

UNITED STATES DEPARTMENT OF AGRICULTURE

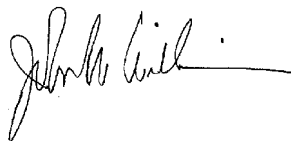
Farm Service Agency
Washington, DC 20250

Notice FI-2586

For: State and County Offices

Reminders for Completing SF-1199A or SF-3881

Approved by: Deputy Administrator, Management



1 Overview

A Background

The County Operations Review Program (CORP) was established in 1986 as a result of an OIG recommendation to strengthen management controls and provide better internal controls over administrative and program operations. County Operations Reviewers conduct comprehensive reviews of a sampling of County Offices to identify deficiencies for which a review is being conducted. Each year, CORP provides management with a report of the fiscal year's findings.

The CORP Report for FY 2002 indicates that more than 40 percent of the County Offices reviewed did not follow procedures in 1-FI, subparagraph 65 A, which requires that a voided check be attached to SF-1199A or SF-3881 when the financial institution did not complete the form.

Other findings related to SF-1199A or SF-3881 included the following:

- type of payment is not specified
- agency's name and address information is not completed.

B Purpose

This notice reminds County Offices of the requirements for completing SF-1199A or SF-3881.

C Contact

If there are any questions about this notice, contact Debbie Simmons, FMD, at 703-305-1309.

Disposal Date	Distribution
October 1, 2003	State Offices; State Offices relay to County Offices

2 Attaching Voided Check to SF-1199A or SF-3881 When Financial Institution Does Not Complete Form

A Reason for Attaching Voided Check

The bank routing number and account number are normally encoded on the bottom of a check. If the financial institution does not complete SF-1199A or SF-3881, the County Office can verify from the voided check that the producer entered the correct:

- bank routing number on:
 - SF-1199A, in the block labeled “Routing Number” in Section 3
 - SF-3881, in the block labeled “Nine-Digit Routing Transit Number”
- account number on:
 - SF-1199A, in the block labeled “Depositor Account Number” in Section 1, item E
 - SF-3881, in the block labeled “Depositor Account Number”.

If the statement, “Payable Through Another Bank”, appears on the face of the check, the bank routing number may not be correct for deposits. The financial institution must be contacted for the correct routing number for deposits.

B Alternative to Attaching a Voided Check

A photo copy of the producer’s check is acceptable if the producer prefers to not void an actual check. The County Office shall write “VOID” on the photo copy of the check and attach the photo copy to SF-1199A or SF-3881.

C Reason for Not Accepting Deposit Slip

A deposit slip is not acceptable because the bank routing number on the deposit slip is normally the bank routing number for the financial institution. However, not all financial institutions have the ability to accept electronic deposits from FRB. A financial institution that cannot accept an electronic deposit from FRB will contract with a correspondent bank that accepts the electronic deposit. The correspondent bank transfers the funds to the appropriate financial institution based on the account number. Therefore, the bank routing number for the correspondent bank must be used for electronic funds transfer.

3 Completing SF-1199A or SF-3881

A Entering Type of Payment on SF-1199A

The producer must indicate the type of payment for which SF-1199A is being completed. The following are examples of acceptable responses:

- FSA programs
- CCC programs
- USDA programs.

B Completing Agency Information

The agency name and address information must be included on SF-1199A or SF-3881. If the producer requests that the form be sent to multiple counties, the County Office that receives the original SF-1199A or SF-3881 shall FAX the form to the other counties before completing the agency information section. Each County Office should complete the agency name and address information for their individual County Office.

If the agency name and address information was completed with the original receiving office's information, and the producer requests that the form be sent to multiple counties, the County Offices receiving the FAX copy shall enter the County Office name and address information beside the name and address information of the County Office that received the original form.