

How to Return NMBCA or NAWCA Grant Funds (for Grantees Outside of the USA)

[Updated March 2017]

A. If you need to return grant funds and your organization is outside the USA, but your bank is in the USA, please follow these instructions:

1. First contact your FWS Project Officer to determine the exact amount to be returned. Then write a check for that amount made out to the "U.S. Fish and Wildlife Service".
2. Send the check to:
U.S. Fish and Wildlife Service Headquarters [MS: MB]
5275 Leesburg Pike, Falls Church, VA 22041-3803, USA
Tel: +1.703.358-2472; Fax: +1.703.358-2282
3. At the top of the address (but not on the check) put the name of the FWS staff in charge of your project, e.g., **Andrea Grosse, NAWCA Mexico Program Coordinator**.
4. In the cover note, give the award number, project number and name of the grant, e.g., **F15AP00000 (9999) "Conserving birds III"**

B. If you need to return grant funds, and your bank is outside the USA, first contact your FWS Project Officer to determine the exact amount to be returned. Then follow the instructions below (after the Spanish instructions).

Como devolver fondos a NMBCA o NAWCA

A. Si su organización utiliza un banco en los EE.UU., las instrucciones son las siguientes:

1. Primero, contacte a su Administrador de Subsidios del FWS ("FWS Project Officer") para determinar el monto exacto a ser restituido. Luego escriba un cheque por ese monto exacto, a nombre de "U.S. Fish and Wildlife Service".
2. Envíe el cheque a:
U.S. Fish and Wildlife Service Headquarters [MS: MB]
5275 Leesburg Pike, Falls Church, VA 22041-3803, USA
Tel: +1.703.358-2472; Fax: +1.703.358-2282
3. Junto a la dirección (pero NO en el cheque) ponga el nombre del Administrador de Subsidios del FWS de su proyecto, por ejemplo, **Andrea Grosse, NAWCA Mexico Program Coordinator**.
4. En la carta de presentación, indique el número de subsidio ("award number"), número de proyecto de cuatro dígitos ("project number"), y el nombre del proyecto, por ejemplo, **F15AP00000 (9999) "Conserving birds III"**.

B. Para las organizaciones con banco fuera de los EE.UU., primero contacte a su Administrador de Subsidios del FWS ("FWS Project Officer") para determinar el monto exacto a ser restituido. Luego utilice las instrucciones que se encuentran al final de este documento.



The Financial Management Service International Treasury Services

RECEIVING BANK ACCOUNT INSTRUCTIONS TO RECEIVE INTERNATIONAL ELECTRONIC FUND TRANSFERS

This account is for **U.S. Dollars (USD)** only. The payment must be sent in USD or it will be returned to the sender.

Beneficiary Account:	Federal Reserve Bank of New York/ITS (Can abbreviate: FRBNY/ITS)
Account Number:	36838868
SWIFT Code:	CITIUS33
Bank:	Citibank N.A. (New York)
Bank Address:	388 Greenwich Street, New York, NY 10013
Payment Details (Line 70):	ALC 14160006 Fish and Wildlife Services
Detail of Charges (line 71a):	Our

Note, for a USD payment, the payment sender must include the **Agency's ALC** and the **Agency name** (may be abbreviated to save space) in the Payment Details (Line 70) section of the SWIFT message. This information must be in this section of the payment instructions or ITS will not be able to identify for which Agency the payment is intended. Without this identifying information, ITS will be required to return the payment as unidentified or unable to locate.

The receiving account is in the name of "Federal Reserve Bank of New York/ITS" and the payment originator should list that as the name on the beneficiary account. Additionally, instruct the sender to code line 71A (Detail of Charges) as "Our" or "Charge Our". This will charge any processing fees back to the sender and prevent them from being debited from the payment.