



APHIS - Agriculture Quarantine Inspection (AQI) New Account Application

1

Please complete the below as shown on your W9 / W8 and include a copy with this application

Company Name:			
Company Address:			
TIN:		Phone Number:	
Contact Email:		Company Contact:	

2

The below questions will help determine what type of AQI account is needed and will help make sure you understand some of the requirements of AQI User Fees.

	Yes	No
Does your company issue tickets or travel documents for international cruise ship passengers?		
I have read the current regulation and exemptions and below information and understand how to apply them for this company.		
This company is able to pay the User Fees due in US dollars.		
This company is able to complete and return the required remittance each month as required by regulation? (Copy of remittance attached)		

3

Attach a copy of your current W-9 and send along with this completed application.

4

Signature

Title

Date

5

Please return this application fully completed with all documentation attached to:

1) Email : ABSHelpline@usda.gov (preferred) OR
2) eFax : (612) 336-3563

Once this application has been processed and an account has been created we will use the above contact information to get you the account numbers needed to make the monthly payments as required.

Information on USDA APHIS User Fees

REGULATIONS

International cruise passenger fee regulations are listed in [7 CFR 354.3\(f\)](#).

USER FEE RATES AND EFFECTIVE DATES

AQI User Fee Category	Current Fee (Beginning December 1, 2022)	Beginning October 1, 2024	Beginning October 1, 2025	Beginning October 1, 2026	Beginning October 1, 2027
International Cruise Passenger	\$1.68	\$1.25	\$1.29	\$1.34	\$1.39

MONTHLY REPORTS

Monthly activity reports must be submitted every month to USDA, APHIS. These activity reports must list the total number of international passengers per month. An activity report is also required if no activity has occurred during the month.

Please send your monthly report by either email to ABShelpline@usda.gov (preferred) or fax by fax to (612) 336-3563.

PAYMENT PROCEDURES

Passenger cruise user fees are due 90 days following the end of each calendar month for which the fees were assessed. Our payment schedule is as follows:

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

EXEMPTIONS

Exemptions can be found in Federal Regulation. There are different exemptions that apply to each user fee type, and an exemption from one type does not automatically signify an exemption from the other type. There also may be instances where there are exemptions that happen for some passengers and not others.

PAYMENT INSTRUCTIONS

The procedures below are for payments to USDA APHIS FOR AQI User Fees. Payments are accepted via ACH, Wire Transfer, PayPal, Debit Card, Credit Card, or IPAC.

Any fees associated with the financial transaction chosen (i.e. bank funds transfer, credit card, etc.) are the responsibility of the remitter. Please check with your financial institution for fee considerations.

AQI REMITTANCE ADVICE

The remittance advice included on your payment(s) is **crucial** to ensuring the proper posting of your payment. For AQI payments, please include your account number and the month and year for which you are paying (ex. Acct 3214567 Jan 2017).

Debit Card, Credit Card, PayPal or ACH

Payments can be made at www.pay.gov.

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 entered in **bold**.

LATE PAYMENTS

As directed by regulation 31 USC, Section 3717, interest and penalties will be assessed on delinquent debts. The Department of Treasury establishes the rate of interest to be charged. An additional 6% per annum penalty will be charged for payments more than 90 days past due and additional administrative charges may be assessed to cover the cost of collecting this debt.

AUDITS

Yearly audits are conducted to make sure all User Fees are paid as required by Federal Regulation. If during this audit it is determined that a company has not paid as required there will be interest and penalty added to the amounts owing going back to when they were first due.

PROGRAM CONTACT

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



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" (set to "Monthly"), a "Fee" field, and a "U.S. Dollars" field (set to "\$0.00"). There is also an "Account Number" field and a "+Add Another" button.

- ✓ 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 "Enter Email Address:" fields (both containing "YOUR EMAIL HERE"). Below these is a "CC:" field containing "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.