



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](https://www.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](https://www.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:

The screenshot shows a form titled "Aircraft Passenger Account" with a checked checkbox. Below the title is a text input field for "Aircraft Passenger Account Number". Under "Aircraft Passenger Info", there are four input fields: "Quarter Ending *" (12/31/2021), "Action Out" (214), "Number of Passengers *" (100), and "Quarter Fee" (\$3.96). To the right of the "Quarter Fee" field is a "U.S. Dollars" field showing \$396.00. A blue button labeled "+ Add Another" is at the bottom left of the form.

- ✓ 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”](mailto:ABSHelpline@usda.gov) in the “CC” box.

The screenshot shows a section with a checked checkbox: "I would like to receive an email confirmation of this transaction." Below this are two input fields for "Enter Email Address:" and "Confirm Email Address:", both containing "YOUR EMAIL HERE". A "CC:" field contains "ABSHelpline@usda.gov". A note below reads: "You may enter multiple email addresses in this field. Separate email addresses with a comma." At the bottom is another checked checkbox: "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement."

- ✓ 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.