



United States Department of
Agriculture

Marketing and Regulatory
Programs

Financial Management Division Debt
Management Team

APHIS - AQI - Monthly Remittance Worksheet

Company Name		Account Number	
Address			
Company Contact		E-Mail Address	
Telephone Number		Calendar Month & 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 month 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 Month		AQI User Fee Amount (10/1/2025 – 9/30/2026)		Amount Due
Commercial Aircraft			x	\$300.78	=	
International Air Passenger			x	\$3.84	=	
International Cruise Passenger			x	\$1.29	=	
Commercial Railroad Car			x	\$7.23	=	
				Total US Dollars Remitted:		

If you are reporting **NO ACTIVITY** for the above month 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
Commercial Aircraft			
International Air Passenger			
International Cruise Passenger			
Commercial Railroad Car			

Additional information to disclose:

AQI Reporting Months

Month	Due Date	Month	Due Date
January	April 30	July	October 31
February	May 31	August	November 30
March	June 30	September	December 31
April	July 31	October	January 31
May	August 31	November	February 28
June	September 30	December	March 31

Signature: _____

Date: _____

Payments can be made by 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 monthly user fee amount make sure you have your account number and payment type ready. Then:

- ✓ Go to pay.gov and choose “Continue to the Form.”
- ✓ Complete all of the required information with an (*) by it.
- ✓ Next, navigate to the user fee type you are paying and choose Monthly and count. (Quarterly option is reserved for payments on fees prior to October 1, 2025.) Once you have done that the fee and U.S. Dollars owed will be populated for you.

For example:

The screenshot shows a web form titled "Aircraft Passenger Account". It includes a section for "Aircraft Passenger Info" with a dropdown menu for "Aircraft Passenger Option" currently set to "Monthly". Below this are input fields for "Fee" and "U.S. Dollars", with the latter showing "\$0.00". A blue button labeled "+ Add Another" is at the bottom left of the form.

- ✓ You can pay more than one month by selecting [+Add Another] or more than one fee at a time by selecting another user fee type.
- ✓ 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 payment confirmation form. It includes a checkbox for "I would like to receive an email confirmation of this transaction." followed by two input fields for "Enter Email Address:" and "Confirm Email Address:". Below these is a "CC:" field containing the email address "ABSHelpline@usda.gov". A note states: "You may enter multiple email addresses in this field. Separate email addresses with a comma." At the bottom, there is a checkbox for "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.

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.