

# COLLECTION FACTS

## Things You Need to Know

### Check Transactions Types:

- All checks must be deposited into the USDA FMMI Lockbox before the stale date.
  - See below for additional information regarding Stale Dated Checks.
- A check can only be made payable to:
  - USDA (United States Department of Agriculture)
  - USDA-FMMI
- AGENCIES MUST CREATE AN ACCOUNTING DOCUMENT PRIOR TO THE CHECK BEING MAILED TO LOCKBOX.
- A completed Lockbox Cover Sheet must accompany all checks. The Lockbox Cover Sheet can be found on the FMS website
- USDA FMMI Lockbox address is:
  - USDA FMMI FMS Collections
  - PO Box 979099
  - St. Louis, MO 63179-9000

### Foreign Checks:

- Defined as foreign currency or US Dollars check drawn on a foreign bank.
- ALL foreign checks, accompanying remittance advice, and the agency's POC information MUST be mailed to the address given below for processing:
  - OCFO – Financial Management Services (FMS)
  - Attn: Collections Processing Section
  - 13800 Old Gentilly Road
  - New Orleans, LA 70129
- A foreign check made payable in foreign currency must first be negotiated and converted into USD before creating A/R Documents. After the check has been converted in USD the Collections Processing Section will contact the agency's POC to have the A/R Document posted in FMMI.

### Stale Dated Checks:

- All stale dated checks are NOT negotiated. US Bank forwards all Stale Date Checks to the FMS Collections Section who will then advise the agency POC of the check's status.
- Personal checks become stale dated after 6 months
- Commercial checks become stale dated after 6 months
- American Express or US Post Office Money Orders have no stale date
- Cashiers' Checks and other Money Orders become stale dated after 1 year unless a void date is specified on the check/money order then the void date becomes the stale date.

## Other Types of Collections:

- **Pay.gov (www.pay.gov)**
  - Use “USDA OCFO, FMS Collections” Application Form
  - FMMI Customer # and Billing Document # must be provided when making a payment
  - Payor can use the follow payment methods
    - Debit Cards
    - Credit Cards
    - Bank Account – ACH
- **Fedwire**
  - The agency’s Point-of-Contact information or FMMI Customer number **MUST** be included for all Fedwire transactions
  - The agency must send an e-mail to the Collections Processing Section: (SM.FMS.Collections@usda.gov) advising the amount being sent and FMMI Customer number.