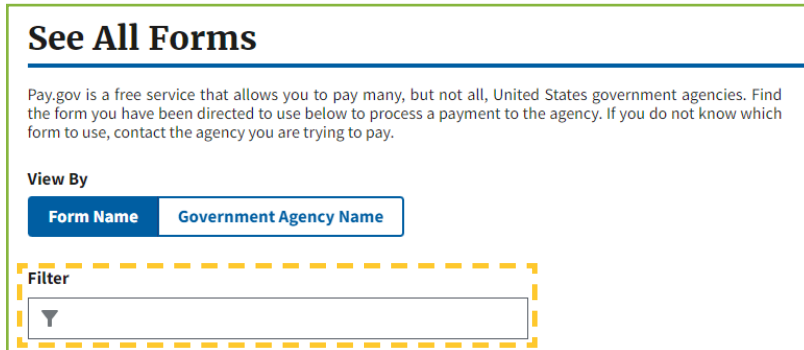
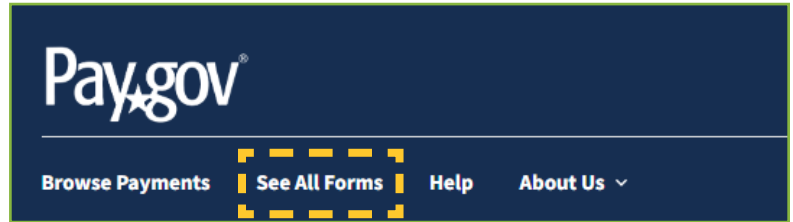


STEP ONE

Go to www.pay.gov

STEP TWO

Click on "SEE ALL FORMS"

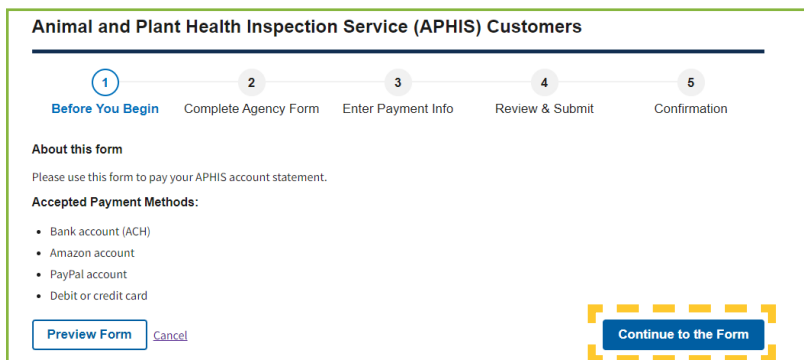
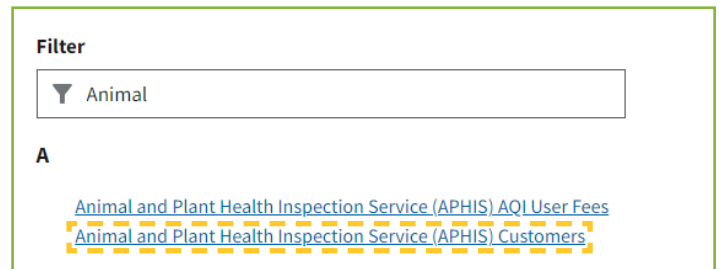


STEP THREE

Filter by typing Animal.

STEP FOUR

Click on "Animal and Plant Health Inspection Service (APHIS) Customers"



STEP FIVE

Click on "Continue to the Form"

STEP SIX

Fill out the Required Fields (with asterisk).

At the bottom of the form, you will see a question for "Service Provided By", click on the Drop-Down Box to get the menu and choose the Program for which you are paying, in this case "**COD Payments**".

In the field for "Email address", provide the Point of Contact's email address.

Animal and Plant Health Inspection Service (APHIS) Customers

1 Before You Begin 2 Complete Agency Form 3 Enter Payment Info 4 Review & Submit 5 Confirmation

United States Department of Agriculture
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

Customer Electronic Payment Form

If you would like to schedule a recurring payment you must first register as a Pay.gov user. Please return to Pay.gov's home page and click on "Click here to register" before filling out the form.

* Required Field

Customer Name *

Street Address *

Street Address 2

Country *

United States

City * State * Zip Code *

Email Address *

Point of Contact First Name * Point of Contact Middle Initial Point of Contact Last Name *

Point of Contact Phone Number * Ext.

Please note a Payment Reference for each individual debt you wish to pay. You may pay up to five Accounts or Bills

Service Provided by *

Total Amount Calculated *

\$0.00

Please note: For Assistance or to submit an address change, please email: aphis@aphis.usda.gov

Continue View PDF

STEP SEVEN

Enter your Payment/Short Hand Code Element(s) and Amount(s).

ShortHand Code (SHC) for Fiscal year 2025 (FY25) is: **25XXPQPH1424PQMSFMSFENSUSDA**

If this code is not entered correctly, the payment will not post into your account. This code changes every Fiscal Year (FY). A Federal (FY) starts on October 1 and ends on September 30. For example, Federal FY24 runs from October 1, 2023 through September 30, 2024 and FY25 begins on October 1, 2024 and runs through September 30, 2025. Please check with your contact to verify the current code.

Click on "Continue".

Please note a Payment Reference for each individual debt you wish to pay. You may pay up to five Accounts or Bills

Service Provided by *

COD Payments

Count	ShortHand Code(SHC)/BOC *	Payment Amount (U.S. Dollars) *
#1		Payment Amount (U.S. Dollars) is required

+ Add Another

STEP EIGHT

Choose the type of payment method you would like to use and click on "Next"

Animal and Plant Health Inspection Service (APHIS) Customers

Progress: 1. Before You Begin (✓) 2. Complete Agency Form (✓) 3. Enter Payment Info (3) 4. Review & Submit 5. Confirmation

Payment Information

Payment Amount \$400.00

* I want to pay with my

- Bank account (ACH)
- Amazon account
- PayPal account
- Debit or credit card

Buttons: Previous, Return to Form, Cancel, Next

STEP NINE

Enter all the required payment information for the payment method chosen and click on "Review and Submit Payment".

If you select **Bank Account (ACH)**, you will need to enter your Routing and Account number (can be found on the bottom of your bank check).

If you select **PayPal**, you will be directed to your PayPal log in and asked to process payment there. Once submitted, you will be directed back to the Pay.gov site.

Animal and Plant Health Inspection Service (APHIS) Customers

Progress: 1. Before You Begin (✓) 2. Complete Agency Form (✓) 3. Enter Payment Info (3) 4. Review & Submit 5. Confirmation

Please provide the payment information below. Required fields are marked with an *

* Payment Amount: \$400.00

* Payment Date (mm/dd/yyyy): [Empty field]
Buttons: Earliest Payment Date, Choose Payment Date

* Account Holder Name: Calli Sandahl

* Select Account Type: Select ...

Service 1: 25XXPQPH1424PQMSFMSFENSUSDA, 400.00

Service 2: [Empty]

Service 3: [Empty]

Service 4: [Empty]

Service 5: [Empty]

Buttons: Previous, Return to Form, Cancel, Review and Submit Payment

STEP TEN

Review the payment information. If all information is correct, put a check in the box next to the authorizing statement and click on "Submit Payment".

Email address for confirmation will pre-fill with the Point of Contact's email address you indicated at the beginning of the process.

Please put in the following email address into the **CC box** to ensure your payment is marked as received by USDA APHIS. Sarika.s.Negi@usda.gov

Animal and Plant Health Inspection Service (APHIS) Customers

Before You Begin Complete Agency Form Enter Payment Info **Review & Submit** Confirmation

Please review the payment information below. Required fields are marked with an *

Payment Information

Payment Type: Bank account (ACH)
Payment Amount: \$400.00
Payment Date: 10/08/2024
Service_1: 25XXPQPH1424PQMSFMSFENSUSDA, 400.00
Service_2:
Service_3:
Service_4:
Service_5:

Account Information

* Email Address:

* Confirm Email Address:

CC:

You may enter multiple email addresses in this field. Separate email addresses with a comma.

Authorization and Disclosure Statement

Authorization and Disclosure--Consumers and Businesses
The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Bureau of the Fiscal Service. As used in this document, "we" or "us" refers to the Bureau of the Fiscal Service and its agents and contractors operating Pay.gov. "You" refers to the end-user

[Printable version](#)

* I agree to the Pay.gov authorization and disclosure statement

[Previous](#) [Return to Form](#) [Cancel](#) [Submit Payment](#)

STEP ELEVEN

Either print or save a copy of the payment confirmation for your records. This payment confirmation will be emailed to each email address submitted with the payment as well.