



How To Pay the Treatment Monitoring User Fee

The U.S. Department of Agriculture's Animal and Plant Health Inspection Service (APHIS) monitors fumigation and cold treatments for imported commodities. We charge a treatment monitoring user fee. The fee is \$244.19 per enclosure. We charge a separate reimbursable overtime fee for monitoring treatments conducted outside of normal business hours.

1



Request an Account

Download the "New Account Packet" from the APHIS website. Call APHIS' Financial Management Division at 612-336-3400 if you have questions. New account packet link:

 www.aphis.usda.gov/sites/default/files/new-account-packet-treatment.pdf

2



Complete the New Account Paperwork

Complete the worksheet and email it to abshepline@usda.gov. We'll set up your account and send your account number, along with instructions for submitting quarterly payments.

 **You must set up one account for paying treatment monitoring user fees and a separate account for paying reimbursable overtime fees.**

3



Collect the Fees

Track the number of treatment enclosures APHIS monitored and collect the fees from your customers. Hold these fees in a designated trust account. APHIS will not send you a bill for treatment monitoring services, but we will send you a quarterly list of services provided to your organization.

 **We will send you a bill for reimbursable overtime for any services conducted outside of normal business hours. That bill is due within 31 days of receipt.**

4



Pay the Fees

At the end of each quarter, submit your payment from the treatment monitoring user fees you collected and send us your "Quarterly Remittance" form. You'll use this form to report the number of treatments monitored and the number and types of fees collected. Fees are due within 31 days of each quarter closing. Treatment providers must report quarterly even if they don't have any collections.

 **You are obligated to send only those fees that you collect from customers. In your quarterly form, note any fees charged but not collected due to a customer's failure to pay. Treatment providers are not responsible for unpaid customer fees.**