

For: FSA Offices

Direct Deposit Functions in FSA Financial Services

Approved by: Deputy Administrator, Management



1 Overview

A Background

Notice FI-2638 provided a basic introduction to the FSA Financial Services web application for assignments, joint payments, and direct deposit elections. There have been several software modifications to the direct deposit function since the initial release in May 2004.

B Purpose

This notice provides more detailed instructions on:

- canceling a direct deposit election
- removing a direct deposit election for a producer that is inactive or deceased
- entering the financial institution in the Other Name and Address file
- changing bank routing number by county for a particular financial institution
- recording direct deposit elections for administrative payments and payees not in SCIMS.

C Contact

State Offices with questions about:

- policies in this notice should contact Debbie Simmons by:
 - e-mail at Debbie_Simmons@wdc.usda.gov
 - telephone at 703-305-1309
- software related problems should contact the National Help Desk at 800-255-2434 or 816-926-1552. Select option 3 for software, and then option 4 for accounting.

Disposal Date	Distribution
June 1, 2005	FSA Offices; State Offices relay to County Offices

Notice FI-2675

2 Canceling a Direct Deposit Election

A When a Direct Deposit Election May Be Canceled

Notice FI-2638, subparagraph 7 D provided instructions for canceling a direct deposit election. However, a direct deposit election may only be canceled if the producer has filed more than 1 direct deposit election, and determines that 1 of the elections is no longer required.

Example: If the producer wanted all payments for farm number 1234 to go to account number 11111, and all other payments to go to account number 99999, the producer would have 2 elections. The default account is account 99999 because it is not farm number or contract number specific. If the producer's record keeping no longer required a separate account for farm number 1234, the producer would elect to cancel that record. The user would select the "Edit" link, and click "Cancel" in the drop down box to cancel the second record.

If the producer in this example chooses to cancel account 99999, and have all payment go to account 11111, a waiver must be created which will remove all direct deposit profiles for the producer. The user must then enter a new direct deposit election using account 11111. This will then become the default account.

B Removing a Direct Deposit Election for an Inactive or Deceased Producer

In the current web application, the only way to remove a direct deposit election for an inactive or deceased producer is to record a waiver through the FSA Financial Services web application. The system was designed this way to meet the requirements of the Debt Collection Improvement Act of 1996 which mandates that Federal payments other than payments under the Internal Revenue Code of 1986 be made by an electronic funds transfer (EFT) mechanism unless the Secretary of the Treasury grants a waiver. Therefore, once an election is made, the election remains valid unless a waiver is submitted.

Although the inactive or deceased producer has not submitted a request for an EFT waiver, the County Office must record a waiver through FSA Financial Services, which will remove the System 36 direct deposit profile and change the direct deposit flag to "N" on the producer's Name and Address record.

Notice FI-2675

3 Financial Institutions in Name and Address

A Entering Financial Institutions in Other Name and Address File

The County Office must ensure that the financial institution is correctly recorded on the Other Name and Address file before recording any direct deposit transactions in FSA Financial Services. Failure to do so may result in 1 of the following problems:

- replication from FSA Financial Services to the System 36/AS400 will not occur
- payments will be issued as checks instead of automated clearing house (ACH's) if no prior producer direct deposit record existed
- payments will be issued as ACH's, but directed to the incorrect financial institution if a prior direct deposit record existed.

Note: Even if the financial institution is recorded in SCIMS, it must also be recorded in the Other Name and Address file.

Assignments and direct deposits use separate databases to access required information according to the following.

- For direct deposit elections, the financial institution bank routing number must be in the System 36 Other Name and Address file. The name recorded in the Other Name and Address file is the name that will print on the Transaction Statement. In FSA Financial Services, the name displayed is the financial institution name directly from a database provided by the Department of Treasury, based on the bank routing number. It is for display purposes only and will not print.

Note: The financial institution may be entered in SCIMS also, but it is not required to be in SCIMS for FSA Financial Services direct deposit processing.

- All assignors and assignees must be recorded in the SCIMS database, using the IRS assigned tax identification number.

Note: Any change to SCIMS will take from 3 to 9 calendar days before FSA Financial Services has access to the data. Database updates are run every Monday and Thursday evening. Users should access FSA Financial Services Assignments on Tuesday and Friday mornings to determine if the update has been completed.

Notice FI-2675

3 Financial Institutions in Name and Address (Continued)

B ID Number of Financial Institution

When recording a new financial institution in the Other Name and Address file, County Offices shall use the correct financial institution tax ID number, rather than using the bank routing number as the financial institution tax ID. If the tax ID number is not known, the County Office shall call the financial institution to obtain the correct tax ID number.

The following is an example of a financial institution properly loaded in the System 36 Other Name and Address file.

The screenshot shows a terminal window titled "Session B - [24 x 80]". The window contains a text-based interface for a financial institution record. At the top, it displays "Common Provisions 081-LITTLE RIVER" and "Add MAC01302". Below this, it shows "Facility Name and Address" and "Version: AF10 11/24/2004 15:03 Term E0". A dashed line separates the header from the main data. The main data includes "Financial Institution" details: "Id Number 0822-08145", "Id Type F", and "Facility Code 40". It also lists "Facility Name BANK OF MINE" three times. Address information includes "Street 7442 RICHIE HIGHWAY", "City ASHLAND", "State AR", "Zip Code 72214-1990", and "Telephone 441 307 8000". Other fields include "Car-Rt", "Receive Mail Y", "Bank Routing No. 125400137", and "Foreign Person N". At the bottom, it shows "Cmd7-End" and "(U)pdate". The terminal window also displays a taskbar at the bottom with various application icons and a system tray showing the time as 2:06 PM.

```
Common Provisions 081-LITTLE RIVER Add MAC01302
Facility Name and Address Version: AF10 11/24/2004 15:03 Term E0
-----
Financial Institution
Id Number 0822-08145 Id Type F Facility Code 40
Facility Name BANK OF MINE
Facility Name
Facility Name
Street 7442 RICHIE HIGHWAY Car-Rt
Street
City ASHLAND State AR
City-Province-Foreign Country
Zip Code 72214-1990
Telephone 441 307 8000 Receive Mail Y
Bank Routing No. 125400137
Foreign Person N
Cmd7-End (U)pdate
```

The tax ID:

- number is displayed in the top left portion of the screen
- type must be “F”.

The facility code must be “40”.

The bank routing number is displayed in the lower right portion of the screen.

Notice FI-2675

3 Financial Institutions in Name and Address (Continued)

C Branches of a Financial Institution

A financial institution tax ID number can only be entered for 1 bank name. The name associated with the financial institution should be the headquarters financial institution. Do **not** enter each branch in the Other Name and Address file.

Note: 1-FI, paragraphs 82 and 83 will be amended to remove instructions for entering a temporary ID for a branch office.

4 Change Bank Routing Number By County Office

A Link To Change All Bank Routing Numbers Temporarily Removed

Notice FI-2638, subparagraph 7 E provided instructions for changing all bank routing numbers. The FSA Financial Services link to change all bank routing numbers was removed because it was erroneously used in a few instances and resulted in massive Nationwide changes that were in error. The software has been modified and the link to “Change Bank Routing Number by County” is now available.

B County Office Action Before Selecting to Change Bank Routing Number By County

Before selecting the option to change all bank routing numbers, the County Office is encouraged to:

- verify the bank routing number change with the financial institution
- run a System 36 direct deposit inquiry by financial institution ID to determine which producer profiles will be affected by the change and the number of profiles with the financial institution.

The following provides instructions on running an inquiry.

Step	Action	Result
1	On Menu FAX250, enter either of the following: <ul style="list-style-type: none">• “3”, “Application Processing (Headquarters Office)” for headquarter County Offices• “4”, “Application Processing (Office Section)”, for selecting County Offices other than headquarter County Offices.	If entry is: <ul style="list-style-type: none">• “3”, Screen FAX07001 will be displayed; go to step 3• “4”, Screen FAX09002 will be displayed.
2	On Screen FAX09002, enter the office selection number and PRESS “Enter”.	Screen FAX07001 will be displayed.
3	On Screen FAX07001, ENTER “1”, “Accounting”, and PRESS “Enter”.	Menu AAA000 will be displayed.

Notice FI-2675

4 Change Bank Routing Number by County (Continued)

B County Office Action Before Selecting to Change Bank Routing Number by County (Continued)

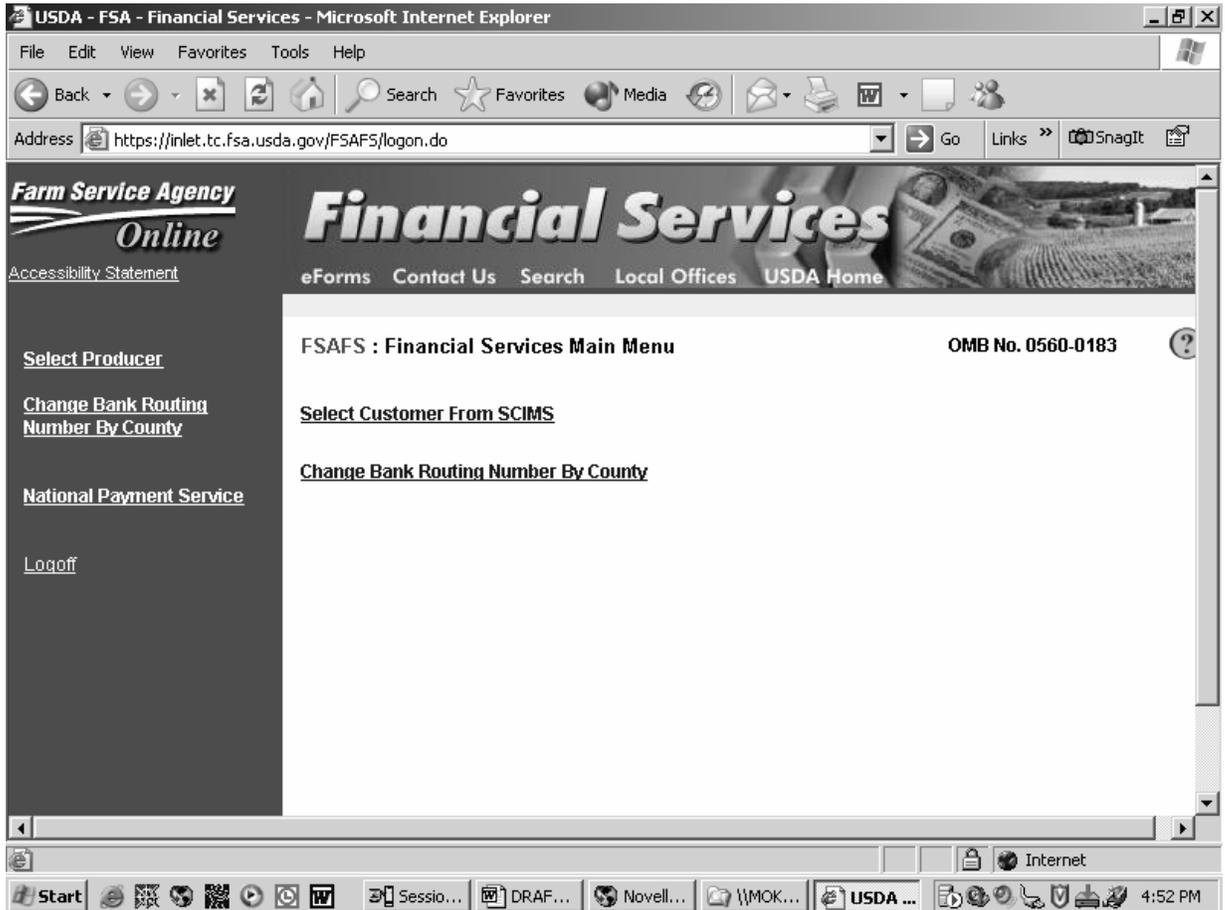
Step	Action	Result
4	On Menu AAA000, ENTER "10", "Direct Deposit Function", and PRESS "Enter".	Menu APK100 will be displayed.
5	On Menu APK100, ENTER "4", "Direct Deposit Inquiry Function", and PRESS "Enter".	Menu APK200 will be displayed.
6	On Menu APK200, ENTER "2", "Inquire by Financial Institution ID", and PRESS "Enter".	Screen APK20007 will be displayed.
7	On Screen APK20007, enter the ID number of the financial institution, the ID type "F", and PRESS "Enter". Note: If the ID number is not known, enter the name of the financial institution, and PRESS "Enter". Select the financial institution from the list displayed.	Screen APK20007 will display the name of the financial institution.
8	On Screen APK2007, PRESS "Enter" if this is the correct financial institution.	Screen APK20008 will be displayed.
9	On Screen APK20008, PRESS "Cmd2" to print the list of profiles that will be changed when the "Change Bank Routing Number by County" link is accessed.	Screen APKPRTID will be displayed.
10	On Screen APKPRTID, enter the printer number.	The listing will be printed. Screen APK20006 will be displayed.
11	On Screen APK20006, ENTER <ul style="list-style-type: none"> • "1" if the listing printed satisfactorily • "2" to reprint the listing. 	Menu APK200 will be displayed.

Notice FI-2675

4 Change Bank Routing Number by County (Continued)

C Changing Bank Routing Number

The Financial Services Main Menu has been revised to provide a separate link to “Change Bank Routing Number By County”. The following is an example of the Financial Services Main Menu which is displayed immediately after logon and password are entered.



Click on the “Change Bank Routing Number By County” link. The FSAFS: Change Bank Routing Numbers Screen will be displayed.

Note: Since “Change Bank Routing Number By County” will be replicating many transactions to the System 36 Direct Deposit History, it is important that County Offices do **not** process the following System 36 activity until the replication has completed:

- payments of any kind
- direct deposit - administrative profiles
- queuing of SSCCAE1 Direct Deposit transmission file
- queuing of SSCCAE7 Accounting Detail transmission file.

Replication completion will be determined according to subparagraph D.

Notice FI-2675

4 Change Bank Routing Number by County (Continued)

C Changing Bank Routing Numbers (Continued)

The following is an example of the FSAFS: Change Bank Routing Numbers Screen.

The screenshot shows a web browser window titled "USDA - FSA - Financial Services - Change Bank Routing Numbers - Microsoft Internet Explorer". The address bar shows the URL: https://inlet.tc.fsa.usda.gov/FSAFS/initiate_change_routing_numbers.do. The page content includes a navigation menu on the left with links for "Select Producer", "Change Bank Routing Number By County", "National Payment Service", and "Logoff". The main content area is titled "FSAFS : Change Bank Routing Numbers" and includes the OMB No. 0560-0183. A warning message states: "Verify the Financial Institution Tax ID & NEW Bank Routing Number are recorded on the S/36 Other Name and Address (N/A) BEFORE taking action on this page. Changes submitted on this page will NOT replicate to the S/36 if the new routing number is not found on the S/36 Other N/A." Below this, there is a "Select County:" dropdown menu currently set to "Sheridan (179) - KS". There are two input fields: "Old Bank Routing Number:" and "New Bank Routing Number:". At the bottom, there are "Submit" and "Exit" buttons. A footer note states: "All existing Direct Deposit profiles in the selected County will be changed in FSA-FS and the S/36. Verify the replication to the S/36 was successful by accessing the Direct Deposit Inquiry by Financial Institution." The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 9:05 AM.

Select the correct county from the drop down box.

Enter the following:

- old bank routing number.
- new bank routing number.

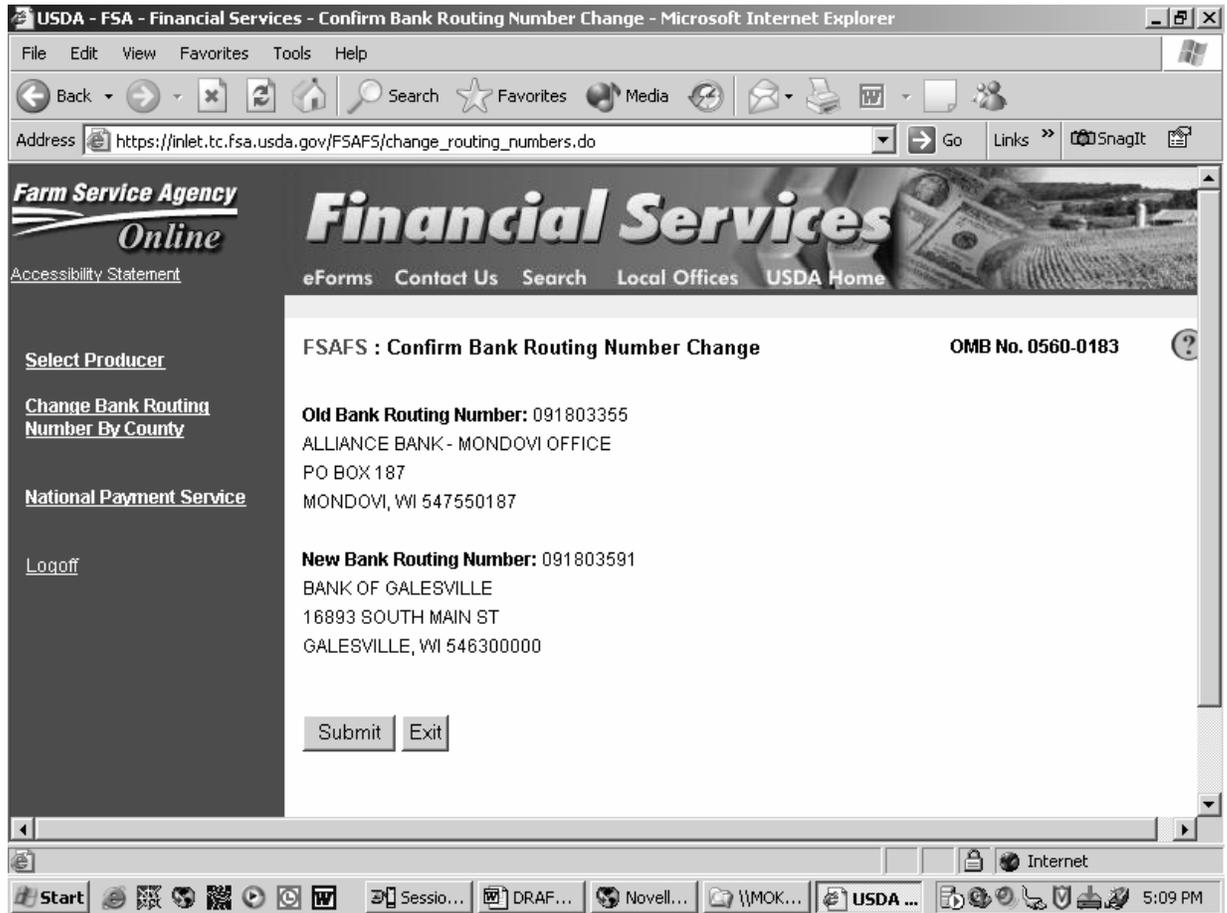
Click "Submit" and a confirmation page will be displayed.

Notice FI-2675

4 Change Bank Routing Number by County (Continued)

C Changing Bank Routing Numbers (Continued)

The following is an example of the FSAFS: Confirm Bank Routing Number Change Screen that displays the old bank name and the new bank name.



Confirm the old and new bank routing numbers are correctly displayed. If correct, click “Submit”. The FSAFS: View Number of Accounts for Bank Routing Change Screen will be displayed.

If not correct, click “Exit”, double check the Other N/A bank routing number(s), and contact the National Help Desk if additional assistance is required.

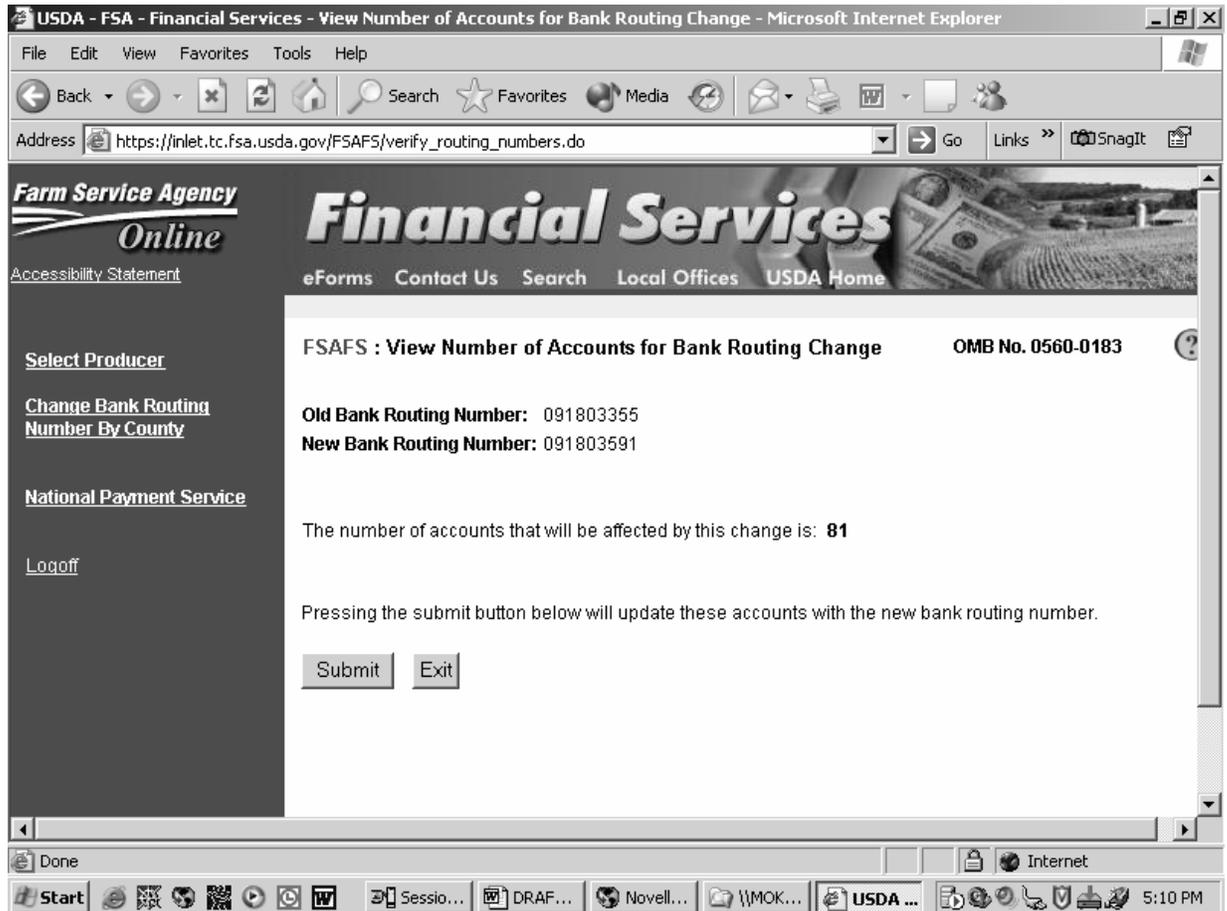
Note: This page will display the financial institutions’ headquarters address from the Department of Treasury’s database for the old and new financial institutions. If the County Office is unsure that this is the correct headquarters, then contact the financial institution to confirm the routing number.

Notice FI-2675

4 Change Bank Routing Numbers by County (Continued)

C Changing Bank Routing Numbers (Continued)

The following is an example of the FSAFS: View Number of Accounts for Bank Routing Change Screen.



The number of accounts that will be changed on the FSA Financial Services database and replicated to the System 36 is shown on this page. The County Office can verify this against the printed inquiry report from subparagraph B.

Click "Submit" and the message, "Account was successfully updated on the FSAFS: Financial Services Main Menu", will be displayed and replicate the changes to the System 36. Click on "Exit" to end without saving the changes.

Note: The number of accounts on this page could differ from the number of records shown on the System 36 Direct Deposit Inquiry report for the following reasons:

- direct deposit profiles may exist on the System 36, but not in FSA Financial Services
- customer may have direct deposit profiles in FSA Financial Services that do not replicate to the System 36 if the customer has elected a farm specific or contract specific direct deposit election.

4 Change Bank Routing Number by County (Continued)

D County Office Action After Changing Bank Routing Numbers

The time required for replication to complete will vary based on the number of records to be changed. For example, changing 80 bank routing numbers will take approximately 45 minutes to complete replication to the System 36. However, there are many dependencies that may cause a longer timeframe.

If the financial institution ID and bank routing number were changed, follow the steps in subparagraph B after changing the bank routing number to print a new report of direct deposit profiles. Use the old financial institution ID. If any customer profiles remain on the inquiry report reflecting the old bank routing number, the County Office must:

- access FSA Financial Services
- create a direct deposit profile for each remaining customer, using the new bank routing number
- allow profiles to replicate to the System 36
- print another inquiry report for the old ID number which should show no profiles
- print an inquiry report for the new ID which should reflect all profiles.

5 Farm Number or Contract Number Specific Direct Deposit Election

A When a Farm Number or Contract Number Specific Election is Valid

A producer may elect to specify an account for a specific farm number or contract number only when the payment is made through an application that disburses funds through the National Payment Service (NPS). Payments initiated through the System 36/AS400 will be directed to the producer's default election.

Note: If the producer later performs a farm reconstitution that results in a revised farm number or revises a contract that results in a revised contract number, the user must edit the farm number or contract number using the FSA Financial Services direct deposit web application. There is not a direct interface to FSA Financial Services to update the farm number or contract number.

5 Farm Number or Contract Number Specific Direct Deposit Election (Continued)

B Error Message “Farm Number or Contract Number Required”

If a producer has already elected a default direct deposit account and the user tries to create a direct deposit election, the system will display a message requiring that a farm number or contract number be entered. The user should exit the screen and take the option to view direct deposit elections.

Note: This message may also be displayed if a multi-county producer has recently been linked in SCIMS to the County Office trying to enter the direct deposit information. The linkage must be replicated to FSA Financial Services before the producer may make an election in the second county.

6 Recording Direct Deposit Elections for Payees Not in SCIMS

A Payments Made Through County Office Administrative Expense System

The following System 36 direct deposit options on Menu APK100 were re-opened in County Release No. 542 for Administrative profiles only:

- “1. Establish Direct Deposit Record”
- “2. Modify Direct Deposit Record”
- “3. Delete Direct Deposit Record”.

Note: The County Office Administrative Expense System uses payment type “A” in the direct deposit application on the System 36.

B Establishing Direct Deposit Profiles for Payees in Other Name and Address

A modification to allow processing of non-administrative profiles for payments to vendors, contractors, and loss adjustor contractors with a facility code other than “00” has been developed and will be included in a future System 36 County Office Release.

7 Miscellaneous Direct Deposit Information

A Modification to Allow Alpha Numeric Account Number

The FSA Financial Services software was modified to allow an account number to be alpha numeric.

B Recording Waivers Received Before FSA Financial Services

As workload permits, County Offices shall load any direct deposit waivers that were received by the County Office before the implementation of FSA Financial Services. This will assist USDA in determining FSA’s compliance with requirements of the Debt Collection Improvement Act of 1996.

Note: Do **not** load the waiver if the producer has since filed a direct deposit election.