



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 of AQI account is needed and will help make sure you understand some of the requirements of AQI User Fees.

	Yes	No
Does your company issue tickets or travel documents for international cruise ship passengers?		
I have read the current regulation and exemptions and below information and understand how to apply them for this company.		
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)		

3

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

4

Signature

Title

Date

5

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

- 1) Email : 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.

FEES FOR INTERNATIONAL CRUISE SHIP PASSENGERS

APHIS user fee regulations require all companies issuing tickets or travel documents on or after December 28, 2015, to collect the APHIS international cruise ship 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.

USER FEE RATES AND EFFECTIVE DATES

Effective Date	Rate
December 28, 2015 through November 30, 2022	\$1.75
December 1, 2022 to current	\$1.68

QUARTERLY REPORTS

Quarterly activity reports must be submitted every quarter to USDA, APHIS. These activity reports must list the total number of international passengers quarter. An activity report is also required if no activity has occurred during the quarter.

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

PAYMENT PROCEDURES

Treatment 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

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. There also may be instances where there are exemptions that happen for some passengers and not others.

CRUISE SHIP PASSENGER EXEMPTIONS	
(i)	Crew members onboard for purposes related to the operation of the vessel
(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
(vii)	Passengers transiting the United States and not subject to inspection
(viii)	Passengers moving from the United States Virgin Islands to Puerto Rico

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.

For step-by-step Pay.gov instructions please ask your Debt Management Specialist at: 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.

PROGRAM CONTACT

If you have any further questions on AQI User Fees please contact us at 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 (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	=	
Total US Dollars Remitted:						

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:

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.

* 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.