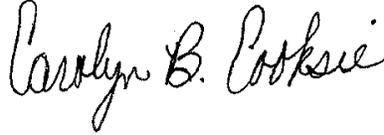


For: State and County Offices

**National Receipts and Receivables System (NRRS) Lockbox Schedule of Deposit Processing**

Approved by: Associate Administrator of Operations and Management



**1 Overview**

**A Background**

Some lockbox counties have been using the wrong remittance type when preparing their schedules of deposit. As a result, the county’s schedule of deposit will not have the lockbox address printed on it.

**B Purpose**

This notice provides instructions for using NRRS lockbox schedule of deposit processing.

**C Contacts**

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact the appropriate office as follows.

Issues	Contact
Software	National Help Desk at 800-255-2434 or 816-926-1552.  <b>Note:</b> Select option: <ul style="list-style-type: none"> <li>• “1”, for problems with NRRS</li> <li>• “3”, for hardware and other software.</li> </ul>

Disposal Date	Distribution
November 1, 2010	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts (Continued)

Issues	Contact
Policy	<p>Any of the following:</p> <ul style="list-style-type: none"> <li>• Stephen Yulich by either of the following:               <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:stephen.yulich@kcc.usda.gov">stephen.yulich@kcc.usda.gov</a></li> <li>• telephone at 816-926-6453</li> </ul> </li> <li>• Veronica Richardson by either of the following:               <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:veronica.richardson@wdc.usda.gov">veronica.richardson@wdc.usda.gov</a></li> <li>• telephone at 703-305-1416</li> </ul> </li> <li>• Jackie Pickens by either of the following:               <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:jackie.pickens@wdc.usda.gov">jackie.pickens@wdc.usda.gov</a></li> <li>• telephone at 703-305-1310.</li> </ul> </li> </ul>

2 Preparing a Lockbox Schedule of Deposit

A Selecting “Remittance Type”

The remittance type “LockBox” must be used when preparing a schedule of deposit. This is an available selection on the NRRS “Prepare Schedule of Deposit” menu.

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**2 Preparing a Lockbox Schedule of Deposit (Continued)**

**B Mailing the Deposit**

CCC lockbox deposit offices shall send all remittances for deposit and a copy of CCC-257 to either U.S. Bank or CCC Lockbox according to this table.

<b>IF the deposit is being delivered by...</b>	<b>THEN use...</b>
courier or express service (for example, FedEx deliveries require a street address)	U.S. Bank Attention: Wholesale Production Manager CCC 257 Lockbox Bank 3968 1005 Convention Plaza St. Louis, Missouri 63101 Telephone: 314-418-1079.
regular mail service  <b>Note:</b> This is the only address that is printed using the NRRS Lockbox Schedule of Deposit.	CCC-Lockbox P.O. Box 790134 St. Louis, Missouri 63179-0134.

**Note: Do not send schedule deposits or related copies of schedule of deposits to Kansas City.**

**C Correcting Wrong Type Selection**

If the incorrect remittance type is selected, then correct according to this table.

<b>IF deposit should have been lockbox and the schedule...</b>	<b>THEN...</b>
has <b>not</b> been verified	refer to Notice FI-2960, delete the prepared portion of the schedule and prepare it correctly as lockbox.
has been verified	write the lockbox information on the schedule of deposit and mail it to the correct address according to subparagraph B.

**Note:** Verify all schedules through NRRS.