

For: State Offices, FMD, and KC-Financial Accounting Division (FAD)

Establishing Centralized Account Processing System (CAPS) Accounts for Permit Mailings

Approved by: Deputy Administrator, Management



1 CAPS Implementation

A Background

The CAPS account provides a centralized payment fund for approved permit holders with Standard A permits or First Class Mail permits at specific post offices that have agreed to process permit mailing payments using the CAPS account program. This payment method eliminates the need to use convenience checks to pay for postage for many State Offices who are printing and mailing county newsletters. There are no fees associated with establishing or using the CAPS account.

Initially MSD established a single National CAPS account for FSA that became available on **July 14, 2006**. Most State Offices with EDS sites were using the National account. **After** consideration of the single CAPS account, BUD determined that it does **not** accomplish Budget and Performance Management System (BPMS) requirements for direct accountability of funds at the lowest user level. Therefore, the National CAPS account was closed-out on **September 13, 2006**, and State Office permits were removed from the account. State Offices with mail permits may establish their own CAPS accounts using the procedures in this notice. Once established, State Offices will complete AD-757 to transfer non-Federal funds into their individual CAPS account.

State Offices may use convenience checks to pay for bulk mail until individual State CAPS accounts are established. State Offices that are mailing newsletters for County Offices will establish CAPS accounts by November 30, 2006.

B Purpose

This notice provides State Offices:

- instructions on establishing individual CAPS accounts
- notification that the National CAPS account was closed-out on **September 13, 2006**.

C Contact

If there are questions about this notice, contact Debra Myers, MSD, at 202-720-4181.

Disposal Date	Distribution
October 1, 2007 9-29-06	State Offices, FMD, and KC-FAD

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2 CAPS Account Application Process

A Completing PS Forms 6001 and 6002

Users shall access the CAPS web site at <http://caps.usps.gov>. After accessing the web site, complete the forms required to establish a CAPS account according to the following.

- Click the “Forms” link to access **PS Form 6001**. State Offices shall complete **PS Form 6001** to establish a trust account.

Note: Do not check “Debit” on **PS Form 6001**.

Application for Centralized Account Processing System (CAPS) Page 1 of 2



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Centralized Account Processing System (CAPS) Account Application

Account Type Requested:

Trust Enter a check mark for Trust Account.

Debit (Form 6003 required)

ICAPS Option (Form 6003 required)

Company Information

Name: USDA/Maryland State FSA Office Taxpayer ID Number: N/A Enter the office name, address, city and ZIP + 4. For Taxpayer ID enter N/A.

Address 1234 Main Street

City: Mechanicsville State: MD ZIP+4: 20659-2313

Primary Contact

Name: James Smith, Administrative Officer Enter the name of the primary contact for the account, title, telephone, FAX and email.

Telephone No.: 301-555-5555 Fax No.: 301-555-4444 Email.: james.smith@md.usda.gov

Other Company Contacts:

Financial

Name: Terry Luehrs Enter: Terry Luehrs as the financial contact; telephone: 816-926-1142, FAX: 816-926-5466; email: terry.luehrs@kcc.usda.gov

Telephone No.: 816-926-1142 Fax No.: 816-926-5466 Email.: terry.luehrs@kcc.usda.gov

Production

Name: Don Brown, Administrative Assistant Enter the name of another contact for your CAPS account, telephone, FAX and email.

Telephone No.: 301-555-5544 Fax No.: 301-555-4444 Email.: don.brown@md.usda.gov

Other (Optional)

Name: LEAVE BLANK

Telephone No.: Fax No.: Email.:

Signature of Primary Contact

Signature: s/ James Smith Date: 09/18/06 The Primary Contact listed above will sign and date.

1. Processing of a CAPS application requires 10-14 days. Account number, passcode, EFT instructions and other information is then provided by mail.
2. Information on permits to be paid through a CAPS account must be provided on Form 6002. This form may also be used to link additional permits in the future. A permit must be established at the mailing post office before it can be added to a CAPS account.
3. Change of company contact(s) must be submitted to the CAPS Service Center on company letterhead, signed by an authorized agent of the company, or online through Account Inquiry at caps.usps.gov.
4. With a CAPS Trust Account, sufficient postage funds must be in the account when mail is presented under any permit linked to that account in order for the mail to be accepted. All products/services payable through CAPS effects the account balance.
5. A returned debit transaction requires the CAPS customer to submit the applicable funds via wire transfer immediately upon notification by the CAPS Service Center. Failure to do so, and/or debit returns for insufficient funds, may result in revocation of debit account status or termination of the CAPS account.

PS Form 6001, October 2001

<http://caps.usps.gov/business/caps.asp> 9/12/2006

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2 CAPS Account Application Process (Continued)

B Mailing PS Form 6001 and PS Form 6002

Mail completed **PS Forms 6001** and **6002** to the CAPS Service Center at the following address:

**CAPS Service Center
2700 CAMPUS DR
SAN MATEO, CA 94497-9224.**

A CAPS service center representative will telephone the primary contact entered on **PS Form 6001** after the application is received. CAPS service center will mail or FAX the following:

- CAPS account number
- official letter from the CAPS Support Center welcoming user to CAPS
- instructions for:
 - establishing wire fund transfers
 - performing the “Dollar Test” on accounts to ensure that wire funds transfers are successful.

3 Testing and Transferring Funds into the CAPS Account

A Performing the “Dollar Test”

Primary contacts for the CAPS accounts shall e-mail the CAPS account number and bank routing number in the format instructed by the CAPS Support Center to Terry Luehrs, KC-FAD, at terry.luehrs@kcc.usda.gov.

KC-FAD shall establish the “Vendor Code” in Foundation Financial Information System (FFIS) and provide the code to the primary contact with an approximate date the “Dollar Test” will be initiated. The test may take 4 calendar days.

The CAPS Support Center shall:

- telephone the primary contact when the CAPS “Dollar Test” is successfully completed
- provide the primary contact with a PIN number for accessing the web based accounting features of the account.

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3 Testing and Transferring Funds into the CAPS Account (Continued)

B Transferring Funds into the CAPS Account

Primary contacts shall transfer funds into the CAPS account according to the following:

- complete AD-757 to transfer funds from the non-Federal allotment into the CAPS account according to subparagraph C
- FAX AD-757 to Terry Luehrs at 816-926-5466.

C Completing AD-757 to Transfer Funds into the CAPS Account

Complete AD-757 according to the instructions in the following example.

GENERAL PAYMENT REQUEST FORM											
1. VENDOR/SELLER OR SERVICE PROVIDER (25) 941308560D_E											
2. FUND CODE (2) CE		3. UNIT CODE (2)		4. VOUCHER NUMBER (5)		5. PAYMENT CODE (2)		6. ACTION CODE (1)		7. FOREIGN COUNTRY CODE(2)	
8. PAYEE NAME (30) United States Postal Service						13. DATE AGENCY RECEIVED		14. DATE GOODS REC'D/SERV PERIOD END DATE (6)		15. CODE (Enter one code only)	
9. 1 ST LINE ADDRESS (30) 2700 Campus Drive						11. CITY (20) San Mateo		12. STATE (2) CA		13. ZIP CODE (10) 944979442	
12. CHECK IDENT. INFORMATION (i.e., Order/Invoice Date, Order/Contract/Invoice No.)						17. ORDER/ CONTRACT		18. VENDOR INVOICE DATE		20. TAXPAYER'S IDENTIFICATION NUMBER (11) 941308560	
2. (30) DESCRIPTION: FY07 CO POSTAGE - CAPS Account - Bulk Mail - October, November, December 2006						22. BUDGET OBJECT CODE (4) 2352		24. AMOUNT (11) \$30,000.00		25. BLANK OR CR (2)	
3. (30)						23. HOURS OR FUND CODE/UNIT CODE (8)		26. NET TERMS			
27. PREPARED BY James Smith						27a. PHONE NO. (Area Code) 301-555-5555		28. DATE 10/10/2006		28. TOTAL \$30,000.00	
29. AUDITED BY						31a. UNIT CERTIFYING OFFICER SIGNATURE /s/ James Smith					
33. TITLE Administrative Officer						34. PHONE NO. (Area Code) 301-555-5555		32. DATE 10/10/2006		35. MAIL TO: USDA/FSA/FMD/FAD/AAOB, 6501 Beacon Dr. Stop 8558, Kansas City, MO 64133-4676	
35. MAIL TO: USDA/FSA/FMD/FAD/AAOB, 6501 Beacon Dr. Stop 8558, Kansas City, MO 64133-4676						FORM AD-757 (USDA) (Rev. 2/94)					
Check applicable copy designation:						FAX AD-757 to KC FAD at 816-926-5466.					