

State/County Issued Certificates*
ADMINISTRATIVE FEES

Effective dates	Amount per certificate	
	PCIT used	PCIT not used
October 1, 2009 - September 30, 2010	\$3	\$6
October 1, 2010 - September 30, 2011	\$6	\$12
October 1, 2011 -	\$6	\$12

*The administrative fee is applicable for every certificate (PPQ 577/578/579) issued by state/county cooperators. The only exception is when the replacement is because of a mistake by the ACO.

Applicants may also obtain the lower administrative fee for PPQ Form 578 if they are using PCIT and have money in their PCIT account.

Options for collecting the Administrative Fees:

PCIT issued certificates-

System will collect applicant fees directly with no county involvement....no paperwork....no checks....no worksheets
....no phytosanitary certificate -yellow copies need to be sent to USDA by the county.

NON-PCIT ISSUED CERTIFICATES

OPTION 1 County collects administrative fee from applicants via check/money order made payable to USDA-APHIS and remits monthly to our bank lock box in St. Louis, MO. Administrative fees are due and payable to the USDA each month.

The County must do the following each month:

*Make 2 copies of all checks, worksheets, and provide yellow - copy (record copy) certificates.

*Send copies of all checks, worksheets, and yellow- copy (record copy) certificates to the ECS servicing the County.

*Retain a copy of all checks, worksheets, and blue copy certificates (issuing office copy) on file.

*Submit the original checks and "Checks Collected Worksheet" to the address located in Block 2.

See attached Example # 1 "Checks Collected Worksheet" and "Certificates Issued Worksheet".

OPTION 2

County collects administrative fee from applicants. County sends one check a month made payable to USDA-APHIS to our bank lock box in St. Louis, MO. Administrative fees are due and payable to the USDA each month.

*Make 2 copies of all checks, worksheets, and provide yellow -copy (record copy) phytosanitary certificates.

*Send copies of all checks, worksheets, and yellow- copy (record copy) certificates to the ECS servicing county.

*Retain a copy of all checks, worksheets, and blue copy certificates (issuing office copy) on file.

*Submit the original checks and "Checks Collected Worksheet" to the address located in Block 2.

See attached example #2 (checks collected worksheet & Certificates Worksheet)

OPTION 3 Applicant opens a PCIT account and places funds directly into their account to cover the administrative fees.

With this option an applicant can view their funds balance, add funds as required, and submit applications to any duty station. The user fees are remitted automatically to the USDA and no other tracking or process is required by the County.

OPTION 4 The County sets up a PCIT shell account to collect the administrative fees for applicants. This account can be funded for the exact amount that the applicant needs to process their certificates. This would require the duty station to enter all information for certificates issued.

USDA ADMINISTRATIVE USER FEE PAPER FLOW CHART
FOR NON-PCIT (4 part) PHYTOS

1. COUNTY*

-keep-

1 copy "all checks"

1 copy "Checks Collected Worksheet"

1 copy "Certificates Issued Worksheet"

All blue copies (issuing Office copy) of "Phytosanitary Certificates issued"

2. Send to the USDA LOCK BOX*

All Original Checks and

Original " Checks Collected Worksheet"

To address below:

USDA, APHIS

P.O. Box 97943

St. Louis, Mo

63197-9000

3. Send to the USDA ECS servicing your county*

1 copy "all checks"

1 copy "Checks Collected Worksheet"

1 copy "Certificates Issued Worksheet"

All yellow copies (record copy) of "Phytosanitary Certificates issued"

*All checks, Phytosanitary Certificates, and worksheets are due at the end of the month of the following month of issuance.

All Checks for USDA Administrative user fee must be made payable to: USDA-APHIS

