

Title 440 - Conservation Programs Manual
Wetlands Reserve Program

Exhibit 514.69f

TO: CED, XXXX Parish FSA Office

FROM: XXXXX State Executive Director

SUBJECT: Wetlands Reserve Program – Processing Payments for NRCS

This memorandum is your authorization to make the WRP payment(s) for the following:

Contract Number	Landowner	Payee	Amount
66-7217-8-3021703	E. Edwards	Smith & Smith, Inc.	(Fees) \$2,000
66-7127-8-3021603	S. Jones	Smith & Smith, Inc.	(Fees) \$1,500

The following action is required when processing WRP payments:

1. WRP payments should always be made by Direct Deposit,
2. Attach Standard Form 1199A, Direct Deposit, to this memorandum,
3. After completing the payment disbursement process, take the following action:
 - ?? Enter “1, Accounting” on menu FAX07001
 - ?? Enter “10, Direct Deposit Function”
 - ?? Enter “6, Print Transmission Verification Report”
 - ?? Sign on with Telecommunications
 - ?? On menu FAX250, enter “6, Telecommunications Functions”
 - ?? On FAX271, enter “7, Queue Direct Deposit Transmission File”
4. Verify that the landowner is not on the Debt Register before processing any payments, and
5. After the payments have been made, forward a copy of the “Transaction Statement” to this office.

Contact xxxxxxxxxxxx if additional assistance is needed.