

## User Fee Payment Transfer Request

### Section A: Payment Information

1. Date of Request (mm/dd/yyyy)

2. Payment Amount

3. Payment Reference Number

4. Transfer Funds From

5. Transfer Funds To

6. Transfer Amount

7. Transfer Reason (Please explain)

**Designer note:** Entry fields will be added and the form PDF will be made "508 compliant" after FDA and OMB gives final approval to this layout design.

### Section B: Contact Information

8. Organization Name

9. Organization Address

Address 1 (Street address. No P.O. Boxes allowed)

Address 2 (Apartment, suite, unit, building, floor, etc.)

City

State/Province/Region

Country

ZIP or Postal Code

10. Contact Name

11. Contact Title/Position

12. Contact Phone Number (Include area code)

13. Contact Email Address

14. **ACKNOWLEDGEMENT: By signing this document I acknowledge that I am the official listed on this form, authorized to execute this request on behalf of my organization. Any questions regarding this request can be directed to me via the contact information provided.**

15. Signature

Date of Signature (mm/dd/yyyy)

### Section C: FDA Acknowledgement

16. FDA Received Date (mm/dd/yyyy)

17. Center Decision

Approved

Denied

18. If Denied, State Reason

19. Decision Date (mm/dd/yyyy)

20. Center Contact Name

(FDA Acknowledgement continued, next page)

**Section C: FDA Acknowledgement (Continued)**

**OFM Use Only**

21. Request Executed? <input type="checkbox"/> Yes <input type="checkbox"/> No	22. If No, State Reason
23. Final Action <input type="checkbox"/> Completed – Transferred <input type="checkbox"/> Completed – Not Transferred	24. Date of Final Action (mm/dd/yyyy)
25. OFM Contact Name	

**Instructions for Completing User Fee Payment Transfer Request – Form FDA 3914**

Note: Per normal procedure, on final functional form version the multi-line links will have background coding that will access the entire link shown, not just the first line of it.

Form FDA 3914 is to be completed online at <http://www.fda.gov/forindustry/userfees/default.htm> and is to be used when requesting the transfer of user fee payments received by the FDA. If you need assistance in completing the form contact the User Fee Helpdesk via phone at (301) 796-7200 or email [userfees@fda.gov](mailto:userfees@fda.gov).

**Section A: Payment Information**

- Date of Request:** Enter calendar date the form is being completed.
- Payment Amount:** Enter the amount (in U.S. Dollars) of the payment that is to be transferred.
- Payment Reference Number:** If payment was remitted via check, money order or bank draft, enter the check or money order number; if made electronically via Automated Clearing House (ACH) or credit card, enter the confirmation number; if made via wire transfer, enter the trace or Input Message Accountability Data (IMAD) number.
- Transfer Funds From:** Enter the Payment Identification Number (PIN) or invoice number where payment is coming from.
- Transfer Funds To:** Enter the PIN or invoice number where payment is to be applied.
- Transfer Amount:** Enter the amount (in U.S. Dollars) that is to be transferred.
- Transfer Reason:** Provide a brief description of why funds are being transferred.

**Section B: Contact Information**

- Organization Name:** This is name of the organization listed on the cover sheet or invoice. Entry should match both old and new cover sheets or invoices as listed in items 4 and 5.
- Organization Address:** Enter the following elements of the organization address.

**Address 1** – Enter organization’s physical street address. *No P.O. Boxes are allowed.*

**Address 2** – As needed, enter apartment, suite, unit, building, floor, etc.

**City** – Enter the city where organization is located.

**State/Province/Region** – Enter the state, province or region where organization is located.

**Country** – Enter country where organization is located.

**ZIP or Postal Code** – Enter zip code or postal code of the organization’s location.

- Contact Name:** Enter the name of the person requesting the transfer.
- Contact Title/Position:** Enter the position/title of the person requesting the transfer.
- Contact Phone Number:** Enter the phone number of the person requesting the transfer.
- Contact Email Address:** Enter the email address of the person requesting the transfer.
- Acknowledgement:** Review acknowledgment, confirming that you are the authorized representative listed on this form and have provided valid contact information in the event that there are questions pertaining to the request.
- Signature:** Place signature of listed authorizing official here.  
**Date of Signature** – Date document is signed by authorizing official.

**Section C: FDA Acknowledgement**

**This section is for FDA use only. An FDA representative will fill out the following items:**

- FDA Received Date:** Enter date that request was received by FDA.

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**Instructions (Continued)**

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| <p>17. <b>Center Decision:</b> Check appropriate box, indicating if request was approved or denied.</p> <p>18. <b>If Denied, State Reason:</b> If response to field 17 was “Denied”, provide reason.</p> <p>19. <b>Decision Date:</b> Enter date decision was made.</p> <p>20. <b>Center Contact Name:</b> Enter name of the Center’s action officer.</p> <p>21. <b>Request Executed:</b> Check the appropriate box, indicating if request was executed.</p> | <p>22. <b>If No, State Reason:</b> If response to field 21 was “No”, provide reason.</p> <p>23. <b>Final Action:</b> Check the appropriate box, indicating if request was transferred or not transferred.</p> <p>24. <b>Date of Final Action:</b> Enter date that final action was taken on request.</p> <p>25. <b>OFM Contact Name:</b> Enter name of the OFM action officer.</p> |
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This section applies only to requirements of the Paperwork Reduction Act of 1995.

**\*DO NOT SEND YOUR COMPLETED FORM TO THE PRA STAFF EMAIL ADDRESS BELOW.\***

The burden time for this collection of information is estimated to average 0.25 hours per response, including the time to review instructions, search existing data sources, gather and maintain the data needed and complete and review the collection of information. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, to:

Department of Health and Human Services  
Food and Drug Administration  
Office of Chief Information Officer  
Paperwork Reduction Act (PRA) Staff  
[PRAStaff@fda.hhs.gov](mailto:PRAStaff@fda.hhs.gov)

*“An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB number.”*