



United States Department of Agriculture

Marketing and Regulatory Programs

Financial Management Division Debt Management Team

# APHIS - AQI - Quarterly Remittance Worksheet

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

Complete and return this remittance form as required by Federal Regulations by sending via:

- 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 (10/1/2024 – 9/30/2025)		Amount Due
Treatment Monitoring			x	\$240.60	=	
				<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
Treatment Monitoring			

Additional information to disclose:

### AQI Reporting Quarters

Quarter	Quarter 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 payment of your AQI User Fees. If you have any further questions on AQI User Fees please contact us at ABSHelpline@usda.gov.

## Animal and Plant Health Inspection Service

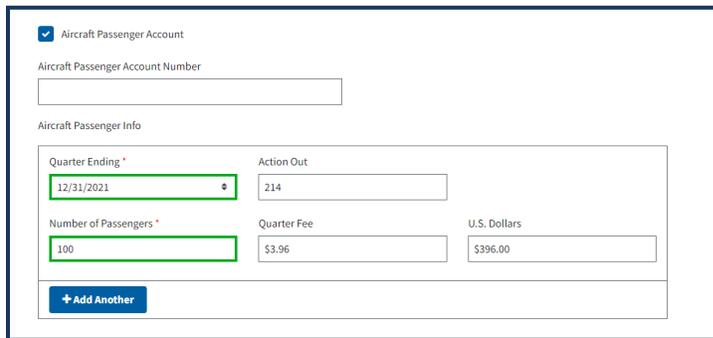
# Agricultural Quarantine Inspection (AQI) User Fee Payment Options

**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](https://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](mailto: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 APHIS." 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 PO Box 979044  
3180 Rider Trail S  
Earth City MO 63045  
Phone:315-425-1818

## 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](mailto:ABShelpline@usda.gov).

## **Need more information?**

Please contact your AQI Debt Management Specialist:

Email: [ABShelpline@usda.gov](mailto: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.