

## Checks Collected Worksheet

01. Account #: 3XPQPQ0024PQPSCRTPUBLICUSDA/0203

03. From: \_\_\_\_\_

02. To: USDA, APHIS  
 P.O. Box 979043  
 St. Louis, MO 63197-9000

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

04. Date	05. Applicant/ Name	06. Remitter Name	07. Check #	08. Check Amount
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
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21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

Total:                      Total:

09. SENT BY (SIGNATURE) \_\_\_\_\_

10. PRINTED NAME \_\_\_\_\_

11. TITLE \_\_\_\_\_

12. RESPONSIBLE EXPORT CERTIFICATION SPECIALIST (ECS)

13. \_\_\_ of \_\_\_

<b>RECEIVED</b>	
<i>(Return copy to sender in item 3 above)</i>	
AMOUNT	RECEIVED BY (SIGNATURE)
DATE	TITLE

## Checks Collected Worksheet Instructions

PPQ attempted to capture all the required information through the use of one worksheet instead of requiring state/county locations to fill out multiple documents each month. The worksheet contains all the information needed by PPQ to track and account for certificates issued and fees collected.

Block 1 - Prefilled - Account Number

Block 2 - Prefilled - Address to send original checks and worksheets

Block 3 - Fill in the address of the state/county location

Block 4 - Input the date the certificate was issued

Block 5 - Input the name of the applicant organization/government entity

- In many cases, the applicant and exporter are the same. Enter the name of the person who actually paid for the certificate, not necessarily the exporter listed on the certificate.

Block 6 - Input the person that signed the check or money order

Block 7 - Input the check or money order number

Block 8 - Input the amount of the check collected

Block 9 - Signature of the person sending in the worksheet

Block 10 - Printed name of signer in block 9

Block 11 - Title of person

Block 12 - Name of responsible ECS

Block 13 - To be completed if the worksheet requires multiple pages

Received Block - To be completed by USDA