



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 provide AQI Treatment services to importers?		
I have read the current regulation 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 quarter 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 quarterly payments as required.

Information on USDA APHIS User Fees

REGULATIONS

Treatment monitoring fee regulations are listed in [7 CFR 354.3\(h\)](#).

USER FEE RATES AND EFFECTIVE DATES

Effective Date	Rate
December 28, 2019	\$237.00
October 1, 2024	\$240.60
October 1, 2025	\$244.19
October 1, 2026	\$247.79
October 1, 2027	\$251.38

QUARTERLY REPORTS

Quarterly activity reports must be submitted every quarter to USDA, APHIS. These activity reports must list the total number of treatments quarter. An activity report is also required if no activity has occurred during the quarter.

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

PAYMENT PROCEDURES

Treatment user fees must be received within 31 days following the end of each calendar quarter for which the fees were assessed. Our payment schedule is as follows:

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

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 (ie 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 - Quarterly Remittance Worksheet

Company Name		Account Number	
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 (10/1/2025 – 9/30/2026)		Amount Due
Treatment Monitoring			x	\$244.19	=	
				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
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 credit card, bank ACH or wire transfer. Please see the next page for more information on 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 and choose “Continue to the 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:

☒ Aircraft Passenger Account

Aircraft Passenger Account Number

Aircraft Passenger Info

Quarter Ending *	Action Out
12/31/2021	214
Number of Passengers *	Quarter Fee
100	\$3.96
	U.S. Dollars
	\$396.00

[+ Add Another](#)

- ✓ 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” in the “CC” box.

☒ I would like to receive an email confirmation of this transaction.

* Enter Email Address:

YOUR EMAIL HERE

* Confirm Email Address:

YOUR EMAIL HERE

CC:

ABSHelpline@usda.gov

You may enter multiple email addresses in this field. Separate email addresses with a comma.

☒ 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.