



United States  
Environmental Protection Agency  
Las Vegas Finance Center (LVFC)

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**US ENVIRONMENTAL PROTECTION AGENCY  
ELECTRONIC FUNDS TRANSFER (EFT)  
PAYMENT PROCESS**

# **Recipients' Manual**

Prepared by: Las Vegas Finance Center (LVFC)

## **I PURPOSE**

These instructions provide procedures to be followed by participating recipient organizations for requesting funds authorized by assistance agreements from the U.S. Environmental Protection Agency (EPA) under the Electronic Funds Transfer (EFT) Payment System, herein referred to as the EPA-EFT Payment Process. This system utilizes Automated Clearing House for transferring payments to your banking institution. All required financial forms as well as instructions on how to complete them can be found on Las Vegas Finance Center's (LVFC) webpage:  
<http://www.epa.gov/ocfo/finservices/payinfo.htm>

## **II AUTHORITY**

These instructions are established under provisions in the Federal Acquisition Regulation guidelines provided by the U.S. General Services Administration (GSA), Section 52.232-28 "Electronic Funds Transfer Payment Methods" as prescribed in 32.908(d) as revised.

## **III GENERAL**

The EPA-EFT Payment Process is an electronic funds transfer process initiated by EPA in response to the Debt Collection Improvement Act of 1996, P.L. 104-134, that requires all federal payments be made via Direct Deposit/Electronic Funds Transfer (DD/EFT).

Using the EPA-EFT Payment Process, the recipient submits a "U.S. EPA Payment Request" (EPA form 190-F-04-001) via fax to LVFC at **702-798-2423**.

LVFC will review each request. When the request is approved for payment, EPA will electronically transfer funds through the U.S. Department of Treasury and the Federal Reserve for credit to the recipient's account at their designated financial institution, usually within 48 to 72 hours following receipt and approval of the request. If the entire request or a portion of the request is rejected, the recipient will be notified by LVFC no later than one workday following receipt of the request.

## **IV ENROLLMENT PROCESS FOR THE EPA-EFT PAYMENT SYSTEM**

- A. The recipient organization must complete the ACH Vendor/Miscellaneous Payment Enrollment Form (SF 3881). The recipient will send the completed SF 3881 to LVFC.
- B. LVFC receives and reviews the completed SF 3881 form for accuracy, and will enter the enrollment information into its vendor database for assistance agreements.
- C. LVFC will provide the recipient a confirmation assigning them an EFT Control Number as well as a link to LVFC's internet website where the recipient can access all required forms and instructions on how to complete them.

## **V PROCEDURES FOR REQUESTING FUNDS**

Once EFT enrollment is complete and the Assistance Agreement has been affirmed by the recipient organization and sent back to the grant specialist, recipients may begin requesting funds based on their immediate disbursement requirements.

### **A. Preparation of U.S. EPA Payment Request**

1. All payment requests must include the EFT Control Number provided by LVFC.
2. Payment Requests cannot exceed authorized amounts for each individual assistance agreement. Recipients should refer to individual assistance agreements for any additional terms and conditions applicable when requesting funds from EPA (i.e., LUST, Site Specific Superfund, etc.). Recipients who receive assistance agreements from EPA's Superfund program must also include the Site Specific Superfund Account Number in the Account Number/Activity Code field.

### **B. Submitting the U.S. EPA Payment Request to EPA**

The U.S. EPA Payment Request should be faxed to **702-798-2423** as early in the day as possible to allow for timely processing.

### **C. Review of EFT Payment Request**

Upon receipt of the payment request, LVFC will review the request to determine if:

- \$ Funds drawn are being used within an authorized budget period
- \$ The EFT Control Number is correct
- \$ The recipient name is correct
- \$ Assistance Agreement numbers are correct and sufficient funds are available
- \$ All required expenditure or program reports have been received
- \$ Cash on hand (COH) is not excessive(see Section VI - Cash Management Requirements); and
- \$ U.S. EPA Payment Request is signed.

#### **D. Approved Payment Request**

Payments approved by LVFC are transmitted to the recipient's financial institution usually within 48 to 72 hours following the approval. When the recipient's financial institution receives the funds, they will provide the recipient with notice of credit and/or addenda/remittance information. If the addenda/remittance information has not been received on the anticipated payment date, the recipient organization should contact its financial institution to determine if an EPA payment was received. If a payment was not received, the recipient organization should notify LVFC immediately so that appropriate action may be taken.

#### **E. Rejection or Modification of the U.S. EPA Payment Request**

Under the EPA-EFT Payment Process, all or part of a request may be approved for payment. If a request is modified or rejected, LVFC will immediately notify the recipient.

### **VI CASH MANAGEMENT REQUIREMENTS**

The EPA-EFT Payment Process is designed to provide federal funds to a recipient organization generally within 48 to 72 hours following LVFC approval of the U.S. EPA Payment Request. Therefore, the recipient organization should request funds based on immediate disbursement requirements only, and should disburse funds as soon as possible to minimize the Federal cash on hand in accordance with policies established in Treasury Department Circular 1075, Withdrawal of Cash from the Treasury for Advances under Federal Grant and Other Programs. EPA will monitor payment requests to ensure that recipient organizations are maintaining minimal balances of Federal funds. Each payment request will be reviewed by EPA prior to approval to ensure that payment will not result in excessive funds on hand or violation of award authority.

### **VII FINANCIAL STATUS REPORTING**

#### **A. Recipients' Responsibilities and Records.**

Recipients of Federal funds under EPA assistance agreements are responsible for providing EPA with financial reports. Records must be maintained to satisfy the particular requirements of the programs under which the Assistance Agreement was awarded. Under the EPA-EFT Payment Process, such records must enable EPA to ascertain that the cash requests are directly related to and closely timed to the actual disbursement needs for liabilities involving EPA supported projects. Moreover, the records must have the capability of providing information as to the Federal share of accrued costs. Copies of the following Financial Reports as well as all other required financial reports can be retrieved from the LVFC website: <https://www.epa.gov/ocfo/finservices/forms.htm>.

## **B. Required Reports**

**1. Federal Financial Report, SF425.** A final SF425 (see website for the form and instructions) report must be submitted within 90 days after the budget period end date. The report must be prepared in accordance with the instructions and forwarded to:

**Las Vegas Finance Center**  
PO Box 98515  
Las Vegas, NV 89193-8515  
or faxed to **702-798-2423**

Generally applicable reporting requirements may be found in the Code of Federal Regulations, for example:

State/Local Governments and Indian Tribes, see 40 CFR Part 31.  
Recipients other than State/Local Governments, such as Universities, etc., see 40 CFR Part 30. Cooperative Agreements for Superfund State Contracts for Superfund Response Action, see 40 CFR Part 35 Subpart O.

In addition, recipients should consult the terms and conditions of their assistance agreements for additional reporting requirements.