

AD 673 – Request to Bill (for IPAC Billings)

The Intra-governmental Payment and Collection System (IPAC) is an electronic funds transfer method used by Federal Government agencies to collect payments between agencies for goods and services. To bill through IPAC use the AD Form 673, Request to Bill.

Certain processing information must be included on the AD-673. Include in the Description Block the other agency's agreement number, fund source, Common Agreement Number if for another USDA Agency, obligation document number, Agency Location Code (ALC), and the contact person and their telephone number. Contact the billed agency for their specific requirements. **Note: The billed agency can charge the bill back if the explanation is not sufficient for them to process the charge.**

Bills for DOD: When negotiating the agreement, ask the DOD contact to initiate a Trading Partnership Agreement (TPA). When the bill is issued, the TPA must be in place and referenced on the bill or we cannot bill through IPAC. If you do not have a TPA in place, you must bill the DOD agency with an SF 1080.

Distribution of the completed AD-673 is as follows:

1. Original to:
USDA, APHIS, Billings & Collections Team
Butler Square, 5th Floor
100 North 6th Street
Minneapolis, MN 55403

Fax: 612-336-3549

Mail or Fax – do not do both.

2. Copy for your records

AD Form 673, Request to Bill, Completion Instructions

1. **Payer: Name and Address** - Enter the name and address of the customer agency including the ZIP code.
2. **Bill Number** - Enter an agency bill number, if applicable. Assigned locally, this number will be entered in the description field of the FFIS receivable.
3. **Date** - Enter the date the AD-673 is prepared.
4. **Credit: Appropriation** - Enter the APHIS accounting code to be credited, if only one. If more than one accounting code, include in block 9-Description.
5. **Credit: Work Plan Code** - Enter the APHIS agency code and accounting station (34-0079).
6. **Period Covered: From** - Enter the beginning date of when the services were provided.
7. **Period Covered: To** - Enter the ending date of when the services were provided.
8. **Object Class** - Enter the object classification code(s) to be used.
9. **Description** - Enter multiple accounting codes in this section. Explain the reason for billing. Include all of the other agency's pertinent information (i.e., their agreement number, fund source, Common Agreement Number if for another USDA Agency, Obligation Document Number) and their Agency Location Code (ALC). Include the customer agency's contact person and telephone number.

The billed agency can charge the bill back if the explanation is not sufficient for them to process the charge. Include the statement *Bill through IPAC*. Be brief but specific.

10. **Amount** - Enter the amount(s) being charged. List each amount separately, if multiple accounting codes are being used.
11. **Authority** - Optional. Information to justify the billing. Attach a copy of the agreement and TPA, if applicable and not already submitted. This will provide additional information used in preparing the billing, and justification for the billing if contacted by the customer agency or NFC. Being able to fax a copy of the agreement has alleviated many agencies from charging the bill back.
12. **Amount To Be Billed** - Enter the total amount of the charges.
13. **Agency** - Enter USDA, APHIS.
14. **Division** - Enter your Division, i.e., WS, PPQ, etc.
15. **Date** - Enter the current date.
16. **Signature** - Type and sign the name of the individual preparing the AD-673.
17. **Phone** - Phone number of the person preparing the AD-673 for IPAC billing.

Distribution of the completed AD-673 is as follows:

1. **Original with copy of the agreement, if applicable and not previously sent to:**
USDA, APHIS, Billings & Collections Team
Butler Square, 5th Floor
100 North 6th Street
Minneapolis, MN 55403
Fax: 612-336-3549
Mail or Fax – do not do both.
2. **Copy for your records**

AD Form 673, Request To Bill

REQUEST TO BILL

PAYER NAME AND ADDRESS		BILL NUMBER 2.	DATE 3.
1.		CREDIT	
		APPROPRIATION 4.	WORK PLAN CODE 5.
		PERIOD COVERED FROM	TO 7.
OBJECT CLASS 8.	DESCRIPTION 9.	AMOUNT 10.	

Bill through IPAC
APHIS ALC: 12 40 3400

Authority
11.

AMOUNT TO BE BILLED		12.
I certify that the above charges are correct and proper.		
AGENCY 13.	DIVISION 14.	DATE 15.
SIGNATURE (Administration or License Officer) 16.	PHONE (Area code and number) 17.	

AD-673