

# COLLECTION FACTS

## Things You Need to Know

### Types of Check Transactions

- **Stale dated checks:**
  - Personal checks are stale after 6 months
  - Commercial checks are stale after 6 months
  - Postal money orders have no expiration date
  - American Express money orders have no expiration date
  - Cashiers' checks and other money orders are stale after 1 year unless a void date is specified on the check. Then the void date is the stale date.
- **Current checks:**
  - A check cannot be post-dated for more than 3 business days from the date deposited at the Lockbox
  - Checks must be deposited in the Lockbox before the stale date
  - A check can only be made payable to:
    - USDA (United States Department of Agriculture)
    - USDA-FMMI
- **Foreign Checks:**
  - Defined as foreign currency drawn on a foreign bank
  - Submit ALL foreign checks to the address below with contact information:
    - OCFO – Financial Management Services (FMS)
    - Attn: Collections Processing Section – Tim Ross Desk 86
    - 13500 Old Gentilly Road
    - New Orleans, LA 70129
- **Types of Transactions in Collections Information Repository (CIR) (formerly CA\$HLINK)**
  - **ACH Rex (Automated Clearing House Remittance Express)**
    - Agency must reference '540051' when submitting an ACH payment to ensure payment is posted to 12401240
    - Agency must ensure that the paperwork supports the posting to the correct ALC
  - **Account Receivable (A/R) Documents:**
    - Document must contain the correct amount
    - If responding to an email, please reply to the most recent email
    - Submission document should be filled out completely. An incomplete document will delay processing of the collection.
    - Please do not send duplicate forms
    - Contact FMS/TSB/CPS before creating A/R documents for foreign checks
  - **Fedwire**
    - Foreign is defined as US dollars drawn on a foreign bank
    - A point-of-contact must be included for Fedwire transactions
    - Include date of transfer, ALC where transfer is going, A/R document number, and a Customer number