

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, D.C.

FSIS DIRECTIVE	3530.2 REVISION 1	3/4/86
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REPLACEMENT OF NONSALARY GOVERNMENT CHECKS

I. PURPOSE

This directive prescribes procedures to be used by employees or vendors to obtain a replacement **nonsalary** Government check when the original has been lost, stolen, destroyed, mutilated, defaced or not received. (For replacement of salary check, see FSIS Directive 4900.4).

II. CANCELLATION

Cancel FSQS Directive 3530.2 dated 2/23/79.

III. REASONS FOR REISSUANCE

This directive has been revised to reflect new procedures for replacement of U.S. Treasury checks. Principal changes are as follows:

- A. Redlegation of authority to certify replacement checks to payees (employees/vendors) has been transferred from the Department of Treasury to NFC.
- B. Department of Treasury will no longer issue substitute checks. Under the new procedures a replacement check bearing a different check series number will be issued.
- C. Procedures on the completion of the revised Form AD-663 have been updated.
- D. Vendors are no longer required to complete Form NFC-472.
- E. Attachment 1 added to provide an Agency Contact Listing.

IV. REFERENCE

FSIS Directive 4900.4, Employee Inquiries Concerning Pay Problems and Queries to the National Finance Center (NFC)

V. **FORMS AND ABBREVIATIONS**

AOSB Accounting Operations and Systems Branch
BFD Budget and Finance Division
NFC National Finance Center
MPIO Meat and Poultry Inspection Operations

AD-663 Request for Issuance of Replacement Check
NFC-472 Certification of Non-receipt of Payment Check
SF-1184 Unavailable Check Cancellation

VI. **GOVERNMENT EMPLOYEE CHECK**

+A. Action by Payee. To obtain a replacement nonsalary check, the employee MUST complete Form AD-663 (See Attachment 2). Submit the form to the appropriate Agency contact official listed in Attachment 1. Assistance can be obtained from the contact official in completing the AD-663.

B. Action by the Agency. Upon receipt of the employee's AD-663, AOSB or the MPIO Regional Office will:

1. Obtain from NFC any information needed to complete the form.
2. Promptly certify the completed form in the "Agency Certification" portion and distribute as indicated at the bottom of each copy of the form.

C. Action by NFC. NFC will:

1. Notify Treasury of nonreceipt of payment by submitting an SF-1184 upon receipt of employee's completed and "Agency Certified" AD-663.
2. Begin replacement procedures upon notification by Treasury that the original check was not negotiated.

VII. **COMMERCIAL VENDOR CHECK**

A. Action by Payee. To inquire about the nonreceipt of payments, the vendor must notify the appropriate finance office, AOSB or NFC (Attachment 1). To obtain a replacement check, the vendor MUST complete Form AD-663 which is supplied by the point of contact. Retain the CLAIMANT'S copy and submit remaining copies to AOSB or directly to NFC (Attachment 1). Assistance can be obtained from AOSB or NFC in completing the AD-663.

B. Action by AOSB/NFC. AOSB or NFC will:

1. Forward an AD-663 to the vendor upon notification of nonreceipt of payment.
2. Obtain any information needed to complete the form upon receipt of the "Vendor Certified" AD-633.
3. Certify the completed form in the "Agency Certification" portion promptly and distribute as indicated at the bottom of each copy of the form.]+

+4. NFC will notify Treasury of nonreceipt of payment by submitting an SF-1184 upon receipt of the "Vendor Certified" AD-663.

5. NFC will begin replacement procedures upon notification by Treasury that the original check was not negotiated.

VIII. PROCESSING TIME AND FOLLOW UP PROCEDURES

It takes on the average of 4 to 6 weeks to obtain a nonsalary replacement check. Most of this time is allocated to Treasury whose regulations provide for a timeframe of up to 21 days in which to notify agencies on the status of the original check. In order to keep the processing time at the agency and NFC level to a minimum, agency contact officials should establish the following procedures:

A. Assign priority to the completion and certification of AD-663's. Information will be obtained from NFC and the AD-663 completed, certified and forwarded to NFC promptly.

B. Establish a pending file of alt AD-663's with date forwarded to NFC.

C. Follow up with NFC 3 weeks after forwarding AD-663 to determine the status of the replacement check. Notify payee of information obtained.

D. Continue follow up each week until replacement check has been issued. Upon issuance, notify payee and record check number and date of issue on the AD-663 in the block "**FOR NFC USE ONLY**". Transfer form from pending to completed file.

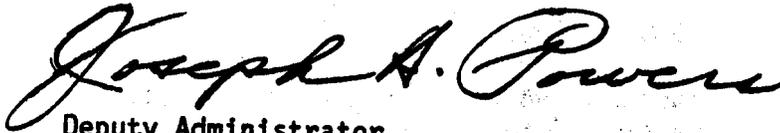
IX. NEGOTIATION OF CHECKS

A. The payee may negotiate the first check received, either the original or replacement. **ONLY ONE CHECK MAY BE NEGOTIATED.** The other, if received, must be returned to the issuing disbursing center with an explanation for the return.

B. When the payee has both checks, it is better to negotiate the replacement check and return the original to the disbursing center, since any stop payment in effect will relate to the original. The check with the latest date will be the replacement.]

+ [C. Return check with explanation to:

U.S. Department of Treasury
Kansas City Financial Center
Check Claims Branch
P.O. Box 3329
Kansas City, KS 66103];



**Deputy Administrator
Administrative Management**

Attachments

- 1 Agency Contact Listing
- 2 Sample of Form AD-663, Request for Issuance of Replacement Check

AGENCY CONTACT LISTING

1. MPIO Regional Employees:

- a. Western Region
USDA, FSIS, MPIO
Western Regional Office
620 Central Ave., Bldg. 2C, Rm 102
Alameda, CA 94501.
Elena Duvernay
FTS: 536-7988 or
(202) 273-7988

- b. Southwestern Region
USDA, FSIS, MPIO
Southwestern Regional Office
1100 Commerce St., Rm 5-F41
Dallas, TX 75242
Frances Ruiz
FTS: 729-2004 or
(214) 767-2004

- c. North Central Region
USDA, FSIS, MPIO
North Central Regional Office
607 East Second St.
Des Moines, IA 50309
Vonda Bone
FTS: 862-6313 or
(515) 284-6313

- d. Southeastern Region
USDA, FSIS, MPIO
Southeastern Regional Office
1718 Peachtree Rd., NW, Rm 216
Atlanta, GA 30309
Sharon Crittendon
FTS: 257-3941 or
(404) 347-3941

- e. Northeastern Region
USDA, FSIS, MPIO
Northeastern Regional Office
1421 Cherry St., Seventh Floor
Philadelphia, PA 19102
Angela Palestini
FTS: 597-3732 or
(215) 597-3732

2. All Other Employees USDA, Food Safety & Inspection Service
Budget & Finance Division
Accounting Operations & Systems Branch
Room 0313-South Building
14th & Independence Avenue, SW
Washington, DC 20250
Anna Danna
FTS: 382-9853 or
(202) 382-9853
3. Vendors:
- a. Invoice Processed for See address in No. 2 above.
Payment by AOSB
- b. Invoice Processed for USDA, National Finance Center
Payment by NFC P. O. Box 60000
New Orleans, LA 70160
FTS: 680-5370 or
(504) 255-5370 or
TOLL FREE NO. 1-800-421-0323

**FORM AD-663
REQUEST FOR ISSUANCE OF REPLACEMENT CHECK**

Completion Instructions

In completing the AD-663, provide as much information as possible. Also, any defaced checks or fragments of a mutilated check should be attached to the AD-663.

- ① Enter the name and social security number of employee or the name of the vendor and transaction identification number (purchase order or contract number, etc.).
- ② Check ADMINISTRATIVE block. Enter the voucher/invoice number, date of travel or performance period, and type of payment (travel, purchase, etc.) covered by the original check.
- ③ Enter the number, date, amount and schedule number of the original check, if known.
- ④ Enter code 37.
- ⑤ Enter code 0037.
- ⑥ Enter the inscription on the original check, if known.
- ⑦ Enter the date NFC was notified.
- ⑧ If the original check was endorsed, enter the endorsement.
- ⑨ Check a REISSUANCE INSTRUCTIONS block. To avoid possible loss of a replacement check, it is recommended that the check be sent to an address other than the one to which the original was sent, unless the original was addressed to an office or financial institution. This will not result in a permanent change in an employee's check-mailing address.
 - ⑨a Enter new address for replacement check, if applicable.
- ⑩ Complete CLAIMANT'S STATEMENT.
- ⑪ Enter CLAIMANT'S CERTIFICATION.
- ⑫ AGENCY CERTIFICATION to be completed by:
 - a. Government Employee Checks - Authorizing Official from the AOSB, BFD, or MPIO Regional Office.
 - b. Commercial Vendor Checks - Point of Contact: the AOSB or NFC.

SAMPLE OF FORM AD-663

PAYMENT INFORMATION		UNITED STATES DEPARTMENT OF AGRICULTURE		REQUEST FOR ISSUANCE OF REPLACEMENT CHECK	
IDENTIFICATION NUMBER (Social Security Number, Purchase Order Number, Account Number, etc.) 1 123-45-6789		CLAIMANT'S NAME 1 John Baker		SEE PRIVACY ACT STATEMENT ON CLAIMANT'S COPY	
PAYROLL PERIOD COVERED FROM TO		Agency should complete form and secure employee's signature. Forward claimant copy to employee, NFC copy to NFC, and retain agency copy. Employee should contact agency for further information. Employee should NOT contact the National Finance Center.			
<input checked="" type="checkbox"/> ADMINISTRATIVE 2		Claimant should complete form, retain claimant copy, and forward NFC copy for processing.			
VOUCHER/INVOICE NUMBER AND DATE		PERIOD COVERED 1/5/85	1/11/85	TYPE ADMINISTRATIVE PAYMENT (Travel Voucher, Purchase Order, Utilities, Telephone, etc.) Travel Voucher	
CHECK NUMBER/SERIES 3 A-123,456,789		CHECK DATE 1/31/85 3	ORIGINAL INSCRIPTION (Claimant's name, address, city, state, and zip code. Include bank account number for payroll checks designated to a financial institution.) John Baker P.O. Box 123 Any Town, PA 99999 6		
CHECK AMOUNT 3 450.00	SCHEDULE NUMBER B98765 3	AGENCY CODE 4 37			
EMPLOYING OFFICE OR ACCOUNTING STATION CODE 5 0037	DATE NOTIFIED NFC 7 2/28/85	BANK ACCOUNT NUMBER (Payroll check only) 8			
ENDORSEMENT (if endorsed)		NAME, ADDRESS, CITY, STATE AND ZIP CODE John Baker USDA, FSIS, MPIO, NERO 1241 Cherry St., 7th Floor Philadelphia, PA 19102 9a			
REPLACEMENT INSTRUCTIONS 9		CLAIMANT'S INSTRUCTIONS AND STATEMENT 10			
<input type="checkbox"/> Process check according to original inscription <input type="checkbox"/> Stop payment		<input checked="" type="checkbox"/> Mail replacement check to			
<p>The above information identifies the check(s) which you reported as not received or received and inadvertently lost, stolen, destroyed, mutilated, etc.</p> <p>If your check was mailed to a financial institution, please attach their letter advising that they did not receive your check or circumstances involving the loss, theft, destruction, mutilation, etc. If the financial institution refuses your request for a statement, explain.</p> <p>Do not complete or return this form if your check has been located since your last communication. Should you find the check(s) after mailing the certification, immediately notify NFC at (FTS) 680-5370 or (Commercial) 504-255-5370.</p> <p><input checked="" type="checkbox"/> I certify that I have not received the check identified above.</p> <p><input type="checkbox"/> The check identified above was received and inadvertently lost, stolen, destroyed, or mutilated.</p>					
CLAIMANT'S CERTIFICATION 11					
SIGNATURE John Baker		DATE 2/28/85	PHONE (Area code and number) (123) 456-7890	FTS X	COMM
AGENCY CERTIFICATION 12					
I certify that the claimant identified above is entitled to the check as claimed and that this agency has not previously requested cancellation of the check.					
AUTHORIZED SIGNATURE		DATE			
TITLE (FSIS Authorized Official)		PHONE (Area code and number) (202) 382-9853		FTS X	COMM
FOR NFS USE ONLY					
MAIL TO: U.S. DEPARTMENT OF AGRICULTURE NATIONAL FINANCE CENTER P.O. BOX 60,000 NEW ORLEANS, LOUISIANA 70160				RECEIVED BY	
				DATE RECEIVED	
				SF 1184 NUMBER	
				FORM AD - 663 (Rev. 5/84)	

NFC