Supplemental Information for the Application for Service

A. Terms of Service

It is the policy of the Meat Grading and Certification (MGC) Branch to begin providing services to new accounts or companies that change ownership on a cash on delivery (COD) basis. Once service is provided for a minimum of 2 years, the plant may request we convert the account to a normal billing cycle.

For accounts that are on a normal billing cycle, Account Statements are issued by the National Finance Center at the end of the month. Payment is due by the 25th of the month following the date of the invoice. For example, an invoice date of July 31, 2006 means the payment is due by August 25, 2006.

The Government charges a 15% interest rate for delinquent balances. If the payment is not applied to the account by the 25th of the month, interest will be assessed and will not be waived.

Accounts with a payment history that demonstrates chronic late payments will be converted to a COD basis of service. When accounts are converted to COD basis of service due to payment history issues, they will not have the option to revert to a normal billing cycle.

B. Points to Consider that Ensure Timely Processing of Checks:

Electronic Fund Transfer (EFT) payments are applied to the account in a timely manner. If you indicate you are interested in making EFT payments, we will provide the necessary information.

If payment is via check, the time lapse between when you mail the check and the payment is applied to the account is 7 to 10 days. This means that checks should be mailed by the 15th of the month. Interest and penalty fees will not be waived for late payments.

Include your account number on the memo portion of the check to ensure payment is applied properly.

Include the Account Statement stub with the payment.

I have read and understand the information outlined above.

_____ _____

Name and Title – Printed Signature

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Date