

For: State and County Offices

Preparing for the October Payment Cycle

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

FSA continues to modernize business functionality within program and financial web applications. With the upcoming October payment cycle, it is important to provide additional guidance about the following:

- updating Invalid Bank Routing Worklist
- customer mailing addresses
- BIA addresses and potential offsets
- researching farm program payments and receivables
- new program category in FSA.

B Purpose

This notice provides instructions on the following:

- Modernize and Innovate the Delivery of Agricultural Systems (MIDAS) Customer Relationship Management (CRM) and Business Partner (BP) customer maintenance for TIN's and addresses
- FSA-Financial Services (FSA-FS) customer maintenance for direct deposits, assignments, and joint payments
- procedures for BIA receivables and offsets
- research tool for farm program payments and receivables
- FY 2016 payment cycle timeline.

Disposal Date	Distribution
February 1, 2016 9-25-15	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts

If there are questions about this notice, State Office shall contact the appropriate office as follows.

Issue	Contact
FSA-FS software.	National Help Desk at 800-255-2434 or 816-926-1552. Note: Select option 3 for hardware and application software.
Policies or procedures for FSA-FS.	Contact either of the following: <ul style="list-style-type: none">• Yanira Sanabria by either of the following:<ul style="list-style-type: none">• e-mail to yanira.sanabria@wdc.usda.gov• telephone at 202-772-6032• MarySue Tolle by either of the following:<ul style="list-style-type: none">• e-mail to marysue.tolle@kcc.usda.gov• telephone at 816-926-5965.
Requests for Financial Web Application Data Mart (FWADM) access.	Connie Saulka by either of the following: <ul style="list-style-type: none">• e-mail to connie.saulka@kcc.usda.gov• telephone at 816-926-6971.

2 MIDAS CRM BP Customer Maintenance

A Customer Maintenance

When customers are established in BP without the correct TIN or customer records are **not** properly maintained, the following are potential financial-related ramifications:

- improper payments
- reporting income for the incorrect TIN
- Disbursement Transaction Statements and Treasury checks mailed to incorrect addresses.

Notes: County Offices shall follow:

- 1-CM, Notice MIDAS-35, and BP training Work Instructions (WI's) for procedure on updating customer records in BP
- guidance provided in Notice CM-758 with regard to the Designated Paying Entity (DPE) in BP SSN Family.

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2 MIDAS CRM BP Customer Maintenance (Continued)

B TIN Verification

Customers that are part of an SSN Family share the same SSN, but only 1 customer record will replicate with TIN to SCIMS and FSA-FS. The “DPE” flag controls which member of the SSN Family (“Individual”, “Revocable Trust”, or “LLC”) will retain TIN in SCIMS and FSA-FS. The “DPE” flag **must** be checked in BP SSN Family on the record that has previously been paid and will receive payment this year. See Notice CM-758 for additional information about SSN Family and DPE. A forthcoming notice will provide additional information on SSN family and DPE.

Note: If proper TIN from SSN Family is **not** updated into FSA-FS correctly, a remedy ticket may be necessary.

The IRS TIN validation in BP **must** have a response code of “TIN and Name Match” to ensure proper IRS reporting. Review the IRS Response Code in BP to determine if an edit to name or TIN is necessary.

C Mailing Address Used for Customers

State and County Offices shall be aware that finance-related items are mailed to customers at the address recorded in their BP customer record. The customers’ Associated County entry (for the county issuing the payment) **must** contain the appropriate address to ensure that payments and Disbursement Transaction Statements are mailed to the correct customer address.

D Local BIA Agency Address

When a customer represented by BIA is paid, the system inserts BIA’s TIN and the BIA address stored in the Associated County of the customer’s physical location (FSA State or County Office). The customer’s Disbursement Transaction Statement and Treasury check will be mailed to the referenced local BIA address.

County Offices with customers represented by BIA **must** verify BIA has an Associated County in BP and the local BIA address is correctly recorded.

3 FSA-FS Customer Maintenance

A Direct Deposit Elections Verification

County Offices are encouraged to **run FWADM Direct Deposit/Waiver Verification Report** to verify direct deposit election **before** a major payment cycle. This will help to reduce the number of EFT returns and increase the number of payments successfully processed. FWADM detail procedures are documented in Exhibit 2.

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3 FSA-FS Customer Maintenance (Continued)

A Direct Deposit Elections Verification (Continued)

The FWADM reports will provide the following information.

- **Active Direct Deposit Report** identifies customers that have an EFT election, and displays the financial institution information that will be used for any payments.

Notes: Service Centers should verify the banking information for all multi-county customers. Service Centers may need to search BP to see all counties to which the customer is associated. Do **not** process a change to a multi-county customer without coordinating with associated offices. See the MIDAS Portal in Bulletin Board/MIDAS Training Documents/Business Partner. To access the MIDAS Portal, go to <http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>. Under “FSA Applications” “Applications Directory”, CLICK “G-O”. Applications Director, G to O Screen will be displayed. CLICK “MIDAS - Modernize and Innovate the Delivery of Agricultural Systems”. Users must sign in with their LincPass.

Direct deposit subaccounts established with a specific farm or contract number in the reference number in FSA-FS must match the format of the primary reference number on the NPS payment request including any leading zeros or capitalization.

Compare the direct deposit information to the applicable SF-1199A or SF-3881 on file.

- **Waiver Report** lists customers that have a hardship waiver on file.

Note: These customers will receive all payments by Treasury check.

- **No Direct Deposit or Waiver Report** identifies customers that have **not** completed a Direct Deposit election or filed a Hardship Waiver.

Note: These customers will receive all payments by Treasury check. Encourage customers to sign up for Direct Deposit. Any pending SF-3881 should be processed **before** payment cycle.

- **Invalid DD (Direct Deposit) Report** lists customers with invalid bank routing numbers.

Note: This list would be the same list of customers that are displayed on the FSA-FS Invalid Bank Routing Worklist. Follow procedures in 63-FI, Part 2, Section 4. Customers with invalid bank routing numbers will result in the customer only receiving Treasury checks.

Note: The reports include both producers and assignees that have BP associated county to the selected county.

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3 FSA-FS Customer Maintenance (Continued)

B Verifying Assignments

County Offices are encouraged to run the Assignments by Program Report in FWADM before a major payment cycle. The user has the option to process the query by selecting program category or program code. The user will be able to toggle between the following reports that will provide the following information.

Note: FWADM detail procedures are documented in Exhibit 1.

- **Accepted Assignment Report** lists the assignor with an associated county requested in user's query that has an assignment with an outstanding unpaid balance in FSA-FS.

Notes: NPS will **not** apply assignments if the producer is flagged in bankruptcy status. If an assignment should be honored, delete the bankruptcy flag in FSA-FS.

Assignments established with a specific farm or contract number in the reference number in FSA-FS must match the format of the primary reference number on the NPS payment request including any leading zeros or capitalization.

Assignments for multi-year contracts, such as CRP, have been established for the 2016 payment year.

- **Cancelled Assignment Report** lists the assignments that have been cancelled because it was requested by the assignee or because of an error in establishing the assignment in FSA-FS.
- **Completed Assignments Report** lists the assignments that have been totally paid off.

C Validating Assignee Location for Assignments

Review assignments that will be matched in the payment cycle. If the assignee location is blank, check BP to ensure that an associated county is present for the Service Center issuing the payment.

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3 FSA-FS Customer Maintenance (Continued)

C Validating Assignee Location for Assignments (Continued)

If the assignee address for the payment is **not** the same as the current address for the payment location, search BP for an associated county that uses the correct address. Cancel existing assignment and load an assignment selecting the assignee location that has the correct current address. Use the outstanding amount of the assignment.

Example: Producer A, in County A, has an assignment to Bank X. Bank X has branches with associated counties in County A, B, C, and D. Producer A uses the branch in County B. The assignment does **not** have a location selected; therefore, the payment would be made to Bank X's County A branch. County A **must** delete the assignment and reload producer A's assignment to Bank X and select location County B. The assignment will now be honored in County A and sent to Bank X's County B branch.

4 BIA Receivables and Offsets

A Agreement for BIA on Receivables or Offset Handling

Issues may occur when receivable activity established for customers represented by BIA are tied to a single TIN.

FSA and BIA agreed to the following approach for any receivables or offsets for customers represented by BIA. FSA County Offices will:

- continue partnering with BIA on program functions that could create receivables
- prevent taking automatic offsets for BIA receivables unless attributable to the same BP customer record
- contact the local BIA agency to place a hold (restriction) for the individuals associated with any receivable generated to collect the outstanding debt.

B Preventing Offset for BIA

Farm program applications may generate an overpayment or receivable for a customer represented by BIA. NPS will:

- automatically receive notification of any outstanding debt for BIA
- offset the receivable amount from the next BIA payment request received.

4 BIA Receivables and Offsets (Continued)

B Preventing Offset for BIA (Continued)

County Offices that are aware that a new receivable was established for BIA shall:

- locate the BIA receivable in NRRS
- change the receivable status within the receivable through the Change Receivable Status Screen, by selecting from the “Select New Receivable Status” drop-down list the “Open - Kansas City Review” option
- contact the local BIA agency to place a hold (restriction) within BIA’s system
- manually prepare required demand letters to demand payment for this debt to the local BIA office, according to 58-FI, Part 4
- enter the dates of manually prepared demand letters into NRRS using the “Record New Letter” function.

When a payment request for a customer represented by BIA displays on the NPS Certification Worklist with an amount to be offset, users shall:

- locate the BIA receivable in NRRS
- change the receivable status through the Change Receivable Status Screen, by selecting the “Open – Kansas City Review” option located in the “Select New Receivable Status” drop-down list
- go back into NPS, CLICK “**Reset Payment Processing**” that removes the offset amount and any manual handling steps

Note: See 1-FI, paragraph 138.

- notify the County Office where the debt was created of this action.

C Using the “Other Agency Offset” Flag

Do **not** set the “Other Agency Offset” flag to “Yes” for BIA. The “Other Agency Offset” flag is a national indicator and should **not** be set by the County Office. When County Offices set the flag, this causes every customer represented by BIA to display on the NPS Manual Handling Worklist.

If a payment for a customer represented by BIA displays as “Other Agency Offset”, go into FSA-FS and update the “Other Agency Offset” indicator for BIA to “No”. Users shall then go back to the payment in NPS and CLICK “**Reset Payment Processing**”. NPS will read the new flag settings in FSA-FS and handle the payment correctly.

5 Researching Farm Program Payments or Receivables

A Farm Program Payment Requests in NPS

A common question by users is, “When is a farm program payment request available for certification and signing in NPS?”

Farm program payment requests submitted to NPS process as follows:

- payments submitted Monday through Friday between 5 a.m. c.t. and 7 p.m. c.t. will be processed in real time (as payments are submitted)
- payments submitted **before** 5 a.m. c.t. and **after** 7 p.m. c.t. will process in batches in 15-minute intervals.

Note: Users can expect up to a 15-minute delay between submitting a payment request and the payment being available in NPS.

Farm program payment requests may be researched by following the instructions provided in 1-FI, paragraphs 136 through 139 to verify that the farm program payment has been successfully loaded in NPS.

If the farm program payment request is:

- successfully loaded, the payment record will be present in 1 of the following NPS worklists:
 - Manual Handling
 - Certification
 - Signing, if the payment was certified by the County Office.
- **not** present in NPS, then check the FWADM NPS Payment Queue Detail Report that will be available the following day.

Notes: The NPS payment queue is a holding place for payment transaction requests with errors preventing NPS from successfully processing the payment request. The NPS Payment Queue Detail Report provides payment information and an error message about why the payment was **not** updated to a worklist.

See 1-FI, paragraph 299 to find detail information on the FWADM NPS Payment Queue Detail Report.

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5 Researching Farm Program Payments or Receivables (Continued)

B NPS Payment Queue Detail Report

The following is an example of the NPS Payment Queue Detail Report

NPS Payment Queue Detail Report Friday, August 21, 2015										
State Fsa Cod	County Fsa Code	Accounting Program	Accounting Program Description	Business Party Identification	Common Customer Name	System	Status	Payable Identifier	Payment Received Date	Balance
01	039	2786	NAP LOSS ADJUSTER - SALARY	123456	BETTY BOO	WP	(NPS Staging) Customer	9999999	08/19/2015	\$50.00
				678912	ANY NAME	WP	(NPS Staging) Customer	9999999	08/19/2015	\$120.00
		2790	NAP LOSS ADJUSTER - TRAVEL	99999	JOE DOE	WP	(NPS Staging) Customer	99123459	08/19/2015	\$96.60
				999123	APPLICABLE NAME	WP	(NPS Staging) Customer	91234569	08/19/2015	\$75.90
	069	3306	AUTO CRP - COST SHA	99129	JOHN DOUGH	(EP) CRP	2	99900999	08/17/2015	\$863.00

The most common error status is, “(NPS Staging) Customer Not Found”.

IF this errors occurs because...	THEN to correct...
BP record failed to update FSAFS	verify customer’s address in BP and CLICK “ Submit ” to request an update to FSAFS. Check the BP “SCIMS Replication Status” tab to confirm last update.
associated county was not setup in the customer record in BP for the county requesting payment	add associated county for the customer in BP.

Another common error is, “L”, that indicates an invalid address.

IF this errors occurs because...	THEN to correct...
a military (APO) address has been entered in BP as a “foreign address”	enter the APO address as a normal address in BP with “APO” as the city and the applicable “AP” or “AE” as the State.
the delivery bar code for the customer’s address in BP contains less than 3 digits	if a delivery bar code has been entered on the BP customer’s address record, ensure that it contains 3 digits; for example, “003” instead of “3”.

When a farm program payment **cannot** be located in either NPS or FWADM payment reports, contact the National Help Desk at 800-255-2434.

5 **Researching Farm Program Payments or Receivables (Continued)**

C Additional Financial Research Options for Signed and/or Disbursed Farm Program Payments and Receivables

A common question by users is, “How does a user locate the current status of a given program payment?” The following research options are available from financial Web applications.

- **NPS** provides users with search capabilities for all farm program payments awaiting certification or signing. Canceled and signed farm program payments have limited viewable results after 30 calendar days within NPS. See 1-FI, Part 5.
- **Financial Inquiries** provides users with summary and detailed farm program payments, offsets and/or receivables, and collections for customers, including disbursement-related details. Financial Inquiries is a public facing application. See 1-FI, Part 6.
- **FWADM** provides users the ability to query a variety of reports. FWADM is updated nightly with the previous day’s financial transactions. In addition to the NPS Payment Queue Detail Report, some other key FWADM reports are as follows.
 - **Unsigned Payments Report** that provides the ability to search the unsigned payments for a given location by State or county. State and County Offices shall monitor this report regularly, especially during the large payment cycles.
 - **Payment & Disbursement Data by Assignee Report** that provides the ability to search by the assignee TIN that displays disbursement information for assignments by programs, TIN and TIN type, or dates.
 - **Payment & Disbursement by Tax ID Report** that provides the ability to search by a producer’s TIN and TIN type and displays payment, prompt payment, foreign withholding, offset, and disbursement amounts by payee type; such as producer, receivable, other agency offsets, assignee, or joint payee.

Other FWADM reports are listed in 1-FI, Part 9.

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6 FY 2016 Payment Cycle

A Timeframe for the Payment Cycle

The following table provides the schedule for the upcoming payment cycle:

Date	Event
COB September 30, 2015	<ul style="list-style-type: none">• Conservation systems will shut down in preparation for upcoming payment run.• Financial Web applications will be taken offline at 7 p.m. c.t. to conclude a clean cut-off for FY 2015 transactions.• eFMS rollover process begins.
October 2, 2015	Transition Incentives Program (TIP), Emergency Forestry CRP (EFCRP), and 1-PL CRP annual rental payments processed and will begin flowing into NPS for County Offices to sign and certify.
October 9, 2015	<ul style="list-style-type: none">• 4-PL and 5-PL CRP annual rental payments processed and corrected 1-PL CRP annual rental payments.• Payments will begin flowing into NPS for County Offices to sign and certify.
Mid to Late October	<ul style="list-style-type: none">• Processing begins for Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) payments.• Payments will begin flowing into NPS for County Offices to sign and certify.

FWADM Assignment by Program Report

After successfully logging in and selecting the “Assignments by Program” option, users may elect to search by program code or program category as follows:

- “Program Category” option should be chosen for the following programs:
 - ARC
 - CRP Annual Rental
 - ELAP
 - Loan Deficiency Payment Web
 - LFP
 - LIP
 - NAP
 - PLC

Note: The query will retrieve the assignments for these programs regardless if they were set in FSA-FS by program category or code.

- “Program Code” option should be chosen for assignments established by program code that are **not** included in program categories.

Users will get an option to select the State, county, and program code then CLICK “**Process Query**”. The message, “Processing Complete” will be displayed, and users shall CLICK “**OK**”. The page selected will be displayed.

After the Assignment by Program Category query or by Program Code query is processed, users may toggle between the following reports.

- **Accepted Assignment Report** lists the assignor with an associated county requested in user’s query that has an assignment with an outstanding unpaid balance in FSA-FS.
- **Cancelled Assignment Report** lists the assignments that have been cancelled because it was requested by the assignee or because of an error in establishing the assignment in FSA-FS.
- **Completed Assignments Report** lists the assignments that have been totally paid off.

FWADM Assignment by Program Report (Continued)

The following is an example FSA-FS Assignments by Program Report after user has selected the “Program Category” option for “Loan Deficiency Payment Web”.

Financial Services - Assignments by Program Report Assignments by Program Category - Active Assignments Tuesday, August 25, 2015 State: Colorado - County: BENT																						
Assignor Name	Assignor Tax Id	Assignor Tax Id	Program Category/ Program Code	Program Year	Reference Type	Reference Num	Assignment State	Assignment County	Assignor Multi Coun	Document Signed Date	National Assignment Identify	Last Change Date	Assignee Name	Assignee Tax Id	Assignment Effective	Assignment Location	Assignee Location	Assignment Multi	Assignment Paid Amt	Accepted Assignment Amount		
JANE DOE	XXXXX	S	Loan Deficiency Payment Web	2007			06	039	Y		#####	#####	BANK OF AMERICA-N A	XXXX				Y	0	\$29,200.32		
												#####	#####	BANK OF AM	XXXX				Y	0	\$250,000.00	
				2008			06	039	Y			#####	#####	BANK OF AM	XXXX				Y	0	\$119,000.00	
JOE	XXXXXX	S	Loan Deficiency Payment Web	2009			06	039	Y		#####	#####	RCO AG CRE	XXXX				Y	0	\$154,000.00		
												#####	#####	BANK OF AM	XXXX				Y	0	\$300,000.00	
NOEL POLE	XXXXXX	E	Loan Deficiency Payment Web	2009			06	047	Y	#####	#####	#####	RCO AG CRE	XXXX				Y	0	\$100,000.00		
												#####	#####	#####	RCO AG CRE	XXXX				Y	0	\$100,000.00
				2010			06	047	Y			#####	#####	#####	RCO AG CRE	XXXX				Y	0	\$100,000.00
PETER JO	XXXXXX	S	Loan Deficiency Payment Web	2007			06	039	Y		#####	#####	BANK OF AM	XXXX				Y	0	\$350,000.00		

The Accepted Assignment by Program Category Report contains the following fields.

Field	Description
Assignor Name	Producer’s name from BP.
Assignor Tax ID	Producer’s TIN.
Assignor Tax ID	Producer’s TIN type (S=SSN, E=employer ID number).
Program Category/ Program Code	Program alpha code or program category code used when establishing the assignment. This view of the report is set up to retrieve assignments set up by a program category. An assignment set up by program alpha code which is part of a category will also be captured by this report.
Program Year	Year associated with the program (not the payment year).
Reference Type	Reference type (farm number, contract number, etc.) selected when setting up an assignment in FSA-FS.
Reference Number	Reference number entered when setting up an assignment in FSA-FS. This optional field is only needed if the customer has more than one CRP contract and the assignment is for a specific contract. Note: Reference number must match completely. For instance, if a CRP contract is modified and the contract number changes from “103A” to “103B”, then the reference number for an assignment must also be changed.

FWADM Assignment by Program Report (Continued)

Field	Description
Assignment State	State selected in FSA-FS when establishing an assignment that will apply to a specific State and county location. If this field is blank then the assignment applies to all States and counties where the producer is associated counties.
Assignment County	County selected in FSA-FS when establishing an assignment that will apply to a specific State and county location. If this field is blank, then the assignment applies to all States and counties where the producer is associated counties.
Assignor Multi-County	<p>Displays a “Y” or “N” value indicating whether the producer is linked in BP to more than 1 State and county location.</p> <ul style="list-style-type: none"> • “Y” values indicate that the producer has more than 1 associated county for the customer in BP • “N” values indicate that the producer or assignee has only 1 associated county in BP.
Document Signed Date	Date the assignment was received and stamped by the receiving County Office.
National Assignment Identifier	Sequence number assigned by the system when the assignment is entered. The National Assignment Identifier is populated on the screens in FSA-FS and is a good reference check when researching assignments.
Last Change Date	Last date the county made an update to the assignment.
Assignee Name	Assignee (entity or person) in BP to whom the assignment of a payment is made.
Assignee Tax Id Last 4	Last 4 digits of the assignee’s TIN.
Assignment Effective Year	Payment year (only applicable to CRP annual rental and ARCPLC). The assignment effective year must match the payment request’s program year for the payment to be applied.
Assignee Location State	State and county legacy link where the assignee’s payment will be mailed or routed if disbursed by EFT and address where transaction statement will be mailed. If the assignee is a multi-county assignee, as indicated by the “Assignee Multi-County Ind.” and field is blank, users must delete and reenter assignment to select an assignee State and county in FSA-FS.
Assignee Location County	<p>State and county associated county where the assignee’s payment will be mailed or routed if disbursed by EFT and address where transaction statement will be mailed. If the assignee is a multi-county assignee, as indicated by the “Assignee Multi-County Ind.” and this field is blank, users must delete and reenter assignment to select an assignee State and county in FSA-FS.</p> <p>Note: If no assignee State and county is selected, payment and transactions statement may be sent and/or routed to the wrong address and/or bank account.</p>

FWADM Direct Deposit/Waiver Verification Report

County Offices are encouraged to run the FWADM Direct Deposit/Waiver Verification Report to verify direct deposit election **before** a major payment cycle to reduce the number of EFT returns and increase the number of payments successfully processed.

- After selecting the FWADM FSA-FS reports, select Direct Deposit/Waiver Verification Report.
- FWADM will ask for users ID and password used in FWADM, commonly referred to in State and County Offices as “CA User ID”.
- After successfully logging into FWADM, the Direct Deposit/Waiver Verification Report - Limit Screen will be displayed.
- Users shall select the State and county and CLICK “**Process Query**” to upload reports.

After clicking “Process Query”, the message, “Processing Complete”, will be displayed when the query is completed. CLICK “OK” to display the following screen.

FWADM Last Load Date: **09/01/2015** (Tuesday)

Direct Deposit / Waiver Verification Report - Limit Screen

Select State

- Alabama
- Alaska
- American Samoa
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware

Select County

- ALABAMA
- AUTAUGA
- BALDWIN
- BARBOUR
- BIBB
- BLOUNT
- BULLOCK
- BUTLER
- CALCOT

All Counties

Process Query

Active Direct Deposit Report

Waiver Report

No Direct Deposit or Waiver Report

Invalid DD

Instructions:

- 1) Select a State
- 2) Select County or check All Counties
- 3) Click the Process Query button
- 4) Click OK when Processing Complete
- 5) Choose a Report and Click the Appropriate Button

FWADM Direct Deposit/Waiver Verification Report (Continued)

Users can select the report needed as follows, with information current through the date shown on the top of the screen as “FWADM Last Load Date”.

- **Active Direct Deposit Report** identifies customers that have an EFT election, and displays the financial institution information that will be used for any payments.
- **Waiver Report** lists customers that have a hardship waiver on file. These customers will receive all payment by Treasury check.
- **No Direct Deposit or Waiver Report** identifies customers that have **not** completed a Direct Deposit election or filed a Hardship Waiver. These customers will receive all payments by Treasury check.
- **Invalid DD (Direct Deposit) Report** lists customers with invalid bank routing numbers. This list would be the same customers that are displayed on the Invalid Bank Routing Worklist in FSA-FS. Follow procedures in 63-FI, Part 2, Section 4. Customers with invalid bank routing will result in the customer only receiving checks.

Note: Reports include both producers and assignees that have BP associated county to the selected county.

The following is an example FSA-FS Active Direct Deposit Accounts.

Financial Services - Active Direct Deposit Accounts													
Report Date: Wednesday, September 02, 2015													
Customer Name	Tax ID	Tax Id Type	Multi-County	Producer County	Direct Deposit	Bank Routing Number	Bank Account Number	Account Status	Account Name	Sub-Account State	Sub-Account County	Reference Type	Reference Number
JANE DOE	9999999	E	Y	28	P		xxxxxxx	Active					
					S		xxxxxxx	Active	01		xxx		
							xxxxxxx	Active	11		xxx		

The following general identifying fields are on the report.

Field	Description
Customer Name	Name as it appears in BP (customers are listed in alphabetical order by first name).
Tax ID	Producer’s TIN.
Tax ID Type	Producer’s TIN type (S=SSN, E=employer ID number).
Multi County Customer	Displays a “Y” or “N” value indicating whether the producer or assignee is linked to more than 1 State and county location in BP. Changes made to a multi-county producer’s or assignee’s banking information may apply to more than 1 State and county location.

FWADM Direct Deposit/Waiver Verification Report (Continued)

Field	Description
Producer County Count	Number of associated counties established.
Direct Deposit Account Type	Indicates if the account is the primary account (P) or a sub-account (S). There will only be 1 primary account for any customer. There can be multiple sub-accounts for a customer.
Bank Routing Number	Bank routing number entered from SF-3881 or SF-1199A.
Bank Account Number	Individual's account entered from SF-3881-or SF-1199A.
Account Status Name	Always be "Active" indicating that the accounts represented are active EFT accounts that will be used when issuing payments to the producer or assignee.

The following fields identify sub-accounts for specific payments that will be used instead of the primary account when the payment request matches the sub-account criteria.

Field	Description
Sub-Account State	Only State to which the sub-account direct deposit election applies.
Sub-Account County	Only county to which the sub-account direct deposit election applies.
Reference Code Number	Type of reference code used, such as contract number or farm number.
Accounting Reference Number	Number passed to accounting used to reference information from the program application related to a customer. The format of the reference number must match the format that the program application passes to NPS.