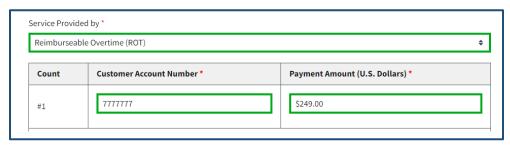
Animal and Plant Health Inspection Service

PPQ Reimbursable Overtime (ROT) 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 "Reimbursable Overtime (ROT) 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@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 email the request to ABSHelpline@usda.gov.

MAIL

Please make all checks payable to "USDA APHIS." 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 ROT PO Box 979042

St. Louis, MO 63197-9000

ACH*

Federal Reserve Bank of Richmond

701 E. Byrd Street Richmond, VA 23219 Tel: (804) 697-8000 **Overnight Mail Physical Address:**

Prior to October 5, 2023:

US Bank

Attn: Gov't Lockbox ROT-PO Box 979042

1005 Convention Plaza St. Louis, MO 63101 Tel: (855) 259-3064 Effective October 5, 2023:

US Bank

Attn: Gov't Lockbox ROT-PO Box 979042

3180 Rider Trail S Earth City MO 63045 Tel: (800) 495-4981

ABA: 051036706

Name on Account: USDA, Marketing and Regulation Program (MRP)

Animal and Plant Health Inspections Services (APHIS)

Account Number: 540021

APHIS 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.

APHIS 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 VS Debt Management Specialist:

Accounts that start with A-L: Shin-Jeong Christensen (612) 336-3262 Accounts that start with M-Z: Harold Jewison (612) 336-3325

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.