



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		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.

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 - AQI User Fees

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**.