

**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.

- 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:

United States Coast Guard Sale of Meals  
PO Box 70988  
Charlotte, NC 28272-0988

For overnight courier:  
Wachovia QLP Wholesale Lockbox **D1113-022**  
Lockbox #70988  
1525 West WT Harris Blvd  
Charlotte, NC 28262  
Account number: 2000020792817

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</u>
United States Coast Guard User Fees PO Box 70983 Charlotte, NC 28272-0983	Wachovia QLP Wholesale Lockbox <b>D1113-022</b> Lockbox #70983 1525 West WT Harris Blvd Charlotte, NC 28262 Acct # 2000020792794

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

<u>Lockbox Address</u>	<u>Street Address for Courier/ Express Mail</u>
United States Coast Guard ART PO Box 70969 Charlotte, NC 28272-0969	Wachovia QLP Wholesale Lockbox <b>D1113-022</b> Lockbox #70969 1525 West WT Harris Blvd Charlotte, NC 28262 Acct # 2000020792778

All travel advance repayments should be sent with a copy of the travel advance repayment letter. A copy of the applicable bill should be sent with the payment for any receivable transaction. FOIA payments should be sent with a copy of the FOIA letter/bill.

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

<u>Lock Box Address</u>	<u>Street Address for Courier/ Express Mail</u>
United States Coast Guard CFP PO Box 70945 Charlotte, NC 28272-0945	Wachovia QLP Wholesale Lockbox <b>D1113-022</b> Lockbox #70945 525 West WT Harris Blvd Charlotte, NC 28262 Acct # 2000020792749

- (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:

United States Coast Guard CNI  
 PO Box 70976  
 Charlotte, NC 28272-0976

For overnight courier:  
 Wachovia QLP Wholesale Lockbox **D1113-022**  
 Lockbox #70976  
 1525 West WT Harris Blvd  
 Charlotte, NC 28262  
 Account number 2000020792781

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

Contact NPFC at 202-493-6826 for guidance.

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

<u>Lockbox Address</u>	<u>Street Address for Courier/ Express Mail</u>
United States Coast Guard Vessel Inspection Fees PO Box 70952 Charlotte, NC 28272-0952	Wachovia QLP Wholesale Lockbox <b>D1113-022</b> Lockbox #70952 1525 West WT Harris Blvd Charlotte, NC 28262 Acct # 2000020792765

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

United States Coast Guard ART  
 PO Box 70969  
 Charlotte, NC 28272-0969

For overnight courier:  
 Wachovia QLP Wholesale Lockbox **D1113-022**  
 Lockbox #70969  
 1525 West WT Harris Blvd  
 Charlotte, NC 28262  
 Account number 2000020792778

**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.