


530.142C Payment Review Checklist for PISPs

Payment Review Checklist	
Participant Name: _____	CIN #(s): _____
Contract Number: _____	Payment #: _____
Service Center: _____	Amount: \$ _____
1. Ensure PISP was calculated correctly	
 Verify correct amount is entered to calculate the payment within the PISP database.	
2. Direct Deposit Review of SF-1199A	
SF-1199A names match the NRCS-CPA-1245 and NRCS-CPA-1202 or NRCS-CPA-152. A separate SF-1199A exists for each participant receiving a payment per the NRCS-CPA-1202 and NRCS-CPA-1245. Routing number and bank account number are filled in on SF-1199A and match vendor info in ProTracts. Participants have verified their bank account information is current and correct. Verification date: _____ Electronic funds transfer (EFT) waiver in lieu of direct deposit, if applicable.	
3. Determine Assignments with NRCS-CPA-1236 or CCC-36 (if applicable)	
NRCS-CPA-1236 or CCC-36 is signed and dated by participant. NRCS-CPA-1236 or CCC-36 indicates contract item or dollar amount of assignment. 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.	