

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

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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

Questions? 704-867-3873

* _____
Print Name

For Office Use Only

Agency Tracking ID

Pay.Gov Tracking ID

Processing Clerk's Name

Date Transaction Completed