UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington DC 20250

Notice FI-3015

For: State and County Offices

FSA Financial Services Direct Deposit, Bankruptcy, Assignments, and Joint Payment Updates

Approved by: Associate Administrator for Operations and Management

1 Overview

A Background

FSA Financial Services supports the recording of assignments, joint payments, and direct deposit elections through a web-based application for FSA customers. Financial Services interfaces with NPS and the National Receipt and Receivable System (NRRS) to provide real time financial information about payment disbursements, receivables, and collections.

Financial Services has been upgraded to expand the types of reference codes and program categories supported within creating financial service elections. Additionally, Financial Services will now allow modification for those customers flagged in bankruptcy.

B Purpose

This notice provides the instructions for the following:

- selecting a program category for direct deposit subaccounts
- what reference codes are supported for Financial Services actions
- ability to modify customer information for customers flagged for bankruptcy before May 28, 2010.

Disposal Date	Distribution
June 1, 2011	State Offices; State Offices relay to County Offices

1 Overview (Continued)

C Contact

If there are questions about this notice, State Office shall contact the appropriate office according to the following.

Issue	Contact
Software-related problems	Contact the National Help Desk at 800-255-2434 or 819-926-1552. **Note:** Select option 3 for hardware and application software.

Policies or procedures when using the Financial Services application	Contact 1 of the following:
	
	• Yanira Sanabria by:
	
	  • e-mail at **yanira.sanabria@wdc.usda.gov**
	  • telephone at 703-305-0969
	
	• Sue Tolle by:
	
	  • e-mail at **marysue.tolle@kcc.usda.gov**
	  • telephone at 816-926-5965.

2 Using Financial Services

A Financial Services

State or County Office employees must have a valid eAuthentication level II Service Center employee ID and password to log into the FSA Financial Services web site at **https://pws.sc.egov.usda.gov/login/login.aspx/**.

To login to the FSA Financial Services web site from the FSA Intranet Home Page:

- under “Resources”, CLICK “FSA Applications”
- under “Financial Services”, CLICK “Financial Applications”.

The FSA Intranet Financial Applications Home Page will be displayed. CLICK “FSA Financial Services” and the USDA eAuthentication Screen will be displayed. CLICK “I Agree” and the eAuthentication Login Screen will be displayed.

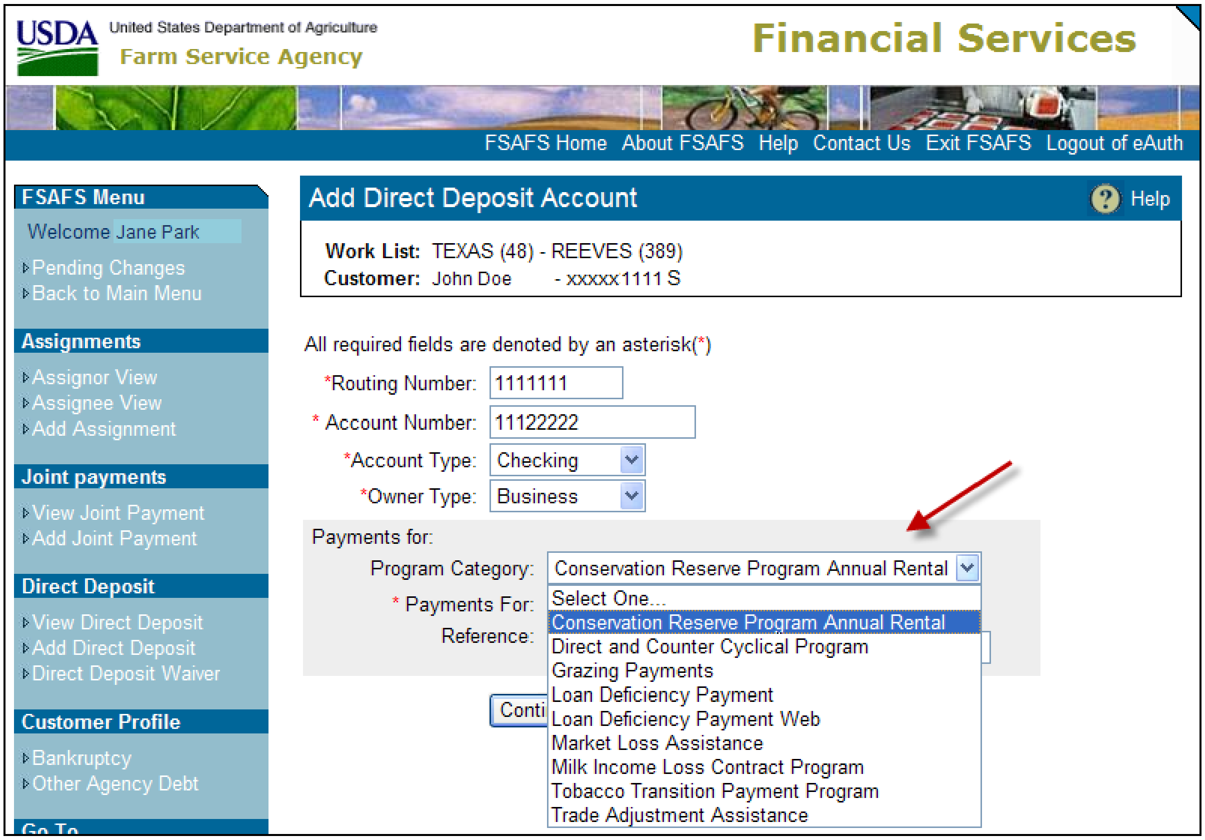
B Log in to Financial Services Web Site

On the eAuthentication Login Screen, the user has the option to enter a valid eAuthentication user ID and password or login with LincPass credentials. CLICK “Login”.

3 Direct Deposit Subaccounts

A Creating Direct Deposit Subaccounts

Financial Services now allows users to create direct deposits subaccounts for a specific program code after the main direct deposit account is created. The following is an example of the Add Direct Deposit Account Screen used when creating subaccounts.



Users may create direct deposit subaccounts by entering the following information from SF-1199A or SF-3881:

- Routing Number – displayed on SF-1199A, Section 3, or SF-3881, "Nine-Digit Routing Transit Number:" block
- Account Number – displayed on SF-1199A, Section 1, item E, or SF-3881, "Depositor Account Number:" block
- Account Type - select either "Checking" or "Savings" displayed on SF-1199A,Section 1, item D, or SF-3881, "Type of Account:" block
- Owner Type - select either "Personal" or "Business/Corporate".

  Note: This entry is not shown on SF-1199A or SF-3881 but can be determined as "Personal" if the ID type is a Social Security number (SSN), or as "Business/Corporate" if the ID type is **not** SSN.

3 Direct Deposit Subaccounts (Continued)

A Creating Direct Deposit Subaccounts (Continued)

The "Payments For" options allow direct deposit subaccount payments:

- to be made to a specific program category
- to be made to specific State and counties

  Note: Specific State and county option is only allowed for multi-county producers.

- for specific State and counties for specific reference types; for example, farm number or contract number, and the applicable reference number
- to be made to a specific program category, specific State and counties, specific State and county option is only allowed for multi-county producers, and a specific reference type

Note: If a customer has a direct deposit subaccount on file for a specific State/county, and tries to enter another account for the same State/county, the system will require that the second subaccount have a reference type and applicable reference number.

On the Add Direct Deposit Account Screen, users shall CLICK:

- "Continue" and the Add Direct Deposit Screen will be displayed showing the entered information for review
- "Exit" to return to the My Changes Screen without saving data

  Note: New ACH/Direct Deposit information should be obtained on SF-3881**only**. County Offices may retain prior SF-1199A.

3 Direct Deposit Subaccounts (Continued)

A Creating Direct Deposit Subaccounts (Continued)

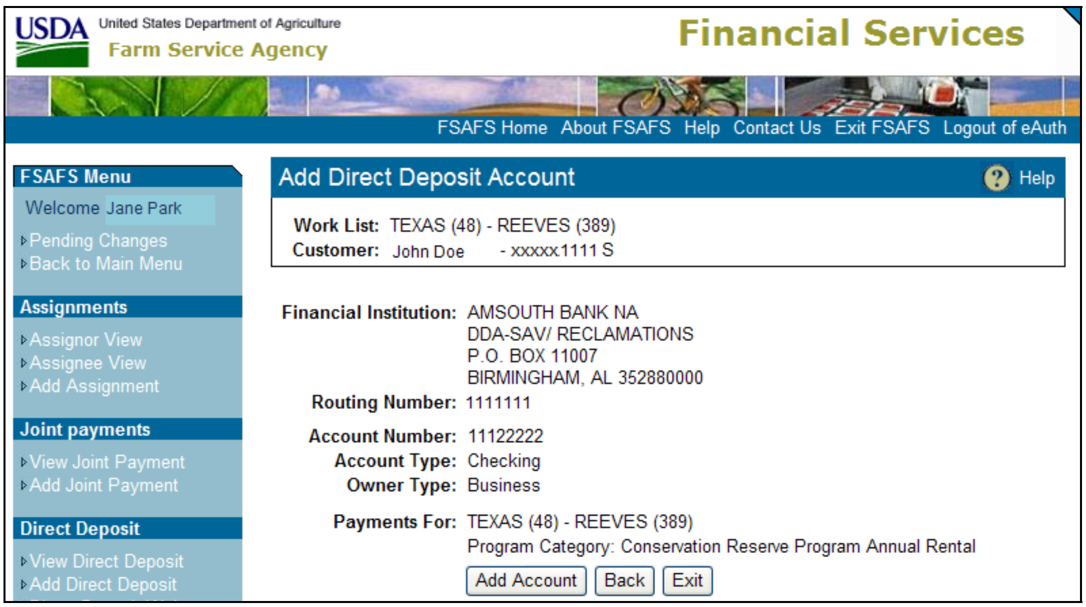
On the Direct Deposit Account Screen, users shall CLICK:

- "Add Account" and the Add Direct Deposit Account Screen will be displayed showing the entered information for review

  Note: The Financial Services application will display an informational message that the direct deposit request was submitted and requires secondary approval for completion.

- "Back" and the Add Direct Deposit Account Screen will be redisplayed to modify account information

- "Exit" to return to the My Changes Screen without saving data.



Note: New ACH/Direct Deposit information should be obtained on SF-3881 specifying use by FSA for ALC 12060000 only. County Offices may retain prior SF-1199A's.

3 Direct Deposit Sub-Accounts (Continued)

B Secondary Approval

Updates made in the Financial Services web application, unless producer initiated, must have a second part verification/approval to comply with segregation of duties. Service Center employees shall CLICK "Work List", located under the Change Requests Menu options, to see pending change transactions entered by other employees within their own Service Center and require second verification approval. The transaction may be viewed, accepted, or canceled by the Service Center employee. The requested transactions are sorted by Request ID in ascending order to give higher priority to aging transactions.

Select a transaction number on the work list to display the secondary approval screen for the associated transaction. On the approval screen for direct deposits, the "Verify Information for Approval" section will be displayed for users to enter information.

Any Service Center employee other than the originating requestor may approve a direct deposit account change request. **The approving employee must verify the direct deposit details against SF-1199A or SF-3881**.

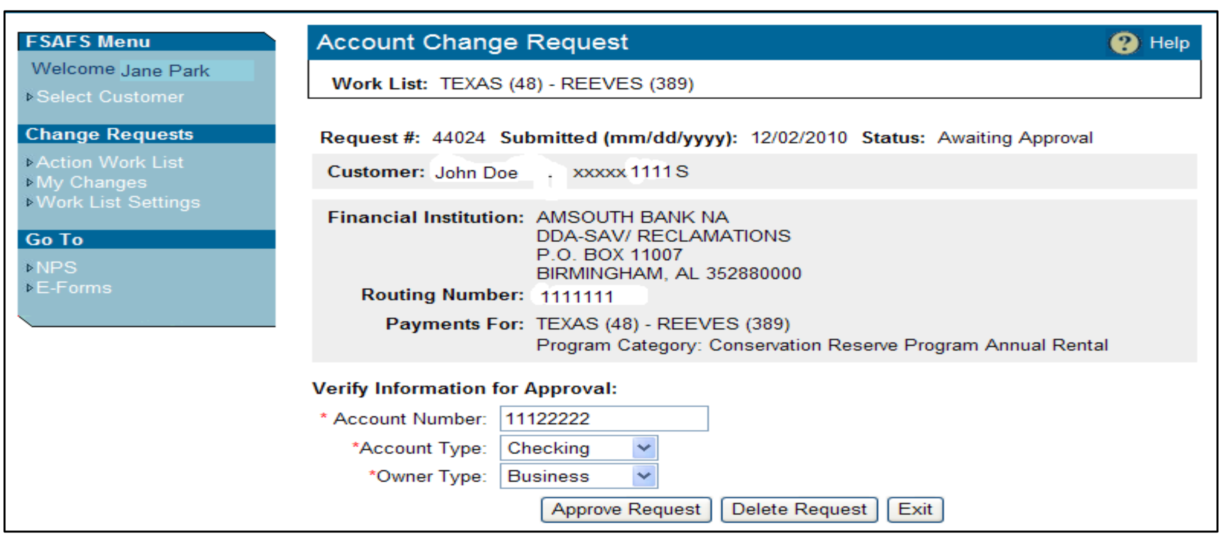
The direct deposit Account Change Request Screen allows users to verify information for approval by entering account numbers, account type, and owner type.

Select 1 of the following:

- "Approve Request" to place direct deposits in an accepted status
- "Delete Request" to permanently inactivate direct deposit

  Note: The direct deposit may be canceled when in "Awaiting Approval" status.

- "Exit" to return to the Change Request Screen.



4 Financial Services Changes

A Assignments, Joint Payments, and Direct Deposit Subaccounts Reference Codes

Financial Services has been upgraded to support the following reference codes:

- Account number (AC)
- Agreement number (AG)
- Application number (AP)
- Control number (CN)
- Contract number (CT)
- Farm number (FM)
- Invoice number (IN)
- Loan deficiency (LD)
- Loan number (LN)
- Purchase order (PO)
- Program/payment type (PT)
- State/county code (SC)
- Transaction control number (TC).

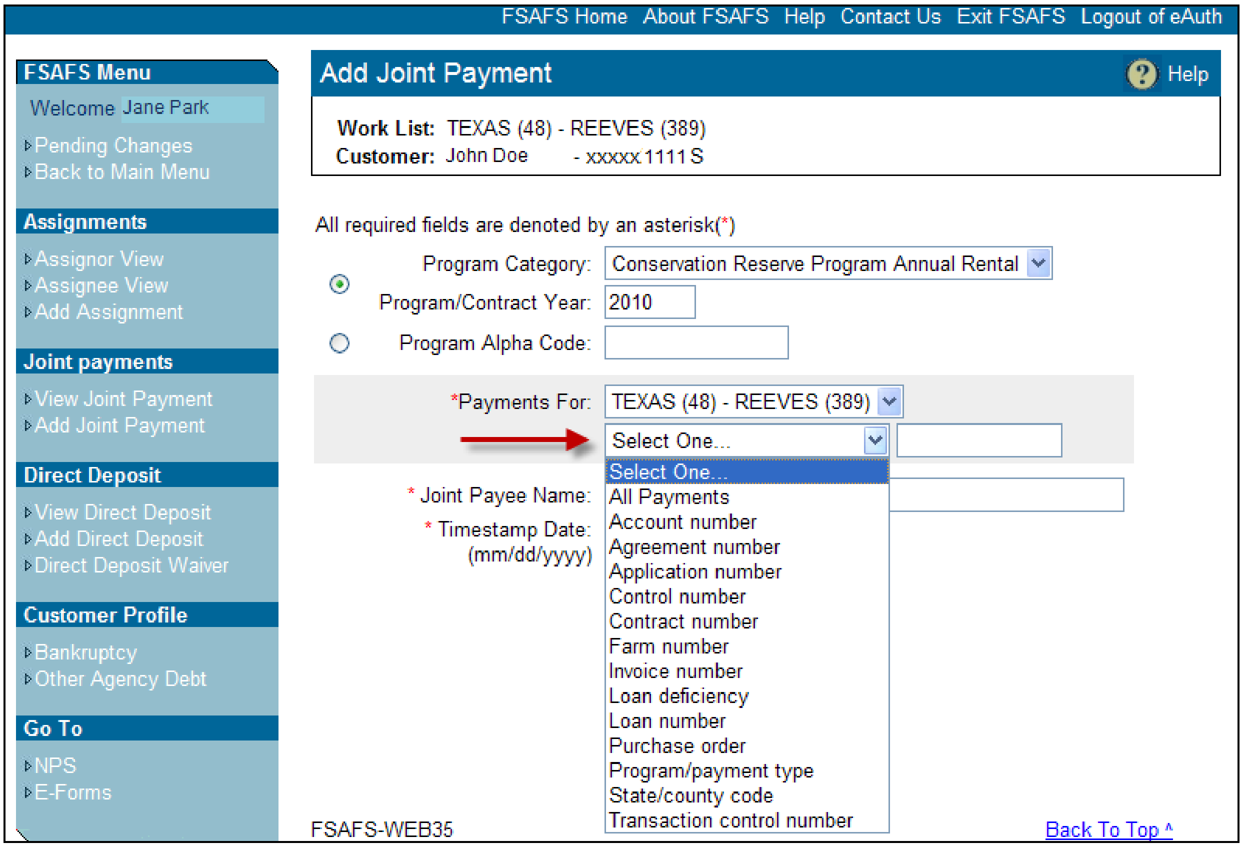
The reference codes may be used when adding:

- assignments
- joint payments
- direct deposit subaccounts.

4 Financial Services Changes (Continued)

B Example of Reference Code

The following is an example of the Add Joint Payment Screen displaying the reference codes available in Financial Services.



C Customers Marked for Bankruptcy Flagged Before May 28, 2010

According to Notice FI-2991, subparagraph 4 B, a software error preventing customers marked for bankruptcy flagged before May 28, 2010, has been corrected. The Add Bankruptcy Screen will now allow users to modify bankruptcy customer information flagged before May 28, 2010.