

530.142C Payment Review Checklist for CARPs

Payment Review Checklist	
Participant Name: _____	CIN #(s): _____
Contract Number: _____	Payment #: _____
Service Center: _____	Amount: \$ _____
1. Ensure CARP was calculated correctly	
<input type="checkbox"/> Verify correct amount is entered to calculate the payment within the CARP database.	
2. Direct Deposit Review of SF-1199A	
<input type="checkbox"/> SF-1199A names match the NRCS-CPA-1245 and NRCS-CPA-1202 or NRCS-CPA-152.	
<input type="checkbox"/> A separate SF-1199A exists for each participant receiving a payment per the NRCS-CPA-1202 and NRCS-CPA-1245.	
<input type="checkbox"/> Routing number and bank account number are filled in on SF-1199A and match vendor info in ProTracts.	
<input type="checkbox"/> Participants have verified their bank account information is current and correct. Verification date: _____	
<input type="checkbox"/> Electronic funds transfer (EFT) waiver in lieu of direct deposit, if applicable.	
3. Determine Assignments with NRCS-CPA-1236 or CCC-36 (if applicable)	
<input type="checkbox"/> NRCS-CPA-1236 or CCC-36 is signed and dated by participant.	
<input type="checkbox"/> NRCS-CPA-1236 or CCC-36 indicates contract item or dollar amount of assignment.	
<input type="checkbox"/> NRS-CPA-1236 or CCC-36 is signed and dated by the assignee and matches the SF-1199A.	
4. Optional: Additional Notes	
5. Optional: Payment Review Completed By:	Date:
6. Optional: NRCS Electronic Approval Signature:	Date:
The NRCS-CPA-1245 must be maintained in the electronic file as per 440-CPM-530-E-530.42B.	