

## Completion Instructions for Submittal of the Specialty Crops Inspection (SCI) Division Vendor Form for Audit Services

All applicants choosing to have a USDA specialty crops must follow the following steps to set up or update their account with the USDA billing office prior to the scheduling or completion of the audit service.

1. Complete the [SCI Division Vendor Form SC-430](#). See the attached example for how to complete the form.
2. Send the form to SCI Division Audit Services Branch (ASB) using one of the following methods:
  - a. Email to [SCReimbursement@usda.gov](mailto:SCReimbursement@usda.gov)
  - b. Fax to 866-230-9168
  - c. Mail to:

USDA, AMS, SCI, ASB  
1400 Independence Avenue,  
SW Stop 0247, Room 1566-S  
Washington, DC 20250-0247

Please note that, while the bill will not be issued until after certification or audit documentation is completed, failure to set up an account or to pay the USDA bill will be reason to cancel the USDA audit certification.

If you have any questions, please contact the Audit Services Branch at 202-720-5021 or [SCAudits@usda.gov](mailto:SCAudits@usda.gov)



**SPECIALTY CROPS INSPECTION DIVISION  
VENDOR FORM**

**TO BE FILLED OUT BY THE ORIGINATING OFFICE**

CHECK ONE:  NEW APPLICANT  UPDATING EXISTING APPLICANT INFORMATION

DATE:		PACA LICENSE NUMBER:	
October 1, 2018		N/A	
ORIGINATING OFFICE (include office # and state):		APPLICANT NUMBER (IF NEW LEAVE BLANK):	
N/A			
APPLICANT NAME:		CONTACTS:	
John Smith Farm and Market		John Smith	
ADDRESS (STREET ADDRESS REQUIRED):	CITY	STATE:	ZIP:
123 Farm and Market Road	Anywhere	NY	12345
BILLING ADDRESS (IF DIFFERENT THAN STREET ADDRESS):	CITY:	STATE:	ZIP:
P.O. Box 123	Anywhere	NY	12345
DOING BUSINESS AS (Use this section if certificate recipient is different to the person above):			
PHONE:		FAX:	
100-222-3456		100-222-3457	
EMAIL:		TAX ID NUMBER (REQUIRED):	
johnsmith@farmandmarket.com		10-12345678	
<input checked="" type="checkbox"/> <b>SCENARIO A:</b> AN APPLICANT THAT IS NOT LISTED IN THE FEIRS/BIIS GLOBAL LIST OF APPLICANTS. <input type="checkbox"/> <b>SCENARIO B:</b> AN APPLICANT THAT IS LISTED IN THE GLOBAL FEIRS/BIIS DATABASE, BUT DOES NOT HAVE AN ACCOUNT NUMBER FOR THE LOCAL OFFICE.			
APPLICANT WILL BE A:		DATE SENT TO SERVICE CENTER OR BILLING STAFF:	
<input checked="" type="checkbox"/> BILLING <input type="checkbox"/> COD		September 28, 2018	

**TO BE FILLED OUT BY SERVICE CENTER OR BILLING STAFF**

DATE RECEIVED:	FMMI NUMBER:
APPLICANT NUMBER GENERATED (LIST NUMBER HERE):	NOTES:
	For audit services, submit the form via one of these methods: - by email to <a href="mailto:SCReimbursement@usda.gov">SCReimbursement@usda.gov</a> - by fax to 866-230-9168 - by mail to: USDA, AMS, SCI, ASB 1400 Independence Avenue, SW Room 1566-S, Stop 0247 Washington, DC 20250-0247
DATE ENTERED INTO FEIRS/BIIS & FMMI:	
DATE ORIGINATING OFFICE NOTIFIED APP. IS IN FEIRS/BIIS & FMMI:	