

For: FSA Offices

Transaction Fees Refunds and Repayment to FSA Employees

Approved by: Deputy Administrator, Management



1 Repayment of Refunded Transaction Fees

A Background

Some USDA employees received refunds (credits) for travel service transaction fees for the period from May 22, 2005, through June 14, 2005, on their Bank of America travel charge card.

The Travel Bridge Solution contractor, EDS, sent an email message to those affected USDA employees showing the amount of the credit that was processed to their travel charge card accounts.

Those refunds (credits) must be repaid to FSA. A list of those FSA employees that have received EDS refunds has been provided to the FSA Finance Office in Kansas City.

B Why the Need to Repay FSA

It has come to the attention of FSA, FMD that EDS erroneously credited transaction fees to FSA employees' Bank of America travel charge card accounts. EDS and Bank of America were unable to process reversals of the credits. Therefore, each FSA employee that was notified by EDS and/or received a credit is required to send a check or money order to the address in subparagraph D.

C Purpose

This notice provides procedure for FSA employees to repay FSA for transaction fees refunded to the FSA employees.

Disposal Date	Distribution
January 1, 2008	All FSA Offices; State Offices relay to County Offices

Notice FI-2739

1 Repayment of Refunded Transaction Fees (Continued)

D Repayment Instructions

Employees may repay the refund (credit) to FSA by personal check or money order. Employees shall mail the check or money order to the following address:

Farm Service Agency
Attn: Terry Luehrs
Mail Stop 8558
P.O. Box 419205
Kansas City, MO 64133.

To ensure proper accounting for your repayment to FSA, and resolution of this issue, make the check or money order out to "FARM SERVICE AGENCY", and in the left lower corner of the document write "transaction fee repayment".

E Labor-Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

F Contact

If there are questions about this notice, contact the appropriate office in this table.

Office	Contact
County Office	State Office
Kansas City and St. Louis complexes	Larry Hayob at 816-926-1435
National Office and State Offices	FMD, Debt Management and Travel Policy Staff at 703-305-1408