

## 2. Collections.

- a. Appropriation reimbursements are collections for commodities, work or services furnished another government agency, appropriation, individual, firm or corporation which by law may be credited to the appropriation which financed or will finance such items or activities. **In the absence of statutory authority, fees and commissions paid either to the Government or to a Government employee for activities relating to official duties must be deposited in the Treasury as miscellaneous receipts.**
- b. Expenditure refund collections are proper for credit to an appropriation and treated as a reduction of expenditures. They must relate to previously recorded expenditures. Refunds of advances may be the result of travel or permanent change of station (PCS) or may be from contract work, other government agencies or other funds.
- c. Some examples of collections that are required by statute to be deposited with Treasury as miscellaneous receipts are Freedom of Information Act (FOIA) checks, jury and witness fees, pay telephone commission checks, Health Care Third Party recoveries, leases, licenses and certain Title 46 User Fee collections. These collections will never show up on your PES report.
- d. Examples of expenditure refunds are Travel Management Center rebates, utility rebates and repayment for unofficial use of government phones. If the FINCEN can identify the original document number, the credit expenditure will be applied to it. If the FINCEN cannot identify the original number, it assigns a nonstandard number.

3. Lockbox. The FINCEN has entered into an agreement with the Department of Treasury, Financial Management Service (FMS) to process check collections through Treasury's Lockbox network. FINCEN uses different banks for certain types of collections. A Post Office box is established and the remitter mails checks directly to the Post Office box. The Lockbox bank picks up mail numerous times each day from the Post Office box and processes the checks through the banking system. Copies of the checks and any backup information are sent to the FINCEN daily. The FINCEN reconciles the information and records the collection into DAFIS.

- a. There are multiple Post Office boxes established for Coast Guard collections. It is **CRITICAL** that collections are sent to the proper Post Office box.

**NOTE: DO NOT SEND CASH.**

- b. The categories and associated Post Office boxes are as follows:

- (1) Coast Guard Dining Facility (CGDF) Sale of Meal checks, cashier's checks and money orders should be sent to the following address:

U. S. Coast Guard  
SALE OF MEALS  
P. O. Box 530287  
Atlanta, GA 30384-0287

3. b. (1) A transmittal letter containing the unit OPFAC, amount of money transmitted less cost of money orders, and the month the sale was listed on the CGDF report must be submitted with all checks to the above address. Provide breakdown by month if transmittal covers multiple months.

Note: When transmittal contains more than 50 checks, separate checks into batches of 50 or less. Attach original transmittal letter to the first batch of 50 checks and a copy of the transmittal letter to each additional batch.

The FINCEN (OGP) issues an acknowledgment to the Dining Facility upon confirmation of the deposit from the Lockbox bank. Refer questions concerning collections to the FINCEN (OGP), (757) 523-6869.

- (2) Various Marine Safety Offices and Marine Inspection Offices collect Title 46 user fees. In accordance with Commandant (G-MP) policy letter of January 1992, forward these fees to the following address:

<u>Lockbox Address</u>	<u>Street Address for Courier/ Express Mail, e.g., FEDEX</u>
U. S. Coast Guard USER FEES P. O. Box 740182 Atlanta, GA 30374-0182	Bank of America Attn: 740182 1075 Loop Road, 2 <sup>nd</sup> Floor College Park, GA 30337

- (3) Send travel advance repayments and accounts receivable payments to:

<u>Lockbox Address</u>	<u>Street Address for Courier/ Express Mail, e.g., FEDEX</u>
U. S. Coast Guard ART/Others P. O. Box 403391 Atlanta, GA 30384-3991	PNC Bank Attn: 641020 960 Fort Duquesne Blvd. Pittsburgh, PA 15222

All travel advance repayments should be sent with a copy of the travel advance repayment letter. Receivables include payments received for third party medical claims initiated by Commandant (G-KRM-1), and household good damage claims initiated by second district legal. A copy of the applicable bill should be sent with the payment for any receivable transaction.

- (4) Send all Civil Fines and Penalties checks to:

<u>Lock Box Address</u>	<u>Street Address for Courier/ Express Mail, e.g., FEDEX</u>
U. S. Coast Guard CIVIL FINES AND PENALTIES P. O. Box 100160 Atlanta, GA 30384-0160	Bank of America Attn: 100160 1075 Loop Road, 2 <sup>nd</sup> Floor College Park, GA 30337

- (5) Deposits for certificates of financial responsibility (COFR) issued by the National Pollution Funds Center, non-military certificates issued by Commandant (G-P) and imprest funds should be sent to:

U. S. Coast Guard  
CNI  
P. O. Box 530293  
Atlanta, GA 30348-0293

- (6) Checks from the National Pollution Funds Center should be sent to:

U.S. Coast Guard  
NPFC  
P.O. Box 640545  
Pittsburgh, PA 15264-0545

- (7) Checks sent to Coast Guard for vessel inspections should be sent to:

<u>Lockbox Address</u>	<u>Street Address for Courier/ Express Mail, e.g., FEDEX</u>
U.S. Coast Guard INSPECTION FEES P.O. Box 105663 Atlanta, GA 30348-5663	Bank of America Attn: 105663 1075 Loop Road, 2 <sup>nd</sup> Floor College Park, GA 30337

- (8) Deposits for any other type of check or money orders should be sent to the OTHERS lockbox. If you have any doubt as to which lockbox to use, then send the deposit to the following address:

U. S. Coast Guard  
OTHERS  
P. O. Box 403391  
Atlanta, GA 30384-3391

**NOTE: Do not mail checks to the FINCEN. This will cause a delay in processing because the FINCEN will have to mail the checks to the proper Post Office Box.**

4. **Credit Card Collection Network.** The Treasury has contracts with various banks to accept payments with selected personal credit cards. When units want to use this method as a collection tool, contact FINCEN (OGR), (757) 523-6933.

**5. Wire Transfers.**

- a. Wire Transfers from customers/vendors occur frequently in the U. S. Coast Guard. The correct procedures and information need to be used for these transactions to happen properly.
- b. When a customer attempts to wire U. S. Dollars to the U. S. Coast Guard the following wire payment instructions are necessary:
  - (1) Send to: **Federal Reserve Bank, New York City, NY**  
(via any U.S. bank)
  - (2) Beneficiary (BNF): **70060000**  
The U.S. Treasury Agency Location Code for the U.S. Coast Guard
  - (3) ABA Number: **021030004 Treas NYC**  
The receiver's Financial Institution (FI) – American Banking Association (ABA) number for the U. S. Coast Guard.
  - (4) Type/Subtype code: **10 00 (Type/subtype code is mandatory)**
  - (5) Originator to Beneficiary (OBI): **For description.** Cite the Bill Number(s) in the description.