

COLLECTION FACTS

Things You Need to Know

Types of Check Transactions

- Stale dated checks:
 - Personal checks are stale after 6 months
 - Commercial checks are stale after 6 months
 - Postal money orders have no expiration date
 - American Express money orders have no expiration date
 - Cashiers checks from Bank of America are stale after 1 year unless a void date is specified on the check. Then the void date is the stale date.
 - Cashiers checks and other money orders are stale after 1 year

- Current checks:
 - A check cannot be post-dated for more than 3 business days from the date deposited at the Lockbox
 - Checks must be deposited in the Lockbox before the stale date
 - A check can only be made payable to:
 - USDA (United States Department of Agriculture)
 - USDA-FMMI

- Foreign Checks:
 - Defined as foreign currency drawn on a foreign bank
 - Submit ALL foreign checks to the address below with contact information:
OCFO – Financial Management Services (FMS)
Attn: Donna Cornella
IPAC Control Branch
Debt Management and Collections Post B-39
13800 Old Gentilly Road
New Orleans, LA 70129

Types of Transactions in Collections Information Repository (CIR) (formerly CA\$HLINK)

- ACH Rex (Automated Clearing House Remittance Express)
 - Agency must reference '540051' when submitting an ACH payment to ensure payment is posted to 12401240
 - Agency must ensure that the paperwork supports the posting to the correct ALC

- Account Receivable (A/R) Documents:
 - Document must contain the correct amount
 - If responding to an email, please reply to the most recent email
 - Submission document should be filled out completely. An incomplete document will delay processing of the collection.
 - Please do not send duplicate forms
 - Contact FMS/IPAC/DMC before creating A/R documents for foreign checks

- Fedwire
 - Foreign is defined as US dollars drawn on a foreign bank
 - A point-of-contact must be included for Fedwire transactions
 - Include date of transfer, ALC where transfer is going, A/R document number, and a Customer number