

**For:** FSA Offices

**Software Enhancements to Provide Assignee's Additional Information on Treasury Checks**

**Approved by:** Deputy Administrator, Management



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**1 Overview**

**A Background**

The Department of Treasury makes disbursements for payments issued through the National Payment Service (NPS) when payment is to be issued by check. When an assignment is honored for a program paid through the NPS, and the assignee receives a Treasury check for the amount of the assignment, the Treasury check currently does not identify the assignor. The assignee must wait for the Disbursement Transaction Statement to be mailed from KCFO before the identity of the assignor is known. The Disbursement Transaction Statement is normally mailed by KCFO the day after the Treasury check is mailed; however, KCFO sometimes experiences a delay in mailing the Disbursement Transaction Statement when the payment process reaches peak volumes.

Assignees that have multiple addresses for the same taxpayer ID number are also reporting that the assignment is sometimes directed to 1 of the other addresses for the ID number, rather than the intended address.

**B Purpose**

This notice:

- advises State and County Offices of a temporary measure that has been undertaken to notify the assignee of a toll free number to call for assistance in identifying the assignor
- notifies State and County Offices that software enhancements are in development to:
  - print the assignor's name and program code on the face of the Treasury check disbursement
  - allow the user to select the mailing address for the assignee when multiple mailing addresses exist for an ID number.

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| <b>Disposal Date</b> | <b>Distribution</b>                                |
| April 1, 2006        | FSA Offices; State Offices relay to County Offices |

## Notice FI-2724

### 1 Overview (Continued)

#### C Contact

The following table provides contacts if there are questions about this notice.

| <b>IF located in a...</b> | <b>THEN contact...</b>   |
|---------------------------|--|
| County Office             | State Office.  |
| State Office              | Debbie Simmons by: <ul style="list-style-type: none"><li>• e-mail at <b>Debbie.Simmons@wdc.usda.gov</b></li><li>• telephone at 703-305-1309.</li></ul> |

### 2 Inserts Being Mailed With Assignee Disbursement Transaction Statements

#### A KCFO Mailing an Insert to Assignee

To assist in determining the assignor information, KCFO began including an insert with the Disbursement Transaction Statements being mailed to assignees beginning October 27, 2005. The insert notifies assignees that FSA/CCC recognizes that there is a system problem and that FSA/CCC is dedicated to resolving the system problem. The insert provides a toll free telephone number and FAX numbers that the assignee may call or FAX a request for information if the assignee receives a payment and cannot identify the assignor.

#### B Example of Insert

An example of the insert being mailed to assignees is provided in Exhibit 1. If a State or County Office receives an inquiry from an assignee and cannot answer the inquiry, the State or County Office shall call the toll free number, 1-866-856-1448, for assistance.

### 3 Future Software Enhancements

#### A Printing Assignee's Name on Treasury Check

A software enhancement is being developed to print the assignor's name and the program code on the face of a Treasury check. This enhancement will allow assignees to recognize the assignor and enable assignees to credit the payment to the proper account. The software enhancement requires changes to NPS and the Centralized Disbursement System in KCFO. The changes must be coordinated through the Treasury for testing to ensure the information is presented correctly on the face of the Treasury check. The anticipated release date to production is December 16, 2005.

**3 Future Software Enhancements (Continued)**

**B Selecting Address if Taxpayer ID Has Multiple Addresses**

A software enhancement is being developed to allow the user to select the mailing address for the assignee if the assignee ID has multiple mailing addresses. The mailing address will be stored with the assignment, rather than checking SCIMS for the current mailing address associated with the ID number. This enhancement will allow the payment to be mailed to the correct branch of a financial institution, for example. The software enhancement requires changes to FSA Financial Services (FSA-FS) and NPS. The anticipated release date to production is December 16, 2005.

**C Validating That an Assignee ID is in SCIMS**

A software enhancement is in acceptance testing to validate that an assignee's ID number is loaded in SCIMS. 63-FI requires that assignees be loaded in SCIMS with valid taxpayer ID numbers; however, the requirement was not validated in FSA-FS. FSA-FS software has been modified to validate that ID's are in SCIMS rather than the Other Name and Address file. This enhancement will help increase the software performance. The anticipated release date to production is November 10, 2005.

**Note:** It may take up to 10 days for assignees to be recognized by FSA-FS. The assignee's ID must replicate to the System 36/AS400 to update the producer name and address file and then transmit back to KCFO during the normal daily queue of the name and address file to be available to FSA-FS. The user can run a query on the Producer Name and Address file on the System 36/AS400 to ensure that replication has occurred.

## Insert to Assignees

This is an example of the insert being sent by KCFO to assignees.

United States  
Department of  
Agriculture

Farm and Foreign  
Agricultural  
Services

Farm Service  
Agency

Kansas City  
Finance Office  
P.O. Box 419205  
Kansas City, MO  
64141-6205



Dear Customer:

The enclosed Transaction Statement was mailed to you because a Farm Service Agency (FSA) Commodity Credit Corporation (CCC) program payment was assigned to your taxpayer identification number by a FSA/CCC program participant. The payment was made by a Treasury check or by direct deposit into your account at your financial institution if you elected payment by direct deposit.

If you receive future FSA/CCC assigned payments and you cannot readily identify who the payment is on behalf of, please call the FSA/CCC Kansas City Finance Office's (KCFO) toll free number at **1-866-856-1448** for assistance. You may also fax your request, along with a copy of the Treasury check if applicable, to **816-823-1813 or 816 823-3345**. The face of the Treasury check shows the state and county Geographic Location Code of the issuing office and an additional reference code which will assist KCFO in providing you with additional details to identify who the payment is on behalf of.

FSA/CCC has identified a system problem that may cause an assigned payment to be mailed to the wrong branch of a financial institution. If the taxpayer identification number of the assignee is associated with several mailing addresses, the system selects the last mailing address used for that taxpayer identification number. This can result in the check being mailed to a different branch of the same financial institution.

FSA/CCC is in the process of designing software modifications to alleviate these system problems. FSA/CCC sincerely apologizes for any inconvenience these software problems may cause you during this interim period.

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**For a fast, secure and more convenient method of payment, please contact your local FSA Service Center Office about enrolling in Automated Clearing House (ACH) Direct Deposit which automatically transfers payments into your bank account.**

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10/25/2005