

For: State and County Offices

Death Payment Reason Code for Returned and Expired Treasury Check Replacement Requests

Approved by: Associate Administrator for Operations and Management

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1 Overview

A Background

In December 2014, with the release of FMMI-R 5.4, a change was implemented to identify payments to deceased customers on the NPS Manual Handling Worklist. The pre-payments were verified to determine the proper reason code for issuance. For payments made after the December 2014 release, the reason code was displayed on the ACH/Treasury Check Replacement and Expired Treasury Check Replacement Screens requiring no further action.

Currently, the ACH/Treasury Check Replacement and Expired Treasury Check Replacement Screens do not display the death payment reason for the following situations:

- initial payments issued before January 2015
- date of death was updated in Business Partner after initial payment was issued.

With the release of Integrated Financial Management (IFM) 6.4 in December 2015, new functionality has been implemented which requires NPS to verify the date of death in Financial Services before replacing ACH/treasury check replacement and expired check replacements.

This functionality will require the user to determine if payments are proper or improper. If the payment is deemed proper, the applicable reason code shall be selected. If payment is improper, a CCC check shall be issued to satisfy the established receivable.

B Purpose

This notice provides instructions for entering the death payment reason code for payments originally issued to deceased producers or for producers deceased **after** their original payment was issued.

Note: These instructions apply to both ACH/treasury and expired treasury check replacements.

Disposal Date	Distribution
June 1, 2016	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contact

If there are questions about this notice, State Offices shall contact the appropriate office as follows.

Issue	Contact
Software-related problems.	Contact the National Help Desk at 800-255-2434. Note: Select option 3 for hardware and FSA application software.
Policies or procedures for NPS	Contact either of the following: <ul style="list-style-type: none">• Jackie Pickens, FMD, by either of the following<ul style="list-style-type: none">• e-mail to jackie.pickens@wdc.usda.gov• telephone at 615-277-2613• Darla Noah, FMD, by either of the following:<ul style="list-style-type: none">• e-mail to darla.noah@kcc.usda.gov• telephone at 816-926-2516.
Policies or procedures for Financial Services	Contact either of the following: <ul style="list-style-type: none">• Yanira Sanabria, FMD, by either of the following:<ul style="list-style-type: none">• e-mail to yanira.sanabria@wdc.usda.gov• telephone at 202-772-6032• Mary Sue Tolle, FMD, by either of the following:<ul style="list-style-type: none">• e-mail to marysue.tolle@kcc.usda.gov• telephone at 816-926-5965.

D Accessing NPS for Treasury Disbursement Replacement

County Office employees shall access Treasury Disbursement Replacement in NPS according to 1-FI, paragraph 249.

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2 Death Payment Reason for ACH/Treasury Check Replacement Certification Approval Screen

A Death Payment Reason

The following is an example of an ACH/Treasury Check Replacement Certification Approval Screen displayed with the death payment reason “Payment Earned By Individual Before Death (30)”.

The “Death Payment Reason” code will be displayed in both the original and current disbursement information sections if the original payment had a death payment reason code and the producer is still confirmed deceased in Financial Services. Select “**Approve**” and CLICK, “**Submit**” to accept the action and return to the ACH/Treasury Check Replacement Certification Worklist. Treasury Check Replacement is ready for signing.

No further action is required.

ACH/Treasury Check Replacement Certification Approval Printer Friendly Help

Informational: Please verify the current customer information below.

Original Disbursement Information:

Jane Doe
Tax ID: _____ **Check #:** 40290681
Return Reason: Other **Processing Date:** 01/06/2015
Returned Date: 11/18/2015 **Amount (\$):** 892.50
State/Country: MI (26)-St. Joseph (149) **Request ID:** 1518651
Rollup Indicator: No
Foreign Address Line Indicator: No
Address Line 1: _____
City: Cibolo **State:** TX **Zip:** 78108
Disbursement Payee Type Description: Other Agency
Death Payment Reason: Payment Earned By Individual Before Death (30)

Current Replacement Disbursement Information:

Jane Doe
Disbursement Type: Check **Foreign Address Line Indicator:** No
Address Line 1: _____
City: STURGIS **State:** MI **Zip:** 49091-9310
Explanation of Change: _____
Replacement Status: Initial
Death Payment Reason: Payment Earned By Individual Before Death (30)

Action:

- Defer
- Reset Payment Processing
- Edit
- CCC Return Check
- Hold for Write-off
- Approve

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2 Death Payment Reason for ACH/Treasury Check Replacement Certification Approval Screen (Continued)

B Current Disbursement Death Reason Code Does Not Display

The following is an example of an ACH/Treasury Check Replacement Certification Approval Screen displayed with a payment earned before the death of the producer. The producer became deceased **after** the original disbursement was issued.

USDA United States Department of Agriculture
Farm Service Agency

National Payment Service

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ACH/Treasury Check Replacement Certification Approval [Printer Friendly](#) [Help](#)

Informational: Please verify the current customer information below.

Original Disbursement Information:

Jane Doe
Tax ID: S **ACH #:** _____
Return Reason: Invalid account number
Returned Date: 11/18/2015 **Processing Date:** 02/25/2015
State/County: OK (40)-COTTON (033) **Amount (\$):** 109020.00
Rollup Indicator: Yes **Request ID:** 1597114

Transmitted Banking Information:
Financial Account Identifier: 1277828
Routing Number: _____ **Account Number:** _____
Account Type: Checking **Account Owner:** PPD (Personal)
Disbursement Payee Type Description: Producer

Current Replacement Disbursement Information:

Jane Doe
Disbursement Type: ACH
Banking Information:
Financial Account Identifier: 1277828
Routing Number: _____ **Account Number:** _____
Account Type: Checking **Account Owner:** PPD (Personal)
Explanation of Change:
Replacement Status: Initial
Date of Death: 12/05/2013 **Date of Death Confirmed:** Yes

Customer is deceased. Select appropriate code per program guidelines.

1. Payment to producer is authorized because:

- Payment Earned By Individual Before Death (30)
- Tin Used To Identify Revocable Trust (32)

2. Payment to producer is NOT authorized:

- Issue CCC Return Check (22)

Action:

- Defer
- Reset Payment Processing
- Edit
 - CCC Return Check
- Hold for Write-off
- Approve

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2 Death Payment Reason for ACH/Treasury Check Replacement Certification Approval Screen (Continued)

B Current Disbursement Death Reason Code Does Not Display (Continued)

If the death reason code is not displayed in the current treasury disbursement information section but customer is now deceased, the ACH/Treasury Check Replacement Certification Approval Screen will be displayed with the following message: **“Customer is deceased. Select appropriate code per program guidelines”**.

- The “Date of Death” field will display the date as “XX/XX/XXXX”
- The “Date of Death Confirmed” field will be displayed as “Yes or No”.

If the “Date of Death Confirmed” field is displayed as “Yes” and:

- the producer is eligible to receive the payment, select either of following applicable death payment reasons:
 - Payment Earned by Individual Before Death (30)
 - TIN Used to Identify Revocable Trust (32)
- the payment is **not** authorized to the producer, select “Issue CCC Return Check (22).”

If the “Date of Death Confirmed” field is displayed as “No”, confirm the customer’s death in Financial Services before continuing payment processing.

Once the death payment reason is selected and the action to approve payment, **CLICK “Submit”** to certify the individual payment.

Note: If the certifying official tries to submit a treasury check replacement disbursement before selecting the applicable death payment reason, the following message will be displayed **“Error: Customer is deceased. Select a valid payment reason”**.

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2 Death Payment Reason for ACH/Treasury Check Replacement Certification Approval Screen (Continued)

C Current Disbursement Information for Death Payment Reason Displayed

The following is an example of an “ACH/Treasury Check Replacement Certification Worklist” Screen.

The screen will be displayed with the following message: **“Informational: Request “XXX” has been certified successfully and is ready for signing”**. See 1-FI, paragraph 253 for instructions on the ACH/treasury check replacement signing worklist.

The certifying officer will be returned to the:

- “ACH/Treasury Check Disbursement Replacement Worklist” if more payments require certifying
- “County Selection-Certification Worklist” if no other payments require certifying.

The screenshot shows the USDA National Payment Service interface. The header includes the USDA logo and the text "United States Department of Agriculture Farm Service Agency" and "National Payment Service". The main content area is titled "ACH/Treasury Check Replacement Certification WorkList" and features a navigation menu on the left. A prominent informational message states: "Informational: Request '915' has been certified successfully and is ready for signing." Below this, search parameters are displayed: "Your Request: State/County = KS (20) - Sheridan (179), Disbursement Type = ACH Direct Deposit/Check, Replacement Type = ACH/Treasury Check Replacement. Click [here](#) to change search parameters." It also shows "109 items found, displaying 1 to 10." Two items are listed:

Item Number	Name	Tax ID	S Amount (\$)	Return Reason	Returned Date	Processing Date	Request ID	Replacement Status	State/County
1.	Jane Doe	[redacted]	100.00	Bad Address	05/24/2013	05/24/2013	916	Initial	KS (20)-Sheridan (179)
2.	Jane Doe	[redacted]	1.00	Bad Address					

D Instruction Applicability

The instructions in this notice apply to both ACH/treasury and expired treasury check replacements.