

**USDA, Agricultural Marketing Service
Science and Technology Programs**
Technical and Field Laboratory Services
1400 Independence Avenue, SW
Washington, DC 20250

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The Privacy Act of 1974 (P.L. 93-579) requires that you be given certain information in connection with the request for information solicited on the Alternate Payment Form (ST-212). Accordingly, pursuant to the requirements of the Act, please be advised that: (1) the authority for the collection of this information is 15 U.S.C. § 1113 or 35 U.S.C. § 41 and 37 CFR 1.16-1.28, 1.492, or 2.6-2.7; (2) furnishing of the information solicited is voluntary; and (3) the principal purpose for which the information is used by the Science and Technology Programs (S&T) is to charge the appropriate fee amount to the appropriate credit card account. If you do not furnish the requested information, S&T may not be able to charge the fee to the credit card or the credit card institution may refuse to accept the charge, either of which will result in the fee being treated as not having been paid.

Instructions for Completing the Alternate Payment Form

- Enter all company and contact information in the space provided.
- Check box for appropriate service provider (e.g. Field Laboratory Services or Technical Services Branch); provide a brief description of the service provided: enter the Billing Document Number (TSB) or Invoice Number (Laboratory Programs).
- Enter the total payment amount to be charged to your account.
- Select payment option: either credit card or ACH
- For credit cards, check appropriate box and enter the name and number on the card.
- In order to process a credit card transaction, we require that you provide us with the 3-digit code found on the back of the card.
- For ACH transfers, enter the 9-digit routing number found at the bottom left of the check and the account number found at the bottom of the check to the right of the routing number.
- Remember to sign the form, date it and print your name below your signature. Science and Technology Programs cannot process credit card payments without an authorized signature.
- You have the option to fax or mail your completed form to the S&T Payment Center.
- Completed forms should be mailed to the S&T Payment Center, USDA, AMS, S&T, FLS/TSB, 801 Summit Crossing Place, Suite B, Gastonia, NC 28054-2105 or Faxed to 704-853-2800.
- Questions? 704-867-3873



ALTERNATE PAYMENT FORM

To make a payment to your account using a credit card or an electronic check (Automated Clearing House (ACH), Debit) please fill in this form and fax or mail to the address shown above. Required fields indicated with an asterisk.

Company Name:* _____
Account Number:* _____
Address:* _____
Name of Contact:* _____
City, State, Zip:* _____
Contact's Phone:* _____ Contact's Email:* _____

*Service Provider (check one): Field Laboratory Services Technical Services Branch

Description of Service: _____

*Invoice or Billing Document No: *Payment Amount:

*Select Payment Option 1 or 2 by inserting an "X" into the appropriate box below

Option 1 Pay by Credit Card

Select Credit Card: American Express Master Card Diners Club/Carte Blanche
 Discover Visa

Name as shown on Credit Card: _____

Number on Credit Card:

Expiration Date of Credit Card (mm/yy) : 3 Digit Security Code:

The security code is found on either the front or back of the credit card. It usually follows the credit card number. For payment we will need this code. For security purposes the code can be provided to the Payment Center over the telephone.

Option 2 Pay by Electronic Check (ACH Debit)

Bank Routing Number:

Checking Account Number:

By signing this application, I authorize the United States Department of Agriculture, Agricultural Marketing Service, Science and Technology Programs to use the above information for the purpose of collecting payment for services provided.

* _____
Cardholder Signature Date

* _____
Print Name

Questions? 704-867-3873

For Office Use Only

Agency Tracking ID

Processing Clerk's Name

Pay.Gov Tracking ID

Date Transaction Completed