the rate of interest to be charged. An additional 6% per annum penalty will be charged for payments more than 90 days past due and additional administrative charges may be assessed to cover the cost of collecting this debt .

## AUDITS

Yearly audits are conducted to make sure all User Fees are paid as required by Federal Regulation. If during this audit it is determined that a company has not paid as required there will be interest and penalty added to the amounts owing going back to when they were first due.

## EXEMPTIONS

The following exemptions can be found in Federal Regulation. There are different exemptions that apply to each user fee type, and an exemption from one type does not automatically signify an exemption from the other type. To be exempt from both passenger and aircraft clearance fees, a carrier must satisfy separate passenger and aircraft clearance exemptions. There also may be instances where there are exemptions that happen on some flights or for some passengers and not others.

**PASSENGER EXEMPTIONS**

(i)	Crew members who are on duty on a commercial aircraft
(ii)	Airline employees, including “deadheading” crew members, who are traveling on official airline business
(iii)	Diplomats, except for United States diplomats, who can show that their names appear on the accreditation listing maintained by the United States Department of State. In lieu of the accreditation listing, an individual diplomat may present appropriate proof of diplomatic status to include possession of a diplomatic passport or visa, or diplomatic identification card issued by a foreign government
(iv)	Passengers departing and returning to the United States without having touched a foreign port
(v)	Passengers arriving on any commercial aircraft used exclusively in the governmental service of the United States or a foreign government, including any agency or political subdivision of the United States or a foreign government, so long as the aircraft is not carrying persons or merchandise for commercial purposes. Passengers on commercial aircraft under contract to the United States Department of Defense (DOD) are exempted if they have been precleared abroad under the joint DOD/APHIS Military Inspection Program
(vi)	Passengers arriving on an aircraft due to emergency/forced landing when the original destination of the aircraft was a foreign port
(vii)	(vii) Passengers transiting the United States and not subject to inspection
(viii)	Passengers moving from the United States Virgin Islands to Puerto Rico

**COMMERCIAL AIRCRAFT EXEMPTIONS**

(i)	Any aircraft used exclusively in the governmental services of the United States or a foreign government, including any Agency or political subdivision of the United States or a foreign government, as long as the aircraft is not carrying persons or merchandise for commercial purposes
(ii)	Any aircraft making an emergency or forced landing when the original destination of the aircraft was a foreign port
(iii)	Any passenger aircraft with 64 or fewer seats, which is not carrying the following cargo: Fresh fruits, fresh vegetables, plants, unprocessed plant products, cotton or covers, sugarcane, or fresh or processed meats; and which does not offer meal service other than beverages and repackaged snacks that do not contain meats derived from ruminants, swine, or poultry or fresh fruits and fresh vegetables. Aircraft exempt from the user fee under this paragraph would still be subject to the garbage handling requirements found in Sec. 330.400 of this chapter and 9 CFR 94.5
(iv)	Any aircraft moving from the United States Virgin Islands to Puerto Rico
(v)	Any aircraft making an in transit stop at a port of entry, during which the aircraft does not proceed through any portion of the Federal clearance process, such as inspection or clearance by APHIS or the Bureau of Customs and Border Protection, no cargo is removed from or placed on the aircraft, no passengers get on or off the aircraft, no crew members get on or off the aircraft, no food is placed on the aircraft, and no garbage is removed from the aircraft.

**PROGRAM CONTACT**

If you have any further questions on AQI User Fees please contact us at [ABSHelpline@usda.gov](mailto:ABSHelpline@usda.gov).



# APHIS - AQI - Quarterly Remittance Worksheet

Company Name			
Address			
Company Contact		E-Mail Address	
Telephone Number		Calendar Quarter & Year	

You can complete and return this remittance as required to do so by Federal Regulations by:

- 1) **Email** : [ABSHelpline@usda.gov](mailto:ABSHelpline@usda.gov) (preferred) OR
- 2) **eFax** : (612) 336-3563

If you are reporting **ACTIVITY** for the above quarter complete the line for all AQI User Fees you had activity for.

AQI User Fee Type	APHIS Account Number	Count of AQI User Fees for the Quarter		AQI User Fee Amount	=	Amount Due
Aircraft Landing			x	\$225.00	=	
Aircraft Passenger *			x	\$3.83	=	
Cruise Ship Passenger *			x	\$1.68	=	
Treatment			x	\$237.00	=	
<b>Total US Dollars Remitted:</b>						

If you are reporting **NO ACTIVITY** for the above quarter complete the line for all AQI User Fees you had no activity for.

AQI User Fee Type	APHIS Account Number	I certify our company had no activity	I certify that our company had activity but is exempt according to the exemptions in 7CFR354.3
Aircraft Landing			
Aircraft Passenger			
Cruise Ship Passenger			
Treatment			

Additional information to disclose:

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### AQI Reporting Quarters

Quarter	Months Covered	Due Date
1st Quarter	January, February, March	May 1st
2nd Quarter	April, May, June	July 31st
3rd Quarter	July, August, September	October 31st
4th Quarter	October, November, December	January 31st

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payments can be made by check, money order, credit card, bank ACH or wire transfer.

Please see the next page for more information how to make the quarterly payment of your AQI User Fees.

If you have any further questions on AQI User Fees please contact us at [ABSHelpline@usda.gov](mailto:ABSHelpline@usda.gov).

\* Companies are not authorized to keep any overpayments of fees collected from customers. If you find that you have over collected the fees your choices are to refund the customers the overages or to submit the overages to us in your payment.