

LOCKBOX COLLECTION

FACTS

Things You Need to Know

- 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
 - Cashier's 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 day 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

Types of CA\$HLINK Transactions:

- ACH Rex (Automated Clearing House Remittance Express) – from Ca\$hlink
 - Agency must reference '540051' when submitting an ACH payment to insure payment is posted to 12401240
 - Agency must insure that the paperwork supports the posting to the correct ALC

- Fedwire
 - For examples see PDF attachments- A for Domestic Fedwire and attachment B for Foreign 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 , Account Receivable (A/R) document number, and a Customer number

- Foreign Wire Transfers
 - Defined as foreign currency drawn on a foreign bank
 - Submit ALL foreign checks to the address below with contact information:
AFCO - Controller Operations Division
Attn: Frank Joshua
IPAC Control Branch
Debt Management and Collections Post B-39
13800 Old Gentilly Road
New Orleans, LA 70129

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