

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

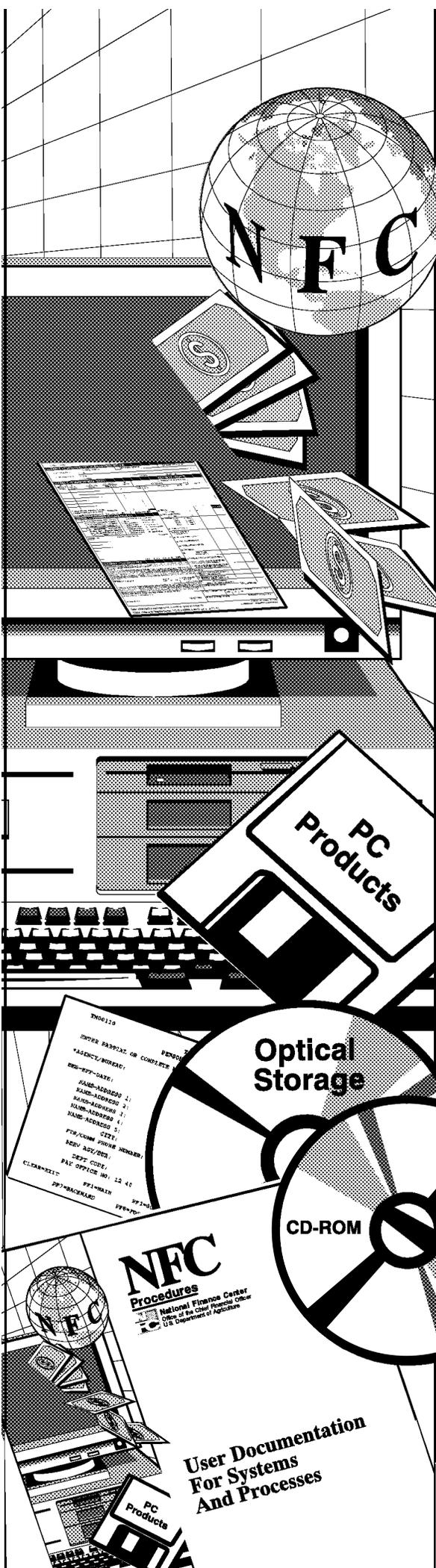
July 2001

Miscellaneous Payments (MISC)

TITLE II
Voucher and Invoice Payments Manual

CHAPTER 6
Other Payments

SECTION 5
Miscellaneous Payments (MISC)



User Documentation
For Systems
And Processes

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Latest Update Information

This update incorporates information that was previously issued in bulletins and amendments to the MISC procedure. Below is a list of these bulletins and amendments.

Bulletins and Amendments	Date
94-1, Tax Reporting Requirements for EEO Settlements	07/29/94
94-2, Proper Use of Commodity/Payment Code X	08/18/94
95-2, Payment Action Codes 81E and 81R on Form AD-742, Transfer and Adjustment Voucher	05/22/95
Amendment 1, Adds Payment/Action Codes 02-C and 02-F, and Deletes 01-I	06/19/95
Amendment 2, Adds Payment/Action Codes 14-F and 31-A	10/21/96
96-1, Complying With the Debt Collection Improvement Act (DCIA)	12/10/96
97-1, Complying With the Debt Collection Improvement Act (DCIA)	08/19/97
97-2, Mandatory Use of Taxpayer Identification Number (TIN) Postponed to January 1, 1998	09/18/97
97-3, Mandatory Use of Taxpayer Identification Number (TIN) Effective January 1, 1998	12/15/97
98-1, New Internal Revenue Service (IRS) Form 1099-MISC, Miscellaneous Income, Tax Reporting Requirements	05/20/98
99-1, Notification Regarding Payments from Certifying Officers (CO's) to Other CO's or Employees	11/23/99
00-1, Modification of Instructions Regarding Payments from Certifying Officers (CO's) to Employees	03/16/00
00-2, Modifications To Weekly Accounting Interface Record Layout	08/04/00

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About This Procedure

This procedure provides instructions for processing payments and adjustments, including accounting adjustments, through Miscellaneous Payments (MISC). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How This Procedure is Organized

The primary sections of this procedure are described below:

The [System Overview](#) section describes what MISC is used for and provides related background information. Responsibilities, forms, reports and other general topics are included in this section.

The completion instructions in the following sections provide detailed instructions for completing each form used in processing payments and making adjustments through MISC. For more information see:

[Completing AD-742, Transfer and Adjustment Voucher](#)

[Completing AD-757, Miscellaneous Payments System](#)

[Completing AD-995, Delegation of Authority](#)

[Completing AD-997, Unit Certifying Officer Signature Card](#)

The [Exhibits](#) include illustrations such as examples of forms and reports.

The [Appendixes](#) contain reference information, such as code lists.

The [Heading Index](#) contains an alphabetical listing of all headings.

What Conventions are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	 Note Agencies should not prepare Form 1099-MISC.
Figure references link figures with the text. These references are printed in bold sans serif font.	Instructions follow for completing the disbursements (top) part of Form AD-742 (Figure 1).
References to headings in the procedure are printed in the same font as figure references. Note: When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	For other payment codes, see APPENDIX A .
Field names are printed in the margin. Field specifications are printed in <i>italics</i> . Note: Field entries are identified as <i>required</i> ¹ , <i>conditional</i> ² , <i>optional</i> ³ , <i>optional default</i> ⁴ , or <i>no entry</i> ⁵ .	Payment Code <i>Required, numeric, 2 positions</i> Enter 01 for regular check payments.
¹ Required	<i>You must enter data in the field.</i>
² Conditional	<i>You may be required to enter data, based on criteria indicated in the field instructions.</i>
³ Optional	<i>You may elect to enter data in the field. If the field is left blank, no data is system generated.</i>
⁴ Optional default	<i>You may elect to enter data. If the field is left blank, the system generates a default entry.</i>
⁵ No entry	<i>You do not enter data in the field. The field instruction states the reason for no entry.</i>

Who to Contact for Help

For questions concerning MISC, contact the Financial Support Branch at **504-255-5230** .

For questions about processing, contact the Miscellaneous Payments Section at **504-255-4647** .

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322** .

System Overview

This system is designated “miscellaneous” because of the variety of payments and adjustments accomplished through input Forms AD-742, Transfer And Adjustment Voucher ([Figure 1](#)), and AD-757, Miscellaneous Payments System ([Figure 2](#)).



Caution

Foundation Financial Information System (FFIS) agencies cannot use MISC. Central Accounting System (CAS) agencies cannot initiate an AD-742 with an FFIS agency. Such transfers can only be made with an Online Payment and Collection System (OPAC) transaction.

These forms permit the authorized user agencies to make certain “miscellaneous” payments (e.g., land purchases; services under contract; advances to colleges, states, contractors; letter of credit disbursements; foreign payments), as well as record disbursement and adjustment transactions within and between agencies directly to accounting records maintained at the National Finance Center (NFC).



Note

MISC should not be used to process payments where another system is available (e.g., Utilities, Telephones, etc.).

Payment and adjustment data is also electronically transmitted directly to NFC by selected agencies from various computer centers.

Payments must be certified by a designated certifying official. MISC payments obligate and accrue at the time of payment; documentation supporting the payment is maintained by the agency.

Adjustment data is recorded directly to general ledger accounts and to the Budget Cost System through MISC. As a result, financial statements submitted to agencies at the closing of the accounting cycle reflect each adjustment made.

Responsibilities

Agencies:

- The Agency Fiscal Officers must identify on Form AD-995, Delegation of Authority ([Figure 3](#)), each agency official who is authorized to designate unit certifying officers. These officials are responsible for authenticating the unit certifying officers’ signatures on Form AD-997, Unit Certifying Officer Signature Card ([Figure 4](#)).
- The designated agency approving official must identify on an AD-997 each agency unit certifying officer authorized to certify miscellaneous payments vouchers (AD-757). Promptly notify NFC of changes in unit certifying officer designations.
- Negotiate with the seller for an additional 20 days to the payment due date when foreign currency payments are required.

- Ensure that electronically transmitted data is received by NFC. For more information, see [Electronic Transmission](#) in this procedure.
- Will *not* electronically transmit vouchers for payment from one certifying officer to another certifying officer. Hard copy of the AD-757 with appropriate supporting documentation must be sent to NFC.
- Date stamp and review the vendor's invoice for the following: name and remittance address of seller; invoice date; order/contract number; description, price, and quantity of goods or services actually delivered/rendered; shipping and payment terms; and other information that may be requested by the order/contract.

If the invoice is a request for a progress payment under a construction contract, review the payment request for the following: itemization of the amounts requested; listing of the amount and amounts previously paid to each; and any additional supporting data required by the contracting officer.



Note

In accordance with the Prompt Payment Act, agencies should always stamp the receipt date on the vendor's invoice and use that date in the Date Agency Received Invoice block on the AD-757. NFC uses the later of invoice received dates or goods received/accepted dates to determine payment due date.

- If the invoice is proper, prepare and submit an AD-757 in a timely manner to NFC for payment processing.
- If the invoice is defective, notify the vendor or return the invoice to the vendor within 7 days after receipt (3 days for meat and meat food products; 5 days for perishable agricultural commodities, dairy products, edible fats or oils, and food products prepared from edible fats or oils) identifying the defects that prevent payment.



Note

If an agency fails to notify the vendor of the defective invoice within this period, the number of days available to make a timely payment after receipt of the corrected invoice is reduced by the number of days in excess (7, 3, or 5) that the agency took before notifying the vendor of the defective invoice.

- Retain documentation supporting payments in agency files for prescribed retention periods as established by the General Services Administration (GSA).
- Indicate the discount terms, if applicable, in the block provided on the AD-757.
- Provide the vendor's taxpayer identification number (TIN) in Block 20 on the AD-757 in compliance with the Debt Collection Improvement Act (DCIA).



Note

A valid TIN must be entered even when IRS (Internal Revenue Service) 1099 tax reporting is not required.

- Ensure prompt response to NFC prepared reports, listings, and letters so that appropriate action can be taken on related miscellaneous payments documentation.
- Ensure that each voucher is prepared according to the instructions provided in this procedure, is proper for payment, shows the unit certifying officer's 9-position confidential control code (assigned by NFC and manually printed on the AD-757), and is signed by and contains the telephone number of the unit certifying officer.
- Determine if payment requires Form 1099 tax reporting. (See [IRS Form 1099 Tax Reporting](#) for guidelines.)

- Determine whether or not compensatory damage payments are taxable. Agencies should reference IRS regulations, Rev. Ruling 93-88, 1993-2 C.B. 61, Equal Employment Opportunity Commission (EEOC) regulations, and/or agency internal guidelines for assistance in making this determination. Agencies should also review the judgement or settlement narrative for each award.
- Immediately notify NFC's Miscellaneous Payments Section using Form AD-354, Request for Information, when a change to the Form 1099 tax reporting file is required (e.g., the TIN is reported incorrectly or there is an error in the name or address of the recipient). The AD-354 should include complete identification of the payment and a complete description of the correction. The payee's tax reporting file is updated accordingly



Note

Agencies should not prepare Form 1099-MISC.

- Use Report MISC5702, Report of Miscellaneous Payment System Payments Processed During (Month/Year) ([Exhibit 1](#)), to identify payment information and voucher status. When information cannot be located on this report, contact the Miscellaneous Payments Section as explained in this procedure under [Inquiries](#).
- Immediately notify NFC when errors are found in transaction processing. NFC takes action to collect from payee when an overpayment or erroneous payment is made.

Unit Certifying Officers:

- Upon designation by agency approving officials, authorize payments on AD-742's and AD-757's. The certifying officers are identified for NFC on the AD-997. The original signatures of both the unit certifying officer and the agency approving official must appear on the AD-997.
- Accurately prepare AD-742 or AD-757 following completion instructions provided in this procedure.
- Certify the AD-742 or AD-757 by manually printing the 9-position confidential control code in the Unit Certifying Officer Control Code block. (NFC assigns the designated unit certifying officer a special 5-position confidential control number. The 5-position confidential control number and the first four letters of the unit certifying officer's last name complete the 9-position confidential unit certifying officer control code that appears on the AD-742 or AD-757 for payment processing.)
- Sign the document in the Unit Certifying Officer Signature block and immediately submit the certified document to NFC.



Note

Unit certifying officers are held accountable for the legality of a proposed payment under the accounting classification assigned, according to the Certifying Officers Act (31 U.S.C. 3325 and 3528). Unit certifying officers are also held responsible for verifying that agency supporting documents are accurately transcribed to the AD-742 or AD-757. Each voucher is edited during processing and verified against the AD-997 that is maintained on file at NFC.

NFC:

- Establishes payment targeting due dates consistent with sound cash management practices, which include scheduling payments for the maximum net period allowable, as required by the Prompt Payment Act.

- Captures discount or net payment terms from the AD-757 and uses the time discount terms most advantageous to the Government. In accordance with the Prompt Payment Act, uses the invoice date to calculate the discounted payment due date.
- Performs manual audits on vouchers selected under the statistical sampling procedures. All other vouchers are automatically verified to ensure the accuracy of computations.
- Returns documents with Form NFC-686, Memorandum (Miscellaneous Payment Documents) ([Exhibit 2](#)), to the unit certifying officer when critical data is missing, such as the unit certifying officer's signature and/or confidential control code; otherwise, missing data is obtained by telephone contact with the sender. For those agencies that transmit data, NFC also returns printouts of data from records transmitted when the number of rejects is too large to obtain the correction data over the telephone.
- Maintains an internal control file of authorizing and approving officials.
- Assigns a 9-position confidential control code for unit certifying officers upon receipt of the AD-997. This control code consists of the 5-position confidential control number plus the first four letters of the unit certifying officer's last name.
- Validates unit certifying officer's signature and confidential control code shown on the AD-757, against the AD-997 maintained on file.
- Biannually (every 2 years) sends to agency fiscal officers for verification a list of approving officials designated by agency fiscal officers as the authorized official to appoint unit certifying officers.
- Biannually sends to approving officials for verification a list of unit certifying officers selected by the approving official.
- Biannually assigns and notifies unit certifying officers of a new confidential control code effective on a given date.
- Updates the AD-997 file to reflect biannual changes to confidential control codes and other changes as requested by agencies.
- Answers agency inquiries concerning the status of miscellaneous payments documents.
- Publishes guidelines to assist agencies in the proper preparation of miscellaneous payments documents. Issues memoranda, as necessary, to correct common input errors, and informs agencies of procedural changes.
- Furnishes monthly detail agency reporting of all miscellaneous payments transactions in accordance with agency reporting agreements arranged between NFC and each agency.
- Reissues canceled Treasury Financial Center checks, when appropriate, and sends bills to payees for collection of overpayments or erroneous payments. The procedures for substitution or replacement of U.S. Department of Treasury (Treasury) checks identified as the "Recertification System" are described in Title V, Miscellaneous Systems Manual, Chapter 1, Inquiry.
- Identifies payment transactions to agencies on a monthly Report MISC5702, Report of Miscellaneous Payment System Payments Processed During (Month/Year) ([Exhibit 1](#)).

- Compiles payments of \$600 or more for each individual TIN and issues Form 1099-MISC to the payee and IRS at the end of each calendar year.



Note

In accordance with IRS regulations, NFC does not issue Form 1099-MISC for cumulative payments less than \$600. Employees are responsible for reporting amounts of less than \$600 on their individual income tax returns.

Forms

Forms associated with MISC activities are described below.

Form Number	Form Title	Description
AD-742	Transfer And Adjustment Voucher (Figure 1)	Used to transfer revenue collected or expenditure incurred by one Central Accounting System (CAS) unit or agency to another. The AD-742 is a 4-part snapout set consisting of an original and 3 agency copies. The top of the form provides disbursement information and the bottom of the form provides collection information. Because the unit certifying officer control code is confidential, it has been omitted from the agency copies. The total amount of the form must net to zero when either the top or bottom of the form is used. When both portions are used, the total of disbursements must equal the total of collections. Only the original of the AD-742 (signed by the approving official of both the billing and the billed unit or agency, and the unit certifying officer) is submitted to NFC for processing. Supporting documentation is maintained by agencies and should not be sent to NFC. For more information, see Completing AD-742, Transfer and Adjustment Voucher .
AD-757	Miscellaneous Payments System (Figure 2)	Used to enter data for NFC to process miscellaneous type payments and for making accounting adjustments within a CAS unit or agency. The AD-757 is a 3-part snapout set consisting of an original and 2 agency copies. The original is sent to NFC for processing. Supporting documentation is maintained by agencies and should not be sent to NFC. For more information, see Completing AD-757, Miscellaneous Payments System .
AD-995	Delegation Of Authority (Figure 3)	Used by an authorizing official to identify approving officials who are authorized to designate unit certifying officers on an AD-997. The AD-995 is a 2-part snapout set containing an original and 1 agency copy. The original is forwarded to the preprinted NFC address on the form. For more information, see Completing AD-995, Delegation of Authority .

Form Number	Form Title	Description
AD-997	Unit Certifying Officer Signature Card (Figure 4)	<p>Used to identify officials who are designated as unit certifying officers by the official named on the AD-995. The unit certifying officer is authorized to sign the AD-757 and certification statements covering miscellaneous payments transmitted to NFC electronically. Cards must also be signed by the official designated by the agency fiscal officer as the authorized official to appoint unit certifying officers. (This official is identified on the AD-995 and is the official responsible for authenticating the unit certifying officers' signatures on the card.)</p> <p>Three original completed cards are submitted to NFC bearing the original signature of the unit certifying officer on each card. NFC assigns the unit certifying officer a special 5-position confidential control code and returns one of the signature cards to the unit certifying officer with this 5-position number shown in the For NFC Use Only block. This 5-position number, followed by the first four letters of the unit certifying officer's last name, is the 9-position control code that the unit certifying officer must use on certain AD-757 documents sent to NFC. This control code must be manually printed on the document. It is the responsibility of the unit certifying officer to safeguard this 5-position number as a means to protect its confidentiality. The authentic signature on the AD-757 must match the signature on the card. For example, if the signature card is signed James Brown, the voucher should be signed James Brown. A voucher signed J. Brown is not acceptable.</p> <p>For more information, see Completing AD-997, Delegation of Authority.</p>
	Notice To Check Recipient	<p>A computer-generated check identification that accompanies the payee's check to assist the vendor in reconciling the payment. This notice contains the order/contract and invoice number. It also includes the amount of an interest penalty payment, the interest rate used to calculate the penalty, and the number of days used to compute the penalty.</p>

Reports

Financial reporting of all miscellaneous payment transactions is furnished to management in accordance with agency reporting agreements arranged between NFC and agency fiscal officers. In addition to these reports, MISC produces the following special reports to assist agencies in their specified responsibilities.

Report Number	Report Title	Description
MISC4006	Verification Of Transmitted Documents And Statistical Sampling Of Vouchers For Audit (Exhibit 3)	This report lists the transactions transmitted by Remote Job Entry (RJE). NFC sends 2 copies to the agency unit certifying officer for review and audit of the transaction for legitimacy and authenticity of supporting documentation. One copy of this report is returned to NFC by the agency within 15 days of receipt.
MISC5702	Report Of Miscellaneous Payment System Payments Processed During (Month/Year) (Exhibit 1)	Produced monthly (in voucher number sequence) to identify payment transactions processed through MISC during the preceding month. It is used by the unit certifying officer to determine validity of payments and assists in the maintenance of the status of miscellaneous payments documents. Report inaccuracies only to NFC by calling the Miscellaneous Payments Section at 504-255-4647 . Agency unit certifying officers who are not receiving this report or need to report an address change should submit a written notification to: USDA, National Finance Center Attn: Certification and Disbursement Section P.O. Box 61700 New Orleans, LA 70161
MISC6001	Miscellaneous Payments System Inquiry Report	Produced annually to provide individual offices with all transactions processed during the preceding fiscal year. It is available on Optical Storage by request.

Inquiries

All agency questions relating to MISC concerning payment status or agency reporting should be directed to NFC in accordance with Title V, Chapter 1. Agencies should inform vendors to contact NFC directly on matters related to check payment information. These instructions are printed on the Notice to Check Recipient enclosed with each payment. Vendors may also be advised to contact NFC directly regarding details for obtaining a substitute or replacement check.

The following two methods are available for obtaining information from NFC.

Telephone Inquiries

Agencies should contact the Miscellaneous Payments Section at **504-255-4MIS (504-255-4647)** to inquire on limited to urgent matters requiring immediate attention or discussion.

These inquiries are answered while the caller waits, when the information is readily available and research can be completed within a reasonable time. If this is not possible, every effort is made to respond to these matters within 24 hours of receipt.

The requester must be prepared to provide the following:

- Fund code
- Name of payee

- Total amount of payment or adjustment
- Agency and accounting station code
- Date submitted to NFC
- Payment and action code for AD-757
- Transaction code for AD-742
- Name, location, and telephone number of caller

Written Inquiries

Agencies should submit an AD-354, routine requests or inquiries requiring lengthy research. Mail the form to:

USDA, National Finance Center
Miscellaneous Payments Section
P.O. Box 60000
New Orleans, Louisiana 70160

Completion instructions for the AD-354 may be found in Title V, Chapter 1.

Written inquiries are resolved or acknowledged within 5 days of receipt.

Explanation of Transaction Codes and Payment/Action Codes

Transaction codes and the most commonly used payment/action codes (See [Appendix A](#) for a complete list.) with a brief explanation are listed below.

Transaction Codes (T/C) for AD-742

81-E, Disbursements. Used to record a disbursement (expense) or withdrawal from an account. The unit or agency receiving the goods or services (the billed unit or agency) uses the Disbursements (Expenses) section to indicate the account to be charged for the withdrawal of funds.

T/C 81-E can also be used in disbursements to record transfer of expenditures. A debit entry and matching credit entry is required. The Total block must equal zero.

81-R, Collections. Used to record collections or receipt of income. The unit or agency providing the goods or services (the billing unit) completes the Collections (Income) section and indicates the account to be credited with the income. This code can be used with code 81-E to transfer funds between agencies.

T/C 81-R can also be used in the Collections section of the AD-742 to record transfer of revenue between units or agencies. Matching debit and credit entries are required. The Total block must equal zero.

Payment/Action Codes for AD-757

Code	Code Name	Definition
01-A	Regular Payments	Used for commercial payments to vendors or payees and for payments of contracts for services or goods. This code is also used to make payments to foreign countries when payments are made in U.S. currency. When using Code 01-A for foreign payments, show the 2-position alpha code of the foreign country in the Foreign Country Code block of the AD-757. NFC issues a single check for the amount of the voucher to the payee named on the AD-757.
01-E	Regular Payments (Accruals Only)	Used for payment outside the Government after the obligation is previously recorded using Code 24-E. Use Code 05-E for payments to another Government office after the obligation is previously recorded using Code 24-E.
02-A	Nonexpenditure Transfers Within Units or Agencies (Non-Government)	Used to make accounting adjustments within a unit or agency for payments originally made to non-Government entities. The detail accounting lines of the AD-757 must contain matching debit and credit entries so that the Total block is always a zero amount.
02-B	Nonexpenditure Transfers Within Units or Agencies (Government)	Used to make accounting adjustments within a unit of agency for payments originally made to Government entities. The detail accounting lines of the AD-757 must contain matching debit and credit entries so that the Total block is always a zero amount.
02-C	Nonexpenditure Transfers Between CAS and Others Agencies	Used to make accounting adjustments between CAS agencies and other agencies. The detail accounting lines of the AD-757 must contain matching debit and credit entries so that the Total block is a zero amount.
02-F	Transfers (Accruals and Payments)	Used to transfer accruals and payments in the Miscellaneous Payments System. This is an adjustment voucher; therefore, the AD-757 must net zero.
05-A	Transfers - 1080	Used to pay for goods or services received from Department of Defense (DoD) and billed on the SF-1080, Voucher for Transfer Between Appropriations and/or Funds. The billed unit or agency prepares the AD-757 and submits it to NFC along with the original of the SF-1080. NFC charges the agency account for the amount indicated on the AD-757 and issue a check to the billing governmental department.
06-A	Advances (Other)	Used to pay advance of funds made to State and Government agencies or corporations that require a check disbursement (except grantees and contractors). The AD-757 designates the amount to be advanced. NFC issues a check for the amount to the payee indicated on the AD-757 and charges the agency account shown on the document. Agencies should use budget object classification code 8150 in the object class column of the AD-757.
07-A	Advances (Government)	Used to pay advance of funds made to other governmental departments or to another agency. Agencies procuring goods and services from another Government agency/department are billed through the Treasury journal voucher system. The agency receiving the bill prepares the AD-757 to authorize the payment and indicates the agency account to charge with budget object classification code 8150. The journal voucher and the AD-757 are sent to NFC for disbursement of the advance.
08-A	Advances (Grantees)	Used to pay advance of funds to grantees, such as universities and colleges. The AD-757 designates the amount to be disbursed under the appropriate accounting classification using budget object classification code 8150 in the Budget Object Code block of the AD-757. NFC charges the agency account and issues a check to the grantee for the amount indicated on the AD-757.

Code	Code Name	Definition
09-A	Advances (Contractors)	Used to pay advance of funds to companies, such as for road work contracts. NFC issues a check for the amount indicated on the AD-757 and charges the agency account. Agencies must use budget object classification code 8150 in the Budget Object Code block of the AD-757.
10-A	OPAC	Used by non-FFIS agencies to process OPAC payments through MISC.
11-A	Foreign Payments	<p>Used to make payments in foreign currency to another country. (Payments in U.S. currency to a foreign country are made by using code 01-A.) The agency submitting the AD-757 must specify the name of the foreign currency, the total amount to be paid in that currency (500 Canadian dollars, 5,000 peso, 60 lira, etc.), and furnish 2 copies of the foreign invoice attached to the AD-757. NFC makes the conversion from the foreign currency to the dollar for accounting purposes. Payment is made by the appropriate State Department U.S. Disbursing Officer in the designated foreign currency. The Foreign Country Code block of the AD-757 must show the 2-position alpha foreign country code as listed in the "Worldwide Geographical Location Codes" published by GSA.</p> <p>In accordance with Treasury Fiscal Requirements Manual, Volume 1, Paragraph 2075.40 agencies must ensure that vouchers scheduled for foreign payments be submitted for processing by Treasury disbursing centers 20 days prior to the payment due date established by the Prompt Payment Act. Therefore, agencies must ensure that an additional 20 days is provided when negotiating with a seller for a payment due date that is recorded in the Time Discount block of the AD-757. This requirement enables NFC to target payment within the timeframes established by the Prompt Payment Act and avoid late interest penalties.</p>
12-B	Liquidate Advances (Other)	Used to make adjustment entries for amounts disbursed under Code 06-A. The AD-757 with Code 12-B must show matching debit and credit entries so that the voucher total equals zero. The debit entry records the 06-A disbursement and the credit entry reduces the total advance amount by the amount disbursed.
13-B	Liquidate Advances (Government)	Used to make adjustment entries for amounts transferred through the Treasury journal voucher system under Code 07-A. The AD-757 must show matching debit and credit entries with the voucher total as zero.
14-B	Liquidate Advances (Grantees)	Used to make accounting adjustment entries for amounts disbursed under Code 08-A. The total voucher amount must equal zero.
14-F	Liquidate Advances	Used by agencies to liquidate advances on agency books, but not on Treasury books.
15-B	Liquidate Advances (Contractors)	Used to make accounting adjustment entries for disbursements made under Code 09-A. The total voucher amount must equal zero.
16-C	Letter of Credit	<p>Used to record disbursements issued through Letters of Credit. These Letters of Credit are amounts established with Treasury by a program agency to allow a recipient organization to obtain cash promptly and directly from Treasury. The recipient organization requests payment by submitting the SF-183, Request for Payment on Letter of Credit and Status of Funds Report, to Treasury with a copy to the program agency. Upon receipt of the SF-183 from the recipient organization, the program agency prepares and submits the AD-757 to NFC to record the disbursement issued through the SF-183 request.</p> <p>This code does not apply if the Letter of Credit is used as an advance. Use Code 17-C for Letter of Credit transactions used as an advance</p>

Code	Code Name	Definition
17-D	Electronic Transfer of Funds	Used by agencies who use NFC agency location code (12400001) to record authorized disbursements made by the agency itself on an SF-1 166, Voucher And Schedule of Payments. The AD-757 with Code 17-D shows the accounting classification for the charges. The disbursement is recorded on the budget cost record and the ledger.
22-D	Letter of Credit Adjustment	Used to make accounting adjustment entries only. When an institution has overdrawn its Letter of Credit and sends the overdrawn amount back to Treasury, the AD-757 is prepared to show the returned amount as a credit entry to reduce the expense of the Letter of Credit account.
24-E	Foreign and Domestic Obligations	Used to obligate foreign and domestic transactions. It must precede payment code 01E for payment outside of Government or 05E for payments to another Government agency.
31-A	Third Party Payments to Another Agency	Used to process third party draft payments to another agency.

Electronic Transmission

Agencies participating in electronic transmission of MISC documents to NFC retain the supporting documentation at their field offices. Therefore, to ensure that NFC unit certifying officers and agency officials submit only legitimate and correct payment data, the following special certification procedures are applicable:

- Ensure that data transmitted is received at NFC by reviewing the appropriate Job Control Language (JCL) message. If the job did not transmit properly, telephone the Financial Support Branch at **504-255-5230** for assistance.
- Notify the Certification and Disbursement Section at **504-255-5464** after the job transmits successfully or when the job should be canceled. The job number, **Z** count, money amount, name, and telephone number of caller should be provided.
- Support the transmission by sending a signed Agency Certification Statement ([Exhibit 4](#)) to the Certification and Disbursement Section. The statement should be faxed to **504-255-5224**. If faxing is not available, the unit certifying officer should telephone the Certification and Disbursement Section at **504-255-5464**. Provide the job number, **Z** count, and dollar amount to a NFC unit certifying officer. After the fax or telephone verification has been completed, the original certification statement must be sent to:

Certification and Disbursement Section
National Finance Center, USDA
P.O. Box 61700
New Orleans, LA 70161-1700

When transactions are transmitted by RJE and the documents are selected by random sampling procedures for manual audit, NFC sends 2 copies of MISC4006, Verification Of Transmitted Documents And Statistical Sampling of Vouchers For Audit ([Exhibit 3](#)), to the agency. The agency unit certifying officer named to certify audit listings for transmitted payments, as indicated on the AD-997, reviews and audits the transaction for legitimacy and authenticity of supporting documentation.

One copy of the MISC4006 is returned to NFC within 15 days of agency receipt. The certification shown on the listing is matched to the AD-997 on file at NFC for authenticity.



Note

Agencies interested in initiating electronic processing of MISC documents should contact the Financial Support Branch at **504-255-5230** for additional information or assistance.

Payment/Discount Terms

Agencies must use special type commodity and payment due codes to indicate payment terms on the AD-757. These codes provide a mechanism for agencies to identify precise payment terms in compliance with the requirements of the Prompt Payment Act (Public Law 97-117) effective October 1, 1982, and the amended act (Public Law 100-496) effective October 17, 1988. This Act establishes payment due dates and grace periods for purchases of meat or food products and, in the absence of specific contract terms, for perishable agriculture commodities and all other goods or services.

Additionally, MISC is subject to cash management principles and related Treasury regulations so that payment is withheld until the actual due date. Targeting payments to a specified due date has resulted in significant savings to the Government. The interest penalty is automatically calculated and paid when payment is made later than the established due date as indicated by the type commodity code and payment terms shown on the AD-757. When cash discounts are advantageous, NFC uses the invoice date to calculate the payment due date in accordance with the Prompt Payment Act. Specific requirements for prompt payment are described in the Office of Management and Budget Circular No. A-125 and in Title II, Chapter 1, Introduction, Section 1, Prompt Payment Reference Guide.

Online Payment and Collection System (OPAC)

MISC should no longer be used to process intragovernmental payment and adjustment transactions. Intragovernmental transactions between a USDA or NFC cross-serviced agency and another Government agency/department are billed through the Treasury OPAC. OPAC provides a simultaneous billing and collection action. With OPAC, Treasury processes charge and credit amounts on its control records using the Agency Location Code (ALC) of the customer and the billing agency.

Processing these transactions at NFC is accomplished by use of Form AD-838, Purchase Order ([Exhibit 5](#)), for a procuring action and Form AD-673, Request To Bill, for a selling action.

Use of AD-838 by Procuring Agency

USDA or cross-serviced agencies procuring goods or services from another Government agency/department should prepare the AD-838 to establish the contract with the selling agency and obligate the accounting to be charged when the OPAC bill is received. (Refer to Title II, Chapter 5, Procurement Payment Activities, Section 1, Purchase Order System (PRCH), for more information.)



Note

The AD-838 should be used by all agencies under ALC 12XXXX to document all procurements from a Government agency/department not under ALC 12XXXX.

Prepare the AD-838 as a Transaction Type 43 entering **P** in the SF-281 Code Block. Detailed instructions for preparing the AD-838 obligation document are provided in Title II, Chapter 5, Section 1.

The AD-838 should be prepared for all intragovernmental procurements with the following exceptions:

- SF-26, Award/Contract
- AD-672, Reimbursement or Advance of Funds Agreement
- SF-182, Request, Authorization, Agreement, and Certification of Training
- GSA-2957, Reimbursable Work Authorization
- GSA-50, Requisition for Reproduction Services

Use of AD-673 by Selling Agency

USDA or cross-serviced agencies selling goods or services to another Government agency/department (not under ALC 12XXXX) should prepare and submit the AD-673 to NFC directing NFC to bill the procuring agency/department via OPAC. NFC processes an OPAC bill to have Treasury transfer funds from the procuring agency/department to the selling USDA agency. (This is usually accomplished within 3 days of receipt of the AD-673.) The AD-673 is used in lieu of Form SF-1081, Voucher and Schedule of Withdrawals and Credits.



Note

Include the statement **Bill Through OPAC** in the Description block on the AD-673 to identify the bill as an OPAC transaction.

When the completed AD-673 is received at NFC, the data on the form is entered in the Administrative Billings and Collections System (ABCO) and the billing information is electronically transmitted to OPAC to have funds transferred to the selling USDA or cross-serviced agency's account. Detailed instructions for preparing the AD-673 are provided in Title III, Billings and Collections Manual, Chapter 4, Administrative Billings and Collections (ABCO).



Note

AD-742 should be used when the procuring agency and the selling agency are both USDA agencies serviced by NFC.

Complying with the Debt Collection Improvement Act of 1996

The DCIA of 1996 required agencies to (1) collect the TIN for all payments made to persons and/or vendors and to report this number to Treasury, and (2) begin implementation of electronic funds transfer (EFT) payments to vendors.

Supplying the TIN. Since January 1, 1998, NFC has been requiring agencies to supply the vendor's TIN for MISC. When completing AD-757's, enter the seller's TIN (social security number (SSN) or employee identification number (EIN), which is assigned by IRS), in Block 20, Taxpayer's Identification Number. Treasury uses the TIN to identify and collect from individuals and business those delinquent debts owed to the Federal Government.

It is recommend that agencies provide vendors with an IRS Form W-9, Request for Taxpayer Identification Number and Certification ([Exhibit 6](#)). This IRS form will assist agencies in obtaining the TIN and in determining if the vendor is subject to IRS 1099 tax reporting. (See [IRS Form 1099 Tax Reporting](#) below.) It also includes a Privacy Act Notice advising the vendor of the mandatory disclosure, authority, purpose, and use of the TIN. The W-9 can be obtained from local IRS offices or be reproduced using ([Exhibit 6](#)). Do not forward the W-9 to NFC. Agencies should keep the W-9 for future reference in case the agency does business with the vendor again.

Foreign vendors and intergovernmental payments. Foreign vendors and intergovernmental payments may not be required to have a TIN. In order to process AD-757's without a TIN for foreign vendors and intergovernmental payments, MISC users must ensure that payment requests sent to NFC, electronically or by a paper copy, are coded with the appropriate payment and action codes and, when applicable, the foreign country code (A list of payment/action codes may be found in [Appendix A](#). A list of foreign country codes may be found in Part 3 of the GSA's Worldwide Geographic Locations Codes.)

MISC. When completing a paper copy of an AD-757 for a foreign vendor who did not supply a TIN or an intergovernmental payment, leave Block 20, Taxpayer's Identification Number *blank*. (This *blank* TIN block can only be used in conjunction with payment, action, and foreign country codes for foreign vendors or an intergovernmental payment.) Enter the appropriate codes in Block 5, Payment Code, and Block 6, Action Code, and when appropriate, Block 7, Foreign Country Code.

PC-MISC. Enter the TIN in the Vendor ID field on the Vendor Addresses screen.

Agency-developed software. Agencies that use their own agency-developed software to transmit to MISC through a front-end system should revise their software to ensure that the appropriate payment, action, and foreign country codes are used for foreign vendors and intergovernmental payments when a TIN is not required.

IRS Form 1099 Tax Reporting

The following specific guidelines are furnished to assist agencies in determining when Form 1099 tax reporting is required for AD-757 transactions:

- IRS requires Form 1099, Miscellaneous Income, tax reporting for the type payments as follows: interest, rents, royalties, awards, fees, commissions, compensation to an individual who is not paid from USDA's Payroll/Personnel System, and compensation for personal services contracts.
- The recipient of payments can be an individual, corporation, trust, estate, partnership, association, and unincorporated company.
- Form 1099 reporting is *not* required for nonresident aliens, foreign corporations, and government (federal, state, city, country, etc.). (Foreign corporations and nonresident aliens may be required to complete IRS Form-1042S, U.S. Source Income to Withholding. Contact IRS for additional information.)
- Agencies must indicate when 1099 tax reporting is required regardless of the amount of the payment.



Note

- Agencies must enter a TIN regardless of 1099 tax reporting requirements.
- Agencies should not prepare 1099- MISC forms for payments made through NFC.** NFC is the payer and has the responsibility to compile the total income and to submit the Form 1099 statement of income to the payee at the end of the calendar year when the cumulative total of payments exceeds \$600. NFC does not issue 1099- MISC for cumulative payments less than \$600. Payees are responsible for reporting amounts less than \$600 on their individual income tax returns.
- When a change to the Form 1099 tax reporting file is required (e.g., TIN reported incorrectly or error in the name or address of the Form 1099 recipient), agency offices should promptly notify NFC. A written notification should be submitted to the Miscellaneous Payments Section using AD-354, and include complete identification of the payment and a complete description of the correction. The recipient's tax reporting file is updated accordingly.
 - To comply with provisions of the Privacy Act and the Paperwork Reduction Act in securing the payee's SSN or EIN, agency offices should provide the payee a copy of IRS Form W-9 or similar form to advise the payee of the use of the SSN or EIN. This form includes a Privacy Act Notice advising the payee of the mandatory disclosure, authority, purpose, and use of the SSN or EIN. Agencies should maintain a copy of Form W-9 on file for each payee for use in verifying the payee's TIN. An incorrectly reported TIN can result in an IRS penalty. Forms W-9 may be obtained from local Internal Revenue Service offices or may be reproduced by agency offices. (See [Exhibit 6](#) for a sample of IRS Form W-9.)

IRS Notice of Levy on Wages, Salary, and Other Income (Forms 668-W(c), 668-A, et al.)

The AD-757 is used for IRS Notice of Levy claims against proceeds approved for payment to contractors or vendors.

Agencies process notice of levy forms as follows:

- Upon receipt from IRS, search agency records to identify outstanding monies remaining to be paid to the taxpayer that can be paid to IRS.
- If required, telephone the Miscellaneous Payments Section at **504-255-4647** to inquire about current or prior payment records.



Note

When an AD-757 is submitted to NFC and before NFC releases payment to Treasury, the agency can request a payee name and address change. This request must be received by NFC at least 3 days before payment is scheduled to be released to Treasury. This change is made by the Certification and Disbursement Section only when accompanied documentation from the agency is legal and valid. If the check has not been issued by the Treasury Financial Center, a stop payment or a redirection of the payment to NFC's collections officer can be requested.

- Record the contract or other payment identification number on the notice of levy and prepare an acknowledgment letter to IRS citing the assigned payment. The letter should include a request that IRS forward a release of levy to the agency after the indebtedness for the taxpayer has been liquidated.

- Retain a copy of the notice of levy in an agency pending file as a reminder to pay IRS instead of the payee when an invoice from the taxpayer is received.

Agencies process payments to IRS as follows:

- Upon receipt of taxpayers invoice, prepare an AD-757 with IRS as payee.
- Submit the original AD-757 to NFC for payment processing.

Assignment of Claims

An assignment of claims for money due or to become due under a contract must be received from a bank, trust company, or other financial institution, including any Federal lending agency.

The agency receives written notice of the assignment, consisting of 4 original signed copies of the notice and 1 true copy of the instrument of assignment. A true copy may be a certified true duplicate or a legible copy of the original displaying the Notary Public Official Seal.

Agencies process the notice of assignment as follows:

- Examine the notice of assignment and the instrument of assignment to determine that the assignment is in proper form, has been properly executed, and is one that the contractor is entitled to make.
- Review the contract to determine any prior payments made.
- If required, telephone the Miscellaneous Payments Section at **504-255-4647** to determine current or prior payment records.



Note

When an AD-757 has been submitted to NFC and before NFC releases payment to Treasury, the agency can request a payee name and address change. This request must be received by NFC at least 3 days before payment is scheduled to be released to Treasury. This change is made by the Certification and Disbursement Section only when accompanied documentation from the agency is legal and valid. If the check has not been issued by the Treasury Financial Center, a stop payment or a redirection of the payment to NFC's collections officer can be requested.

- Sign or acknowledge receipt of assignment documentation to the assignor (contractor/vendor) and return 3 copies of the acknowledged assignment to the assignee (financing institution). If prior payments were made, this information is included in the acknowledgement letter to the financial organization. The liability for payment begins at this time and continues until the assignment obligation is satisfied or the release of assignment is received.

Agencies process payment to the assignee as follows:

- Prepare an AD-757 designating the assignee as the payee.
- Submit the original AD-757 to NFC for payment processing.

Using AD-838 for Contract Payments

Agencies currently using MISC to establish contract transactions with NFC and the vendor are encouraged to use the Purchase Order System (PRCH) to process payments to vendors.

PRCH provides a more efficient means of controlling these type of payments. PRCH obligates funds while MISC does not automatically obligate. PRCH also provides improved service to agencies. The reporting methods established in PRCH automatically monitors receiving activity and payment processing. The weekly payment activity report also provides timely review of payment status.

The following instructions are provided to assist in preparing an AD-838 ([Exhibit 5](#)) to document contracts.

- Use the Type 43 purchase order for contractual purchase of goods and services containing fixed or estimated quantity with anticipated one-time or recurring vendor payment. Examples of some contractual procuring for which this type of order is applicable are:
 - Contractual services performed by other Federal agencies.
 - Contractual services for flying contracts, research, spraying, and ADP online data retrieval services.
 - Agreements for cooperating state agencies, research, and cooperator projects.
- The billing address on the seller's original part of the AD-838 must be changed from NFC to the appropriate agency office. Changing the billing address on the AD-838 ensures that the invoice is received by the agency responsible for preparation of the AD-838-B, Invoice-Receipt Certification. Upon receipt of the invoice, the AD-838-B, must be immediately prepared and sent to NFC for payment processing.
- Payment is processed by NFC when the purchase order number entered from the obligation AD-838 (NFC copy) and the AD-838-B match. When the total order value is \$5,000 or less, the payment is subject to a tolerance of 25 percent of the line items not to exceed \$625 of the order value. When the total order value is greater than \$5,000, the payment is subject to a tolerance not to exceed \$1,000.
- Invoices rejected when the amount shown on the AD-838-B exceeds the allowed tolerance. NFC contacts the procurement office and requests an amendment to obligate additional funds.

Agencies should consult Title II, Chapter 5, Section 1 for detailed instructions on preparing the AD-838 and the AD-838-B.



Note

Contracts that extend for more than one fiscal year should be prepared on an AD-838 by line item and accounting code for the first fiscal year of obligation. Subsequent years are to be obligated against the accounting in the fiscal year to which the charge is incurred. This is accomplished by amending the order to add additional line items with the current fiscal year of accounting. The AD-838-B and invoices for either year can then be processed for payment by referring to the appropriate line item to be charged.

Vendor Express Payments

Vendor Express uses EFT to automatically credit the vendor's payment to their account at the vendor's financial institution in lieu of creating and mailing a check. The DCIA encourages agencies to enroll vendors in an EFT program. Agencies should encourage vendors being paid through MISC to enroll in Vendor Express. This EFT program is explained in detail in the Vendor Express procedure, Title II, Chapter 1, Section 2, Vendor Express (VEXP).



Note

Vendors are also notified of the availability of this electronic system via Notice To Check Recipient.

Salary Compensation Transactions

To ensure accurate reporting of employee salary compensation transactions made through MISC using adjustment action codes such as **02B**, **02E**, **17B**, or **81E**, show the hours in the **Hours/or Fund Code/Unit Code** block on the AD-742 and the AD-757 using one of the 1100 series budget object classification codes that follow:

1101	1122	1133	1144	1172	1177	1182	1193
1102	1123	1134	1148	1173	1178	1183	1194
1103	1124	1141	1149	1174	1179	1184	1197
1104	1131	1142	1170	1175	1180	1185	1199
1121	1132	1143	1171	1176	1181	1186	

The **Hours/or Fund Code/Unit Code** block on the AD-757 and AD-742 consists of 6 positions and 2 decimal places; however, only 3 whole numbers and 2 decimals can be used to record the number of hours (e.g., show 120.25 for 120 1/4 hours).



Caution

It is important that the hours be included since MISC rejects transactions with the above listed budget object classification codes and no hours. The number of hours recorded on the AD-757 and the AD-742 appears on agency reporting registers for all transactions with these codes.

Completing AD-742, Transfer and Adjustment Voucher

This section provides instructions for completing the AD-742.

For more information see:

[Recording Disbursements and Collections](#)

[Making Bill Adjustments or Transferring Refunds, Reimbursements, or Revenues](#)

[Transferring Disbursements to Another Unit or Agency](#)

Recording Disbursements and Collections

Use the AD-742 ([Figure 1](#)) to record disbursements and collections for services and goods furnished, and other miscellaneous expenses of an authorized unit or agency using MISC provided by another authorized unit or agency.

The Disbursements (Expense) part of the AD-742 (with Code **81E** (disbursements) in the T/C block) is completed by the **billed** unit or agency to charge the expenses to the appropriate accounting.

The Collections (Income) part of the AD-742 (with Code **81R** (collections) in the T/C block) is completed by the **billing** unit or agency to receive the income as a credit to the appropriate accounting.

When the exact amount of the obligation is known, the billing unit or agency completes and approves the Collections (bottom) part of the AD-742.

If the charge is acceptable to the billed unit or agency (as documented on the AD-672), the billing unit or agency completes the Disbursements (top) part of the form using the accounting information provided on the AD-672. The billing unit or agency submits the AD-742 to the unit certifying officer for signature, forwards the original to NFC, and sends a copy with supporting documentation to the billed unit or agency.

If the charge is not documented on the AD-672, the billing unit or agency completes the Collections part of the AD-742 and submits it to the billed unit or agency with supporting documentation. The billed unit or agency completes the Disbursements part of the AD-742, certifies it, forwards the original to NFC, and sends a copy to the billing unit or agency.



Note

If an accounting transaction created by an AD-742 is disputed by the billed unit or agency, the billing unit or agency (not NFC) should be contacted immediately to resolve the discrepancy. If a correction is needed, a new AD-742 must be initiated by the billed unit or agency.

TRANSFER AND ADJUSTMENT VOUCHER

1. T/C	DISBURSEMENTS (EXPENSE)	2. FUND CODE	3. UNIT CODE	4. VOUCHER NUMBER		
	5. ACCOUNTING CLASSIFICATION		6. BUDGET OBJECT CODE	7. HOURS/OR FUND CODE/ UNIT CODE	8. AMOUNT	9. BLANK OR CR
	A B C 23	D 4	E 6	2	4	8
					11	2
11. PREPARED BY			10. TOTAL ▶			
12. AUDITED/APPROVED BY		13. DATE	14. AGENCY CODE			
15. UNIT CERTIFYING OFFICER CONTROL CODE (T/C & IE Only)		16. UNIT CERTIFYING OFFICER SIGNATURE			17. DATE	
18. TITLE			19. PHONE (Area Code and Number)		FTS	COMM
20. REMARKS						Check One ▶
	21. T/C		22. FUND CODE	23. UNIT CODE	24. BILL NUMBER	
25. TRANS. CODE	26. ACCOUNTING CLASSIFICATION		27. BUDGET OBJECT CODE	28. FUND CODE/ UNIT CODE	29. AMOUNT	30. BLANK OR CR
1	A B C 23	D 4	E 6	2	4	2
					11	2
32. PREPARED BY			31. TOTAL ▶			
33. APPROVED BY		34. DATE	35. AGENCY CODE	36. PHONE (Area Code and Number)		FTS
37. REMARKS						Check One ▶

38. Mail to: USDA, OFM, National Finance Center, P.O. Box 60000, New Orleans, LA 70160 FORM AD-742 (USDA) (Revised 10/91)

Figure 1. Form AD-742, Transfer And Adjustment Voucher

Instructions follow for completing the Disbursements part of the AD-742. The block number and name in the instructions correspond to the block number and name on the form.

The billed unit or agency completes this part of the form to charge the expenses to the appropriate accounting.

**Disbursements
(Expense)**



1. T/C

Required, alphanumeric, 3 positions

Enter the transaction code of **81E** for disbursements.

2. Fund Code

Required, alphanumeric, 2 positions

Enter **88** if two or more agencies or units are involved that have multiple or different NFC-assigned fund codes, or enter the NFC-assigned fund code if the disbursement or expense is within the same NFC-assigned fund code.

3. Unit Code

No entry

Leave blank.

**4. Voucher
Number**

Required, alphanumeric, max. of 5 positions

Enter the agency-assigned sequential voucher number.



Caution

Do not begin the voucher number with 8 or 9. These numbers are reserved for NFC-use only.

**5. Accounting
Classification**

Conditional, numeric, max. of 35 positions

Enter the accounting classification code using the prescribed format as described in Title IV, Central Accounting System Manual, Chapter 1, Central Accounting System Overview.

**6. Budget Object
Code**

Required, alphanumeric, 4 positions

Enter the appropriate budget object classification code. If the code is applicable to employee salary compensation transactions (object series 1100), include the hours in the **Hours/Or Fund Code/Unit Code** block. Refer to Title V, Chapter 3, Budget Object Classification Codes (BOCC), for a list of these codes.

**7. Hours/Or Fund
Code/Unit Code**

Conditional, alphanumeric, max. of 8 positions

If the **Fund Code** is coded **88**, enter the NFC-assigned fund code. If an NFC-assigned fund code is shown in the **Fund Code** block, leave this block blank.



Caution

If the disbursement is an employee salary compensation transaction (object series 1100), enter the hours instead of the NFC-assigned fund code. For example, show 120.25 for 120 1/4 hours or 16.00 for 16 hours. For more detailed information on employee salary compensation transactions see [Salary Compensation Transactions](#).

8. Amount

Required, numeric, max. of 11 positions

Enter the dollar amount for each accounting line shown.

9. Blank or CR *Conditional, alpha, 2 positions*
If the amount in the **Amount** block is a debit, leave this block blank. If the amount in the **Amount** block is a credit, enter **CR**. Repeat this information for each accounting line.

10. Total *Required, numeric, max. of 11 positions*
Enter the total that is equal to the total in the Collections part of this form.

11. Prepared By *Required*
The official authorized to prepared the form signs here. Also include the telephone number of the preparer in this block.

**12. Audited/
Approved By** *Required*
The approving official signs here.

13. Date *Required, numeric, 6 positions*
Enter the date (mm/dd/yy) the approving official signs this form.

14. Agency Code *Required, alphanumeric, 4 positions*
Enter the agency code for the approving official.

**15. Unit
Certifying Officer
Control Code
(T/C 81E Only)** *Conditional, alphanumeric, 9 positions*
The unit certifying officer manually prints (not type) the confidential unit certifying officer control code.



Note

The control code consists of a 5-position number, followed by the first 4 letters of the unit certifying officer's last name. This code must be kept confidential by using appropriate administrative controls.

**16. Unit
Certifying Officer
Signature** *Required*
The unit certifying officer signs here.



Caution

The certifying official must have an AD-997 on file at NFC. The authentic signature on each AD-742 must match the signature on the AD-997. (For example, if the signature card is signed John Wilson, the AD-742 should be signed John Wilson. An AD-742 signed J. Wilson is not acceptable.) Unit certifying officers should not delegate signature of the AD-742 to anyone. Vouchers received at NFC with suspected forged signatures are forwarded to the Office of the Inspector General for investigation.

17. Date *Required, numeric, 6 positions*
Enter the date (mm/dd/yy) the unit certifying officer signs this form.

18. Title *Required, alphanumeric, max. of 30 positions*
Enter the title of the unit certifying officer.

**19. Phone (Area
Code and
Number)** *Required, numeric, 10 positions*
Enter the telephone number of the unit certifying officer.

20. Remarks *Optional, alphanumeric, max. of 30 positions*
Enter any pertinent information regarding the transaction.

The billing unit or agency completes this part of the form to receive the income as a credit to the appropriate accounting.

Collections (Income) ▾

- 21. T/C** *Required, alphanumeric, 3 positions*
Enter the transaction code of **81R** for collections.
- 22. Fund Code** *Required, alphanumeric, 2 positions*
Enter **88** if two or more agencies or units are involved that have multiple or different NFC-assigned fund codes, or enter the NFC-assigned fund code if the disbursement or expense is within the same NFC-assigned fund code.
- 23. Unit Code** *No entry*
Leave blank.
- 24. Bill Number** *Required, alphanumeric, max. of 5 positions*
Enter the agency-assigned bill number.
-  **Caution**
Do not begin this bill number with 8 or 9. These numbers are reserved for NFC-use only.
- 25. Trans Code** *Required, numeric, 1 position*
Enter one of the following transaction codes: **0** (revenue), **1** (refund), or **2** (reimbursement).
- 26. Accounting Classification** *Conditional, numeric, max. of 35 positions*
Enter the accounting classification code to be credited using the prescribed format as described in Title IV, Chapter 1.
- 27. Budget Object Code** *Required, alphanumeric, 4 positions*
Enter the budget object classification code, beginning with **01XX**. Refer to Title V, Chapter 3 for a list of these codes.
-  **Note**
If the Trans Code is coded **1** (refund), enter the actual budget object code. Do not use a code beginning with 01XX or 02XX.
If the Trans Code is coded **0** (revenue), enter the budget object code.
If the Trans Code is coded **2** (reimbursement), enter the budget object code.
- 28. Fund Code/Unit Code** *Conditional, alphanumeric, max. of 8 positions*
If the **Fund Code** is coded **88**, enter the NFC-assigned fund code. If an NFC-assigned fund code is shown in the **Fund Code** block, leave this block blank.
- 29. Amount** *Required, numeric, max. of 11 positions*
Enter the dollar amount for each accounting line shown.
- 30. Blank or CR** *Conditional, alpha, 2 positions*
If the amount in the **Amount** block is a debit, leave this block blank. If the amount in the **Amount** block is a credit, enter **CR**. Repeat this information for each accounting line.

- 31. Total** *Required, numeric, max. of 11 positions*
Enter the total that is equal to the total on the Disbursements part of the form.
- 32. Prepared By** *Required*
The official authorized to prepare the form signs here. Also include the telephone number of the preparer in this block.
- 33. Approved By** *Required*
The approving official signs here.
- 34. Date** *Required, numeric, 6 positions*
Enter the date (mm/dd/yy) the approving official signs this form.
- 35. Agency Code** *Required, alphanumeric, 4 positions*
Enter the agency code for the approving official.
- 36. Phone** *Required, numeric, 10 positions*
Enter the telephone number for the approving official.
- 37. Remarks** *Optional, alphanumeric, max. of 30 positions*
Enter any pertinent information regarding the transaction.
- 38. Mail To** *No entry*
The NFC original part of the form should be promptly mailed to the address preprinted on the AD-742 or as follows:

USDA, National Finance Center
P.O. Box 60000
New Orleans, LA 70160



Note

The Agency Use copies are for agency distribution. Since the unit certifying officer control code must remain confidential, it is omitted on the AD-742 carbons.

Making Bill Adjustments or Transferring Refunds, Reimbursements, or Revenues

Use the AD-742 to make bill adjustments or to transfer refunds, reimbursements, or revenues (including revenue from sales of assets to miscellaneous general fund receipts) collected by one unit or agency for another unit or agency using MISC. Also, use the AD-742 to make bill adjustments that are accounting adjustments between units or agencies. Complete the Collections part of the AD-742 with transactions code **81R** in the **T/C** block.



Note

Always show the information of the preparing agency on the first detail line of the Collections part of the form.

The losing unit or agency (the one removing the collection from its records) should prepare and approve the AD-742, send a copy to the gaining unit or agency (the one receiving the money), and mail the original to NFC. The **Total** block in the Collections part of the form is always net zero. The bill number used must be unique to both agencies.

An example of this type of AD-742 is as follows: a unit or agency receives and deposits funds that are later determined to belong to another unit or agency. The AD-742 can be used to record the transfer back to the proper agency. Another example is to identify proceeds that are received from the sale of vehicles or the sale of animals.

Instructions follow for completing the Collections part of the AD-742. The block number and name in the instructions correspond to the block number and names on the form.

The losing agency completes the Collections part of the AD-742.

Collections (Income) ▾

- 21. T/C** *Required, alphanumeric, 3 positions*
Enter the transaction code of **81R** for collections.
- 22. Fund Code** *Required, alphanumeric, 2 positions*
Enter **88** if two or more agencies or units are involved that have multiple or different NFC-assigned fund codes, or enter the NFC-assigned fund code if the disbursement or expense is within the same NFC-assigned fund code.
- 23. Unit Code** *No entry*
Leave blank.
- 24. Bill Number** *Required, alphanumeric, max. of 5 positions*
Enter the agency-assigned bill number.
-  **Caution** Do not begin this bill number with 8 or 9. These numbers are reserved for NFC-use only.

The credit line of accounting should be completed as described below for the agency losing or transferring the collection. It is a credit (CR) entry.

Collections (Income) ▾

- 25. Trans. Code** *Required, numeric, 1 position*
Enter one of the following transaction codes: **0** (revenue), **1** (refund), or **2** (reimbursement).
- 26. Accounting Classification** *Conditional, numeric, max. of 35 positions*
Enter the accounting classification code when funds are deposited in accordance with the prescribed format as described in Title IV, Chapter 1.
- 27. Budget Object Code** *Required, alphanumeric, 4 positions*
Enter the budget object classification code. Refer to Title V, Chapter 3 for a list of codes.
-  **Caution** If the Trans Code is coded **1** (refund), enter the applicable budget object classification code in the 1100 to 4900 series.
If the Trans Code is coded **0** (revenue) or **2** (reimbursement), leave this block blank. (The budget object classification code will be system generated.)
- 28. Fund Code/Unit Code** *Conditional, alphanumeric, max. of 8 positions*
If the **Fund Code** is coded **88**, enter the NFC-assigned fund code. If an NFC-assigned fund code is shown in the **Fund Code** block, leave this block blank.

29. Amount *Required, numeric, max. of 11 positions*
Enter the dollar amount for each accounting line shown.

30. Blank or CR *Conditional, alphanumeric, 2 positions*
Enter **CR** for credit.

The debit line or lines of accounting should be completed as described below for the gaining agency.

Collections (Income) ▾

25. Trans Code *Required, numeric, 1 position*
Enter the same transaction code used in the credit line of the **Trans Code** block.

26. Accounting Classification *Required, numeric, max. of 35 positions*
Enter the accounting classification code obtained from the gaining agency. This code must be assigned for deposit to miscellaneous general fund receipts. Refer to Title IV, Chapter 1 for a list of accounting classification codes.

27. Budget Object Code *Required, alphanumeric, 4 positions*
Enter the budget object classification code. Refer to Title V, Chapter 3 for a list of codes.



If the Trans Code is coded **1** (refund), enter the applicable budget object code. If the Trans Code is coded **0** (revenue) or **2** (reimbursement), leave this block blank. (The budget object code will be system generated.)

28. Fund Code/Unit Code *Conditional, alphanumeric, max. of 8 positions*
If the **Fund Code** for the losing agency is coded **88**, enter the NFC-assigned fund code for the gaining agency. If an NFC-assigned fund code is shown in the **Fund Code** block, leave this block blank.

29. Amount *Required, numeric, max. of 11 positions*
Enter the debit amount.

30. Blank or CR *Conditional, alpha, 2 positions*
Leave this block blank.

31. Total *Required, numeric, max. of 11 positions*
Enter the total. This block must always net zero.

32. Prepared By *Required*
The official authorized to prepared the form signs here. Also include the telephone number of the preparer in this block.

33. Approved By *Required*
The approving official signs here.

34. Date *Required, numeric, 6 positions*
Enter the date (mm/dd/yy) the approving official signs this form.

35. Agency Code *Required, alphanumeric, 4 positions*
Enter the agency code for the approving official.

- 36. Phone** *Required, numeric, 10 positions*
Enter the telephone number for the approving official.
- 37. Remarks** *Optional, alphanumeric, max. of 30 positions*
Enter any pertinent information regarding this transaction.
- 38. Mail To** *No entry*
The losing agency should promptly mail the original to NFC at the address printed on the form. One of the agency copies is forwarded to the gaining agency. The remaining copies are retained by the losing agency for distribution.

Transferring Disbursements to Another Unit or Agency

Use the AD-742 to transfer disbursements incurred by one unit or agency to another unit or agency. Complete the Disbursements part of the AD-742 with Code **81E** in the **T/C** block.

An example of this type of AD-742 is as follows: Two units or agencies share an expense and one paid the full cost. The agency that paid the cost should prepare the AD-742 to transfer a portion of the charges to the other unit or agency.

The unit or agency that incurred the expense initiates the AD-742 by preparing the Disbursements part of the form crediting their applicable accounting and fund/unit code.

Using the accounting information provided with the AD-672, the agency transferring the expense completes the debit line of accounting (charging the unit or agency receiving the expense), approves the document, and forwards it to the unit certifying officer for certification. The unit certifying officer submits the AD-742 to NFC and sends the second copy with supporting documents to the receiving unit or agency.



Note

Be sure to send the receiving unit or agency copy of the AD-742. These copies do not contain the confidential control code of the unit certifying officer.

If the procedure described above, is not acceptable to the receiving agency, the transferring agency completes the credit line of the disbursement portion of the AD-742 and submits it to the receiving agency with supporting documents. The receiving agency completes the debit line, certifies the AD-742, submits it to NFC, and sends a copy to the transferring agency.

If an accounting transaction created by an AD-742 is disputed by the billed agency, the billing or transferring agency (not NFC) should be contacted immediately to resolve the dispute. If a correction is needed, an AD-742 should be initiated by the receiving agency.

Instructions follow for completing the Disbursement part of the AD-742. The block number and name in the instructions correspond to the block number and name on the form.

The unit or agency that incurred the expense completes this part of the AD-742.

**Disbursements
(Expense)**



- 1. T/C** *Required, alphanumeric, 3 positions*
Enter the transaction code of **81E** for disbursements.
- 2. Fund Code** *Required, alphanumeric, 2 positions*
Enter **88** if two or more agencies or units are involved that have multiple or different NFC-assigned fund codes, or enter the NFC-assigned fund code if the disbursement or expense is within the same NFC-assigned fund code.
- 3. Unit Code** *No entry*
Leave blank.
- 4. Voucher Number** *Required, alphanumeric, max. of 5 positions*
Enter the agency-assigned sequential voucher number.
- 
Do not begin the voucher number with 8 or 9. These numbers are reserved for NFC-use only.
- 5. Accounting Classification** *Conditional, numeric, max. of 35 positions*
Enter the accounting classification code if funds are deposited using the prescribed format as described in Title IV, Chapter 1.
- 6. Budget Object Code** *Required, alphanumeric, 4 positions*
Enter the appropriate budget object classification code. Refer to Title V, Chapter 3 for a list of these codes.
- 7. Hours/or Fund Code/Unit Code** *Conditional, numeric, max. of 8 positions*
If the **Fund Code** is coded **88**, enter the NFC-assigned fund code of the transferring unit or agency.
- 8. Amount** *Required, numeric, max. of 11 positions*
Enter the credit amount.
- 9. Blank or CR** *Required, alpha, 2 positions*
Enter **CR** to represent a loss to the agency that incurred the expense.

The agency incurring the expense uses the debit accounting line to enter the expense transfer to the other unit or agency as follows:

Disbursements (Expense)

∇

5. Accounting Classification *Conditional, numeric, max. of 35 positions*
Enter the accounting classification code obtained from the unit or agency that receives the expenditures. Refer to Title IV, Chapter 1 for a list of accounting classification codes.

6. Budget Object Code *Required, alphanumeric, 4 positions*
Enter the same object classification that is used on the credit (**CR**) line above. If the object classification is applicable to employee salary compensation

transactions (object series 1100), include the hours in the **Hours/Or Fund Code/Unit Code** block. Refer to Title V, Chapter 3 for a list of these codes.

7. Hours/orFund Code/Unit Code

Conditional, numeric, max. of 8 positions

Enter the NFC-assigned fund code.



Caution

If the disbursement is an employee salary compensation transaction (object series 1100), enter the hours instead of the NFC-assigned fund code. For example, show 120.25 for 120 1/4 hours or 16.00 for 16 hours. For more detailed information on employee salary compensation transactions see [Salary Compensation Transactions](#).

8. Amount

Required, numeric, max. of 11 positions

Enter the debit amount.

9. Blank or CR

Conditional, alpha, 2 positions

Leave blank for a debit entry.

10. Total

Required, numeric, max. of 11 positions

Enter the total. This block must have a net value of zero.

11. Prepared By

Required, alphanumeric, max. of 30 positions

The official authorized to prepare the form signs here. Also include the telephone number of the preparer in this block.

12. Audited/ Approved By

Required

The approving official signs here.

13. Date

Required, numeric, 6 positions

Enter the date (mm/dd/yy) the approving official signs this form.

14. Agency Code

Required, alphanumeric, 4 positions

Enter the agency code for the approving official.

15. Unit Certifying Officer Control Code (T/C 81E Only)

Conditional, alphanumeric, 9 positions

The unit certifying officer manually prints (do not type) the confidential unit certifying officer control code.



Note

This control code consists of a 5-position number followed by the first 4 letters of the unit certifying officer's last name. This code must be kept confidential by employing appropriate administrative controls.

16. Unit Certifying Officer Signature

Required

The unit certifying officer signs here.

17. Date

Required, numeric, 6 positions

Enter the date (mm/dd/yy) the unit certifying officer signs this form.



Caution

The certifying official must have an AD-997 on file at NFC. The authentic signature on each AD-742 must match the signature on the AD-997. (For

example, if the signature card is signed John Wilson, the AD-742 should be signed John Wilson. An AD-742 signed J. Wilson is not acceptable.) Unit certifying officers should not delegate signature of the AD-742 to anyone. Vouchers received at NFC with suspected forged signatures are forwarded to the Office of the Inspector General for investigation.

18. Title *Required, alphanumeric, max. of 30 positions*

Enter the title of the unit certifying officer.

19. Phone *Required, numeric, 10 positions*

Enter the telephone number of the unit certifying officer.

20. Remarks *Optional, alphanumeric, max. of 30 positions*

Enter any pertinent information regarding the transaction.

38. Mail to: *No entry*

The NFC original part of AD-742 should be promptly mailed to the address preprinted in this block.

The Agency Use copies are for agency distribution.



Note

Because the unit certifying officer control code must remain confidential, it has been omitted on the AD-742 carbons.

Completing AD-757, Miscellaneous Payments System

This section provides instructions for completing the AD-757.

For more information see:

[Making Payments](#)

[Making Accounting Adjustments Within a Unit or Agency](#)

Making Payments

Agencies authorized to use MISC must determine the types of payments to be made with the AD-757 ([Figure 2](#)). If an automated NFC specific system is available, that system must be used. For example, most purchases should be made through PRCH by using an AD-838. However, at the discretion of agencies authorized to use MISC, the AD-757 can be used to pay for land purchase; certain types of services under contract; advances made to colleges, states, contractors, etc.; disbursements created through letter of credit agreements; foreign payments (including payments made by embassies); and any types of payments not suited to the other existing NFC systems.



Note

Agencies currently using MISC to establish Blanket Purchase Agreements (BPA's) and for processing contract transactions with NFC and the vendor are encouraged to use PRCH for these transactions. PRCH provides a more efficient means of controlling these payments and obligating funds, since MISC does not automatically obligate. PRCH provides improved service to agencies. The reporting methods established in PRCH automatically monitor receiving activity and payment processing. Additionally, a weekly payment activity report provides for timely review of payment status. Procedures for establishing obligations for contract transactions (Type 43) are provided in this procedure under [Using AD-838 for Contract Payments](#). Refer to Title II, Chapter 5, Section 1 for procedures on establishing BPA's (Type 45) in PRCH.

Estimates and other records of obligations identified by the appropriate code in the **Payment Code** and **Action Code** blocks of the AD-757 must be submitted prior to submission of the disbursement (AD-757) document.

The AD-757 is also used to pay other Governmental departments (DoD, GSA, etc.) for services received or goods purchased. Payment Code **05** is used to pay bills received, except for those under OPAC which are paid with Payment Code **10**. See [Appendix A](#) for a complete description of payment/action codes.

Instructions follow for completing the AD-757. The block number and name in the instructions correspond to the block number and name on the form.

MISCELLANEOUS PAYMENTS SYSTEM																			
See completion instructions published in Title II, Voucher and Invoice Payments Manual, Chapter 6, Section 5.																			
1. VENDOR/SELLER IDENT. NO. (11)		2. FUND CODE (2)		3. UNIT CODE (2)		4. VOUCHER NUMBER (5)		5. PAYMENT CODE (2)		6. ACTION CODE (1)		7. FOREIGN COUNTRY CODE (2)							
8. PAYEE NAME (30)						13. DATE AGENCY RECEIVED INVOICE (6)		MO . DAY . YR		14. DATE GOODS REC/ ACC/SERV PERIOD END DATE (6)		MO . DAY . YR							
9. 1ST LINE ADDRESS (30)						15. TYPE COMMODITY/PAYMENT CODE (Enter one code only)													
10. 2ND LINE ADDRESS (30) OR VENDOR EFT IDENTIFICATION NUMBER (12)						M = Meat C = Construction X = Other Goods D = Dairy O = Other Goods and and Services P = Perishable Services (Pay Immediately) Food													
11. CITY (20)				STATE (2)		ZIP CODE (10)				16. TIME DISCOUNT				16a. NET TERMS					
12. CHECK IDENT. INFORMATION (i.e., Order/Invoice Date, Order/Contract/Invoice No.)										17. ORDER/ CONTRACT DATE				MO . DAY . YR		18. VENDOR INVOICE DATE		MO . DAY . YR	
1. (30)										19. FORM 1099				20. TAXPAYER'S IDENTIFICATION NUMBER (11)					
2. (30)										No <input type="checkbox"/> Yes <input type="checkbox"/>									
3. (30)																			
21. ACCOUNTING CLASSIFICATION										22. BUDGET OBJECT CODE		23. HOURS/OR FUND CODE/ UNIT CODE		24. AMOUNT		25. BLANK OR CR			
ABC				D		E		4		8		11		2					
23				4		6		2		4		8		11		2			
27. PREPARED BY						27a. PHONE (Area Code and Number)				28. DATE		26. TOTAL ▶							
29. AUDITED BY										30. DATE									
Pursuant to the authority vested in me, I certify that the item(s) listed herein are correct and proper for payment from the appropriation(s) designated.				31. UNIT CERTIFYING OFFICER CONTROL CODE				31a. UNIT CERTIFYING OFFICER SIGNATURE				32. DATE							
33. TITLE						34. PHONE (Area Code and Number)													

35 Mail to: USDA, OFM, National Finance Center, P.O. Box 60000, New Orleans, LA 70160-0001

FORM AD-757 (USDA) (Rev. 2/94)

Figure 2. Form AD-757, Miscellaneous Payments System

-
- 1. Vendor/Seller Ident. No** *Required, numeric, 9 positions*
Enter the vendor's TIN.
- 2. Fund Code** *Required, alphanumeric, 2 positions*
Enter the NFC-assigned fund code. When a single vendor payment is being charged to multiple fund codes, use **88** in this block and show each agency fund code in the **Hours/Or Fund Code/Unit Code** block. If for Rural Development, also include the mail code in the same block.
- 3. Unit Code** *Conditional, alphanumeric, 2 positions*
Enter the unit code or state code if applicable.
- 4. Voucher Number** *Required, alphanumeric, 5 positions*
Enter the sequential voucher number assigned by the agency. This must be a unique number for each voucher. NFC uses this number, combined with the fund code, to check for duplicate vouchers. At the beginning of each new fiscal year, start over by numbering vouchers with **00001**.
-  **Note**
Do not use voucher numbers beginning with an 8, 9, A, B, S, or T because these are reserved for NFC-use only.
- 5. Payment Code** *Required, alphanumeric, 2 positions*
Enter **01** for regular check payment. For a complete list of payment codes, see [Appendix A](#).
- 6. Action Code** *Required, alphanumeric, 1 position*
Enter **A** for regular check payment. For a complete list of action codes, see [Appendix A](#).
- 7. Foreign Country Code** *Conditional, alphanumeric, 2 positions*
Enter the foreign country code (from Part 3 of GSA's Worldwide Geographic Location Codes) when payment/action code **11-A** (foreign payment) or **01-A** (foreign payment in U.S. currency) is used in Blocks 5 and 6.
- 8. Payee Name** *Required, alphanumeric, max. of 30 positions*
Enter the name of the payee as it should appear on the check. Multiple payees exceeding 30 positions should be included in the **1st Line Address** block, and/or **Check the Ident. Information** block. The names in the **Check the Ident. Information** block do not appear on the check. However, they are listed on the Notice To Check Recipient card that accompanies the payment. If payment is made to multiple payees and all names are required on the check, submit the AD-757 directly to NFC at the following address for a manual payment:
- Certification and Disbursement Section
National Finance Center, USDA
P.O. Box 61700
New Orleans, LA 70161-1700
- 9. 1st Line Address** *Required, alphanumeric, max. of 30 positions*
Enter the street address or P.O. Box of the payee as it should appear on the check. Agencies using payment/action codes that produce a check for payment must

provide a complete mailing address. The following payment/action codes produce a check: **01-A, 01-E, 05-A, 05-E, 06-A, 07-A, 08-A, 09-A, 11-A, 11-E, 16-D, and 25-E.**

**10. 2nd Line
Address or
Vendor EFT
Identification
Number**

Conditional, alphanumeric, max. of 30 positions

Enter additional address data when needed. If the vendor uses EFT, enter the NFC-assigned vendor identification number that begins with **VXP** followed by a 9-digit identification number. For example, VXP123456789.



Note

Agencies should encourage vendors to enroll in the Vendor Express program. This EFT system is explained in detail in Title II, Chapter 1, Section 2.

**11. City, State,
ZIP Code**

Required, alphanumeric

Enter the city (max. of 20 positions), state abbreviation (2 positions), and ZIP Code (9 positions), as it should appear on the check.

**12. Check Ident.
Information**

Conditional, alphanumeric, max. of 30 positions per line

Enter the invoice date or order/contract/invoice number to enable the payee to identify the check. The data on these 3 lines appear on the Notice To Check Recipient included with the check.

For personal property transactions, use code **PROPREF** followed by 15 positions of identifying data (contract number, equipment description, etc.) on the first available line. This data is in addition to the check identification information. Indicate the **PROPREF** information for payment codes **01, 05, 06, 08, or 09**; action codes **A** or **E**; and object classification codes beginning with **31XX**. This reference is included on report PROP304, Property Management Information System (PMIS) Suspense Notice. This report identifies personal property transactions that require a corresponding Form AD-740, Personal Property Transaction Form, or an update to the online PMIS. The AD-740 or online update transaction provides additional information not available from the original input document received at NFC.



Caution

If payment is made via EFT, only 20 characters of information recorded on the first line is included on the payment identification record supplied by NFC to the vendor's financial institution.

**13. Date Agency
Received Invoice**

Required, numeric, 6 positions

Enter the date (mm/dd/yy) the invoice was received from the vendor/payee.

**14. Date Goods
Rec/Acc/Serv
Period End Date**

Required, numeric, 6 positions

Enter the date (mm/dd/yy) the goods or services were received, inspected, and accepted from the vendor/payee (use the latest date).



Note

NFC uses the latter of either the date the invoice was received or the date the goods were received, inspected, and accepted to determine the payment due date. If only one date is applicable, show the same date in Blocks 13 and 14.

**15. Type
Commodity/
Payment Code**

Required, alphanumeric, 1 position

Enter type commodity/payment due code **M, D, P, C, O,** or **X** in the box provided. Type Commodity/Payment Due codes and their proper usage are provided in [Appendix B](#).



Caution

A separate AD-757 must be issued for each different code.

**16. Time
Discount**

Conditional, numeric, max of 6 positions (2 whole numbers, 2 decimal places, & 2 positions for days)

Enter the exact cash discount terms of the purchase. Example: 2% 20 days, 2.75% (use a decimal rather than a fraction) 10 days, or if no time discount is offered, leave blank.

16a. Net Terms

Conditional, numeric, 2 positions

Enter the exact terms of payment. For example, if payment is requested by the vendor within 30 days when cash discount terms have or have not been offered, show **30** in this block.

**17.
Order/Contract
Date**

Conditional, numeric, 6 positions

Enter date (mm/dd/yy) of order/contract (if prior to April 1, 1989). Interest penalties and time discounts are calculated according to the Prompt Payment Act.

**18. Vendor
Invoice Date**

Conditional, numeric, 6 positions

Enter the date (mm/dd/yy) of the invoice when time discount terms are shown in Block 16. This information is needed to calculate the payment due date when the discount is taken.

19. Form 1099

Required, alpha, 1 position

Place an **X** in the appropriate block to indicate if the payment is subject to 1099 tax reporting. For more information about 1099 reporting, see [IRS Form 1099 Tax Reporting](#).

**20. Taxpayer's
Identification
Number**

Required, numeric, 9 positions

Enter the vendor's TIN.

**21. Accounting
Classification**

Required, alphanumeric, max. of 35 positions

Enter the agency-assigned management code or accounting classification code for each invoice or order.



Note

Do not exceed 99 accounting lines per voucher number. A single vendor payment can be made with disbursements charged to multiple accounting stations. The unit or agency primarily responsible for the payment should prepare the AD-757 and show its own fund code and unit code (when applicable) on the first detail line of accounting. In place of the agency fund code enter the special code **88** in the **Fund Code** block and provide the NFC-assigned fund code in the **Hours/Or Fund Code/Unit Code** block. Prior authorization and appropriate accounting codes must be obtained from participating accounting stations. Each of these offices should

be provided a copy of the certified AD-757 submitted to NFC. Use additional AD-757's as required. Accounting codes are assigned by agency offices according to the format provided in Title IV, Chapter 1.

22. Budget Object Code

Required, alphanumeric, 4 positions

For each line of accounting, enter the appropriate budget object classification code. These codes are described in Title V, Chapter 3. If the object classification is applicable to employee salary compensation transactions (object series 1100), include hours in the **Hours/Or Fund Code/Unit Code** block.

23. Hours/Or Fund Code/Unit Code

Conditional, alphanumeric, max. of 8 positions (6 whole numbers and 2 decimal places)

When **88** is used in the **Fund Code** block for recording single vendor payments charged to multiple accounting stations, enter the NFC-assigned fund code.



Note

When the budget object classification codes is pertaining to an employee compensation transaction, only 3 whole numbers and 2 decimals are allowed.

24. Amount

Required, numeric, max. of 11 positions

Enter amount applicable to each accounting line.

25. Blank or CR

Conditional, alphanumeric, 2 positions

Leave blank if amount is positive. Enter **CR** if amount shown is credit amount.

26. Total

Required, numeric, max. of 11 positions

Enter total of amount column.

27. Prepared By

Required

The individual who prepared the AD-757 signs here.



Note

If AD-757 (Revised 7/90) is used, include a telephone number for the preparer.

27a. Phone Number

Required, numeric, 10 positions

Enter the phone number of the preparer.

28. Date

Required, numeric, 6 positions

Enter the date (mm/dd/yy) the preparer signs the AD-757.

29. Audited By

Required

The person who audited the AD-757 signs here.

30. Date

Required, numeric, 6 positions

Enter the date (mm/dd/yy) the auditor signs the AD-757.

31. Unit Certifying Officer Control Code

Conditional, alphanumeric, 9 positions

Manually print (do not type) the confidential unit certifying officer control code. This code must be manually printed on each AD-757 disbursement voucher and kept confidential by employing adequate administrative controls.

The unit certifying officer control codes is required when payment/action codes shown in Blocks 5 and 6 are as follows: **01A, 01E, 05A, 05E, 06A, 07A,**

08A, 09A, 11A, 11E, 16D, and 17C. Other payment/action codes do not require an entry in this block; however, the AD-757 must be signed by the unit certifying officer.

**31a. Unit
Certifying Officer
Signature**

Required

The unit certifying officer signs here.



The certifying official must have an AD-997 on file at NFC. The authentic signature on the AD-757 must match the signature on the AD-997. For example, if the signature card is signed John Brown, the AD-757 should be signed John Brown. An AD-757 signed J. Brown is not acceptable.

Unit certifying officers should not delegate anyone to sign the AD-757. Vouchers received at NFC with suspected forged signatures are forwarded to the Office of Inspector General for investigation.

32. Date

Required, numeric, 6 positions

Enter the date (mm/dd/yy) the unit certifying officer signs this form.

33. Title

Required, alphanumeric, max. of 30 positions

Enter the title of the unit certifying officer.

34. Phone

Required, numeric, 10 positions

Enter the telephone number of the unit certifying officer.

35. Mail To

No entry

The NFC Original part of the form should be promptly mailed to the address preprinted on the AD-757 as follows:

USDA, National Finance Center
P.O. Box 60000
New Orleans, Louisiana 70160

The Agency Copies are for agency use.

Making Accounting Adjustments Within a Unit or Agency

All units or agencies using CAS can make accounting adjustments by submitting an AD-757 to NFC with Payment/Action Code **02-B**. The AD-757 must have offsetting debit and credit entries so that the total net amount equals zero.

Completing AD-995, Delegation of Authority

This section provides instructions for completing the AD-995 ([Figure 3](#)). This form is used by an authorizing official to identify or revoke approving officials who are authorized to designate unit certifying officers on the AD-997. (See [Completing AD-997, Unit Certification Officer Signature Card](#) for more information.) Use a separate AD-995 for each authorizing official.

The authorizing official should be restricted to the head of an agency, e.g., Fiscal Officer. The designation of an approving official should be limited to a relatively high-level individual who reports to the authorizing official.

Instructions follow for completing the AD-995. The block names in the instructions correspond to the block names on the form.

Section I - Delegation Of Authority



Designate Unit Certifying Officers on Form AD-997, Unit Certifying Officer Signature Card.

Required, alpha, 1 position

Place an **X** in this box to identify or revoke the approving official authority of the individual named in Section II-Designee. This authority may not be redelegated.



Note

Use a separate AD-995 for each appointing official.

Section II - Designee



Name

Required, alphanumeric, max. of 30 positions

Enter the name of the approving official authorized to designate a unit certifying officer.

Title

Required, alphanumeric, max. of 30 positions

Enter the title of the approving official authorized to designate a unit certifying officer.

Effective Date

Required, numeric, 6 positions

Enter the effective date (mm/dd/yy) of the approving official identified in the **Name** block.

Agency Name

Required, alphanumeric, max. of 30 positions

Enter the agency name of the approving official identified in the **Name** block.

Location *Required, alphanumeric, max. of 30 positions*
Enter the street address or P.O. Box of the approving official identified in the **Name** block.

City, State, and ZIP Code *Required, alphanumeric*
Enter the city (20 positions), state (2 positions), and ZIP Code (5 positions) of the approving official identified in the **Name** block.

Phone *Required, numeric, 10 positions*
Enter the telephone number of the approving official identified in the **Name** block.

**Section III -
Signature Samples
of Designee**

▽

Required

The approving official identified in the **Name** block is required to sign the AD-995 in each of the four block in this section using a black ink pen.

**Section IV -
Delegator's
Signature**

▽

Typed Name *Required, alphanumeric, max. of 30 positions*
Type the name of the authorizing official who is designating the approving official identified in the **Name** block.

Title *Required, alphanumeric, max. of 30 positions*
Enter the title of the authorizing official who is designating the approving official identified in the **Name** block.

Signature *Required*
The authorizing official identified in the **Typed Name** block signs here.

Agency Name *Required, alphanumeric, max. of 30 positions*
Enter the agency name of the authorizing official identified in the **Typed Name** block.

Location *Required, alphanumeric, max. of 30 positions*
Enter the street address or P.O. Box of the authorizing official identified in the **Typed Name** block.

City, State, and ZIP Code *Required, alphanumeric*
Enter the city (20 positions), state (2 positions), and ZIP Code (5 positions) of the authorizing official identified in the **Typed Name** block.

Phone *Required, numeric, 10 positions*
Enter the telephone number of the authorizing official identified in the **Typed Name** block.

**Section V -
Superseding
Designation**

∇

**Name of Former
Designee**

Conditional, alphanumeric, max. of 30 positions

When the designee identified in the **Name** block replaces a designee who was already an approving official, enter the name of the former approving official.



AD-997's previously approved by this approving official will remain in effect.

**Section VI -
Revocation of
Designee Named in
Section II**

∇

Place an **X** in this block when the authority of the approving official identified in Section II-Designee is revoked.

Mail Original To:

∇

Mail the original to NFC at the address preprinted on the AD-995.

Retain the yellow copy for agency use.

Completing AD-997, Unit Certifying Officer Signature Card

This section provides instructions for completing the AD-997 (Figure 4). This form is used to identify officials who are designated as unit certifying officers by the official named on the AD-995. (See [Completing AD-995, Delegation of Authority](#), for more information about the AD-995.)

Three original completed AD-997's are submitted to NFC bearing the original signature of the unit certifying officer on each card. NFC assigns the unit certifying officer a special 5-position confidential control code and returns one of the signed AD-997's to the unit certifying officer with the 5-position number indicated in the **This Block For OFM/NFC Use Only** block. This control number followed by the first 4 letters of the unit certifying officer's last name, is the 9-position control code that the unit certifying officer must use on certain AD-757 documents sent to NFC. Agencies must employ adequate administrative controls to keep this control number confidential.

Instructions follow for completing an AD-997. The block names in the instructions correspond to the block names on the form.

This Block For OFM/NFC Use Only	<i>No entry</i> Leave this block blank. NFC assigns and record the unit certifying officer's special five-position confidential control number in this space.
Unit Certifying Officer	▽
Name	<i>Required, alphanumeric, max. of 30 positions</i> Print or type the last name, first name, and middle initial of the unit certifying officer.
Signature	<i>Required</i> The unit certifying officer indicated in the Name block signs here using a black ink pen.
Address	<i>Required, alphanumeric</i> Enter the agency name (max. of 30 positions), 1st and 2nd line address (max. of 30 positions per line), city (max. of 20 positions), state (2 positions), and ZIP Code (5 positions).
Phone	<i>Required, numeric, 10 positions</i> Enter the telephone number of the unit certifying officer.
Fund Code	<i>Required, alphanumeric, 2 positions</i> Enter the NFC-assigned fund code.
Agency Code	<i>Required, alphanumeric, 2 positions</i> Enter your agency code.

UNIT CERTIFYING OFFICER SIGNATURE CARD (See reverse)		THIS BLOCK FOR OFM/NFC USE ONLY		
UNIT CERTIFYING OFFICER NAME (Print or Type)		FUND CODE	AGENCY CODE	REGION/STATE
SIGNATURE		UNIT/DISTRICT	OTHER/COUNTY	
ADDRESS (Office Name, Street, City, State, Zip Code)		FOR CERTIFICATION OF <input type="checkbox"/> FORM AD-757 MISCELLANEOUS PAYMENTS SYSTEM <input type="checkbox"/> TRANSMISSION CONFIRMATION STATEMENT <input type="checkbox"/> AUDIT LISTING FOR TRANSMITTED PAYMENTS		
PHONE (Area Code and Number)				
CERTIFICATION I certify that the above is the official signature of the named Unit Certifying Officer who has the indicated certifying authorities.				
SIGNATURE OF AGENCY OFFICIAL AUTHORIZED TO DESIGNATE UNIT CERTIFYING OFFICER		TITLE		DATE

FORM AD-997 (USDA) (REV. 1/94)

Figure 4. Form AD-997, Unit Certifying Officer Signature Card

Region/State *Optional, alphanumeric, 2 positions*
Enter the region or state code, if applicable.

For Certification Of ▾

**Form AD-757,
Miscellaneous
Payments
System**

Conditional, alpha, 1 position

Place an **X** in this box when the unit certifying officer is authorized to submit AD-757 documents to NFC.

**Transmission
Confirmation
Statement**

Conditional, alpha, 1 position

Place an **X** in this box when the unit certifying officer is authorized to certify electronic transmission.



Caution

If a unit certifying officer uses this method without prior approval, the transmission is not released into the miscellaneous payments job stream for payment until verification is made by the Certification and Disbursement Section.

**Audit Listing for
Transmitted
Payments**

Conditional, alpha, 1 position

Place an **X** in this box when the unit certifying officer is authorized to verify audit listings for transmitted payments shown on Report MISC4006, Verification Of Transmitted Documents And Statistical Sampling of Vouchers Pulled for Audit ([Exhibit 3](#)).



Note

Someone other than the unit certifying officer named should be selected to examine Report MISC4006.

A separate AD-997 is required to implement verification to the legitimacy and authenticity of supporting documentation for transactions on Report MISC4006. A control code is not issued.

Certification ▾

Signature

Required

The agency official authority to designate the unit certifying officer signs here. This agency authority is kept on file in the Certification and Disbursement Section.



Caution

The AD-997 cannot be signed by persons acting on behalf of this approving official.

Title

Required, alphanumeric, max. of 30 positions

Enter the title of the official assigned to designate the unit certifying officer.

Date

Required, numeric, 6 positions

Enter the date (mm/dd/yy) this form is signed.

Submit 3 completed, original AD-997's which include the original signature of the unit certifying officer and the agency official authorized to designate the unit certifying officer on

each card. Submit these cards with a memorandum requesting action to be taken by NFC. This memorandum must include the specific identification of the unit certifying officer whose signature cards are enclosed. Send the memorandum and 3 original AD-997's to:

USDA, National Finance Center
Certification and Disbursement Section
P.O. Box 61700
New Orleans, Louisiana 70161

Certifying Officer Change. When a unit certifying officer resigns, retires, or otherwise changes status, the approving official should notify NFC by memorandum of this change. Send the memorandum to NFC at the address shown above.

Location Change. When a unit certifying officer moves from one region to another region, one state to another state, or one area to another area, the responsibility should be revoked and redelegated in the new location. Submit new AD-997 signature cards designating the new certifying officer or location. (NFC does not automatically change mailing addresses for unit certifying officer when undelivered mail is returned to NFC.)

Name Change. When a unit certifying officer's name is changed due to marriage, divorce, etc., 3 copies of the AD-997 should be submitted to NFC with an original signature of the new name on each card. The unit certifying officer should continue to use his/her established name until the new AD-997 is returned.

For more information on unit certifying officer responsibilities, see [Responsibilities](#) in this procedure.

Exhibits

2. Form NFC-686, Memorandum (Miscellaneous Payment Documents)



United States
Department of
Agriculture

Office of the
Chief Financial
Officer

National
Finance
Center

P.O. Box 60000
New Orleans
Louisiana 70160

Date:

In reply refer to:

Subject: Miscellaneous Payments Documents

To:

The attached miscellaneous payment document is returned for the reason indicated below. Additional information can be found in the NFC Voucher and Invoice Payments Manual, Title II, Chapter 6, Section 5, Miscellaneous Payments.

- Signature and confidential control code of the Certifying Officer are required on Form AD-757, Miscellaneous Payment System, to authorize NFC to process this document.
- Signature of the approving official is required on Form AD-742, Transfer and Adjustment Voucher.
- Each voucher is limited to 99 total accounting line entries.
- The documents checked below are missing. Please attach to the returned AD-757 and mail back to NFC.

Payment Code

- 04 – SF-1081, Voucher and Schedule of Withdrawals and Credits (original and 5 copies)
- 05 – SF-1080, Voucher for Transfers Between Appropriations and/or Funds (original).
- Certifying officer's confidential control code must be manually printed by the certifying officer and not typed on the AD-757.
- Other:

If you have any questions, please call _____ at 504-255-5519.

Document Processing Clerk

Attachment(s)

**PLEASE EXPEDITE
DOCUMENT SUBJECT TO PROMPT PAY REGULATIONS**

"An Equal Opportunity Employer"

FORM NFC-686 (REV. 9/99)

4. Agency Certification Statement

STATE 49
SOIL CONSERVATION SERVICE

DATE: 11/29
Z CARD RECORD COUNT: 112
DOLLAR AMT: 1,828.85

VOUCHER	PAYEE	AMOUNT
50183	GSA-NCR	245.00
50184	FRED PRYOR SEMINARS INC	155.00
50185	B T RANDALL	11.00
50186	JOHN K HORTIN	11.60
50187	HARRY W BARKER	602.41
50188	DHL AIRWAYS INC	19.35
50189	WINMARK INC	3.50
50190	GRADUATE SCHOOL USDA	123.00
50191	SO UT OFFICE MACHINE & SUPPLY	84.19
50192	SKYHAWK HELICOPTER SERVICE	400.00
50193	CONDNER MOTOR SERVICE	29.00
50194	WILLIAM L RICH	1.95
50195	UTAH PRESS ASSOCIATION	56.00
50196	D K U ELECTRIC & MAINT	78.85

PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THAT THE ITEMS LISTED
HEREIN ARE CORRECT AND PROPER FOR PAYMENT FROM THE APPROPRIATION(S)
DESIGNATED ON SUPPORTING DATA RECORDS.

Mary Jones
UNIT CERTIFYING OFFICER

To: CERTIFICATION
UNIT

NFC JOB NUMBER = 1218

5. AD-838, Purchase Order

FOR AGENCY USE ONLY		UNITED STATES DEPARTMENT OF AGRICULTURE PURCHASE ORDER										
1 PAGE NO.	2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER	4 ORDER DATE	5 SF-281	6 UNIT CODE	7 FUND CODE	8 ORDER NUMBER	9 SUB.				
9a TYPE PURCHASE (Check one) <input type="checkbox"/> PURCHASE ORDER <input type="checkbox"/> DELIVERY ORDER		9b SELLER'S IDENT. NO.		9c FORM 1099 <input type="checkbox"/> NO <input type="checkbox"/> YES		9d TAXPAYER'S IDENT. NO.						
10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.)				11 Consignee, Address, Zip Code, and Place of Inspection and Acceptance								
SHIP TO ▶				PHONE (A/C & No.)		Check One ▶ FTS ▶		COMM ▶				
				12 LINE ITEM		13 ACT CODE		14 DESCRIPTION		15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY
20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)()												
21 F.O.B. POINT				22 DISCOUNT AND/OR NET PAYMENT TERMS				22a TYPE COMMODITY/PAYMENT CODE ▶		Sub-Total ▶		25
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)				24 SHIP VIA				26 ESTIMATED FREIGHT		TOTAL ▶		27
28 ACC LINE	29 ACCOUNTING CLASSIFICATION					30 DISTRIBUTION		31 AMOUNT				
-2	A 5	B 10	C 5 3	D 4	E 1 4 1 2							
31a ISSUING OFFICE NAME AND ADDRESS						31b ORDERED BY (Name and Title)						
						31c COMMERCIAL PHONE (Area Code and Number)				31d FTS PHONE NO.		
						31e AUTHORIZED SIGNATURE						

FORM AD-838-7 (Rev. 7/90)

6. IRS Form W-9, Request for Taxpayer Identification Number and Certification

Form W-9 (Rev. November 1999) Department of the Treasury Internal Revenue Service	<h3>Request for Taxpayer Identification Number and Certification</h3>	Give form to the requester. Do NOT send to the IRS.
Please print or type	Name (If a joint account or you changed your name, see Specific Instructions on page 2.)	
	Business name, if different from above. (See Specific Instructions on page 2.)	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	List account number(s) here (optional)	
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2. Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.		Part II For Payees Exempt From Backup Withholding (See the instructions on page 2.)
Social security number OR Employer identification number 		
Part III Certification Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.		
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)		
Sign Here	Signature ▶	Date ▶
Purpose of form. A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9, if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:		
1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are an exempt payee.		
If you are a foreign person, IRS prefers you use a Form W-8 (certificate of foreign status). After December 31, 2000, foreign persons must use an appropriate Form W-8.		
Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.		
What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding. If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:		
1. You do not furnish your TIN to the requester, or 2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or 3. The IRS tells the requester that you furnished an incorrect TIN, or 4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or		
5. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only). Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate Instructions for the Requester of Form W-9 .		
Penalties Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect. Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty. Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment. Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.		
Cat. No. 10231X		Form W-9 (Rev. 11-99)

Appendixes

A. Payment/Action Codes

Payment/ Adjustment Codes	Action Codes	Description
Use on AD-757		
01	A	Regular Payments (Obligations, Accruals, and Payments)
01	B	FCC Disbursements of Receipt Account Funds
01	E	Regular Payments (Accruals Only)
02	A	Nonexpenditure Transfers Within Units or Agencies (Non-Government)
02	B	Nonexpenditure Transfers Within Units or Agencies (Government)
02	C	Nonexpenditure Transfers Between CAS and Other Agencies
02	E	Nonexpenditure Transfers
02	F	Transfers (Accruals And Payments)
03	A	Transfers 789
04	A	Transfers 1081
04	E	Transfers 1081 (Accruals Only)
05	A	Transfers 1080
05	E	Transfers 1080 (Accruals Only)
06	A	Advances (Other)
06	E	Foreign Advances/Allowances
07	A	Advances (Government)
07	E	Foreign Rent or Lease Advances
08	A	Advances (Grantees)
09	A	Advances (Contractors)
09	E	Foreign Advances (Other)
10	A	OPAC
11	A	Foreign Payments
11	E	Foreign Payments (Accruals Only)
12	B	Liquidate Advances (Other)
12	E	Liquidate Previous Advances (Government)
13	B	Liquidate Advances (Government)
14	B	Liquidate Advances (Grantees)
14	F	Liquidate Advances
15	B	Liquidate Advances (Contractors)
15	C	FAS Liquidate Advances (Contractors)
16	C	Letter of Credit
16	D	YCC Advance Payment
17	B	APHIS Adjustments
17	D	Electronic Transfer of Funds
17	E	Quick Service Wires

Payment/ Adjustment Codes	Action Codes	Description
Use on AD-757		
<i>(cont'd)</i>		
21	B	Prior Year Obligations
22	D	Letter of Credit Adjustment
24	E	Foreign and Domestic Obligations
25	E	Foreign Payments
26	E	FAS Foreign Ledger Only
27	E	FAS Foreign Post/Washington Transfer
28	C	Obligations Processed in Foreign Country
29	C	Advances Processed
30	A	Foreign Collections
31	A	Third Party Payments to Another Agency
40	E	FAS Foreign Post 447 Report
41	E	NFC Payment for Post (FAS Only)
42	E	NFC Other Adjustments (FAS Only)
Use on AD-742		
81	A	Disbursement Transfers - Accruals and Disbursements
81	E	Disbursement Transfers - Obligations and Disbursements
81	R	Collection Transfers



The combinations of payment/adjustment codes and action codes shown above are the only valid codes for MISC. All other combinations are rejected as invalid.

B. Type Commodity/Payment Due Codes

In accordance with cash management principles of targeting payments to a specified due date, considering the value of funds to the Treasury when taking discounts and paying interest on late payments in accordance with the Prompt Payment Act, the following special type commodity/payment due codes were developed by NFC to identify the type of purchase and certain precise payment criteria. These codes must be appropriately entered in the Type Commodity/Payment Code block to avoid the otherwise harmful effect to the cash management program.

Code	Definition	Payment due
M	Wholesale quantities of meat and meat food products including any edible fresh or frozen poultry meat, any perishable poultry meat food product, fresh eggs, and any perishable egg product.	<p>Payment is due 7 days after the delivery date when no other payment terms are specified in the order/contract. To achieve timely payment, it is suggested that the order/contract contain a clause such as "delivery is not considered complete until a proper invoice is received by the designated office."</p> <p>The date the invoice was received or the receipt/acceptance date of the goods is used to determine the due date. The payment due date is computed from the later of the 2 events.</p>
D	Wholesale quantities of dairy products, edible fats or oils, and food products prepared from edible fats or oils.	<p>Payment is due 10 days after the delivery date when no other payment terms are specified in the order/contract. To achieve timely payment, it is suggested that the order/contract contain a clause such as "delivery is not considered complete until a proper invoice is received by the designated office."</p> <p>The date the invoice was received or the receipt/acceptance date of the goods is used to determine the due date. The payment due date is computed from the later of the 2 events.</p>
P	Wholesale quantities of perishable agricultural commodities.	<p>Payment is due 10 days after the delivery date when no other payment terms are specified in the order/contract. To achieve timely payment, it is suggested that the order/contract contain a clause such as "delivery is not considered complete until a proper invoice is received by the designated office."</p> <p>The date the invoice was received or the receipt/acceptance date of the goods is used to determine the due date. The payment due date is computed from the later of the 2 events.</p>
C	Progress payments on construction contracts.	<p>Payment is due 14 days after receipt of the approved progress payment request when no other terms are specified in the terms and conditions of the contract.</p>

Code	Definition	Payment due
C (cont'd)		The net terms of payment specified on the invoice are entered in MISC. Agencies should ensure that terms of payment are included in the specified block of the AD-757 prior to submission to NFC. This is required for both progressive and non-progressive payment.
O	All other goods and services.	<p>Payment is due 30 days after the delivery date when no other payment terms are specified in the order/contract. To achieve timely payment, it is suggested that the order/contract contain a clause such as "delivery is not considered complete until a proper invoice is received by the designated office."</p> <p>The date the invoice was received or the receipt/acceptance date of the goods or services is used to determine the due date. The payment due date is computed from the later of the two events.</p>
X	All other goods and services to be paid immediately; that is, not subject to the Prompt Payment Act and Circular No. A-125 or cash management.	This code should not be used to make an immediate payment that would intentionally bypass the provisions of the Prompt Payment Act. It was developed for use on the AD-757 when a specific purchase of goods and services indicates that the Prompt Payment Act does not apply to the purchase. Interest is not assessed for a late payment. The payment is exempt from cash management and is processed immediately. This determination to pay immediately is made by the agency, not by NFC. Examples of immediate payments are: salary payments to individuals; payment of grants; cooperative agreements; and deposit-account type payments to another Government agency.



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