PAYMENT PROCEDURES
FORM 3881

All grantees must use the U.S. Department of the Treasury's Automated Standard Application for Payments (ASAP) system. However, if you have been approved for pre-award costs your grant and you will be requesting reimbursement as soon as the grant is awarded, you may submit form Standard Form 3881 (SF 3881) with your first payment request. This is the only situation in which EPA will accept form SF 3881 and make a non-ASAP payment. All other pay requests must be made through the ASAP system.

In order to receive payment, the recipient must first complete the attached SF 3881, "Payment Information Form." Questions regarding completion of SF 3881 should be directed to the EPA Financial Management Office at 404-562-8200. All payments must be requested on the Standard Form 271 (SF 271), "Request for Advance or Reimbursement" that can be found in Section 22 of the SPAPs workbook.

When requesting your first payment, please send both the original SF 3881 and SF 271 to Payment Request, Grants and Technical Assistance Section, Water Management Division, Environmental Protection Agency, 61 Forsyth Street, SW, Atlanta, GA 30303. All subsequent payment requests must be through ASAP, but an original SF 271 must still be sent to the above address. Questions regarding the status of a particular payment request should be addressed to the Financial Management Office at 404 562-8200. As of February 2005, the persons in Financial Management Office responsible for each state are listed below:

Alabama	Kathie Johnson
Florida	Karen Gardner
Georgia	Virginia Martin
Kentucky	Audrey Simon
Mississippi	Josephine Hannah
North Carolina	Andrew Dunn
South Carolina	Renee Wootson
Tennessee	Darryl Walker

OMB No. 1510-0056

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. See reverse for additional instructions.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY		
AGENCY IDENTIFIER:	AGENCY LOCATION CODE (ALC):	ACH FORMAT: ☐ CCD+ ☐ CTX
ADDRESS:		
CONTACT PERSON NAME:		TELEPHONE NUMBER: ( )
ADDITIONAL INFORMATION:		

PAYEE/COMPANY INFORMATION

NAME	SSN NO. OR TAXPAYER ID NO.
ADDRESS	
CONTACT PERSON NAME:	TELEPHONE NUMBER: ( )

FINANCIAL INSTITUTION INFORMATION

NAME:	
ADDRESS:	
ACH COORDINATOR NAME:	TELEPHONE NUMBER: ( )
NINE-DIGIT ROUTING TRANSIT NUMBER: ___ ___ ___ ___ ___ ___ ___ ___ ___	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITOR ACCOUNT NUMBER:	LOCKBOX NUMBER:
TYPE OF ACCOUNT: ☐ CHECKING ☐ SAVINGS ☐ LOCKBOX	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)	TELEPHONE NUMBER: ( )

Instructions for Completing SF 3881 Form

Make three copies of form after completing. Copy 1 is the Agency Copy; copy 2 is the Payee/Company Copy; and copy 3 is the Financial Institution Copy.

1. Agency Information Section - Federal agency prints or types the name and address of the Federal program agency originating the vendor/miscellaneous payment, agency identifier, agency location code, contact person name and telephone number of the agency. Also, the appropriate box for ACH format is checked.

2. Payee/Company Information Section - Payee prints or types the name of the payee/company and address that will receive ACH vendor/miscellaneous payments, social security or taxpayer ID number, and contact person name and telephone number of the payee/company. Payee also verifies depositor account number, account title, and type of account entered by your financial institution in the Financial Institution Information Section.

3. Financial Institution Information Section - Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. Also, the box for type of account is checked, and the signature, title, and telephone number of the appropriate financial institution official are included.

Burden Estimate Statement

The estimated average burden associated with this collection of information is 15 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property and Supply Branch, Room B-101, 3700 East West Highway, Hyattsville, MD 20782 and the Office of Management and Budget, Paperwork Reduction Project (1510-0056), Washington, DC 20503.