

For: State and County Offices

FSA-429, Receivable Imaging System (RIS) FAX Transmittal

Approved by: Associate Administrator for Operations and Management



1 Faxing Receivable Documentation

A Background

State and County Offices are **required** to FAX all receivable documentation to RIS for receivables that are currently outstanding and shown on the Financial Web Application Data Mart (FWADM) Receivables Over 60 Days and Missing Documentation in RIS Report (FWADM Report) using a FAX transmittal sheet. A new form (FSA-429) has been developed to be used for the RIS FAX transmittal sheet.

State and County Offices shall use FSA-429 (Exhibit 1) to FAX receivable documentation to RIS.

B Purpose

This notice provides the following:

- an example of FSA-429 (Exhibit 1)
- a requirement for State and County Offices to use the new RIS FAX Transmittal form (FSA-429), when FAXing receivable documentation to RIS.

Disposal Date	Distribution
December 1, 2013	State Offices; State Offices relay to County Offices

Notice FI-3169

1 Faxing Receivable Documentation (Continued)

C Contacts

If there are questions about:

- this notice, County Offices shall contact the State Office
- policy, State Offices shall contact either of the following:
 - Thom Harris by:
 - e-mail at **tom.harris@wdc.usda.gov**
 - telephone at 202-772-6014.
 - Steve Huckaby by:
 - e-mail at **stephen.huckaby@kcc.usda.gov**
 - telephone at 816-926-2850.

Example of FSA-429

Following is an example of FSA-429.

This form is available electronically. FSA-429 (09-27-13)		U. S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. DATE PREPARED	
RECEIVABLE IMAGING SYSTEM (RIS) FAX TRANSMITTAL				2A. STATE CODE	2B. COUNTY CODE
Instructions: State and County Offices are required to FAX all receivable documentation to RIS for receivables that are currently outstanding and shown on the Financial Web Application Data Mart (FWADM) Receivables Over 60 Days and Missing Documentation in RIS Report (FWADM Report) using only 1 of the 3 FAX numbers provided. FAX ONLY ONE RECEIVABLE NUMBER WITH APPLICABLE DOCUMENTATION PER TRANSMISSION.					
3. NRRS RECEIVABLE NUMBER			4. PRODUCER'S NAME/ENTITY NAME		
PART A – REQUIRED DOCUMENTS					
5A. <input type="checkbox"/> Verify that the signed program contract is included					
5B. <input type="checkbox"/> Power of Attorney, if applicable					
5C. <input type="checkbox"/> Supporting Documentation according to 58-FI (Par.149)					
PART B – SERVICE CENTER CONTACT INFORMATION					
6A. SERVICE CENTER NAME			6B. EMAIL ADDRESS		
6C. PHONE NUMBER (Include Area Code)			6D. STATE OFFICE CONTACT NAME		
PART C – RIS FAX NUMBERS (Use only 1 of the 3 FAX Numbers listed below)					
7A. RIS FAX NO. (816-823-1873)		7B. RIS FAX NO. (816-823-4240)		7C. RIS FAX NO. (816-823-4242)	
8. REMARKS					
PART D – PREPARED BY					
9A. PREPARED BY				9B. DATE FAXED(MM-DD-YYYY)	
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