

Requesting Payment for Domestic ASAP-Waived Recipients

How does a FWS recipient receive payment if they are waived from ASAP?

All recipients that are waived from ASAP must request payment using either the standard form [SF-270, Request for Advance or Reimbursement](#) or the [SF-271, Outlay Report and Request for Reimbursement for Construction Programs](#). The recipient must sign each payment request. The completed SF-270 or SF-271 is submitted to the FWS Program staff.

For domestic recipients with a U.S. Bank:

- The FWS Program staff must complete the [IBC Payment Package Cover Sheet for Domestic ASAP Waived Financial Assistance Recipient or Non-Domestic Financial Assistance Recipient with U.S. Bank](#) within 30 business days of receipt of a payment request. The payment cover sheet and the SF-270 or SF-271 is submitted to an FWS FBMS User with the FBMS Document Content Manager role. Instructions and contact information for the Document Content Manager can be found on https://inside.fws.gov/go/post/FBMS-BP_AP.
- The FBMS User with the FBMS Document Content Manager role must scan the payment cover sheet and SF-270 or SF-271 into FBMS for processing by Interior Business Center (IBC) staff.
- IBC staff will verify that the recipient is waived from ASAP before making payment. IBC will process complete and signed payment requests for ASAP waived recipients within 5 business days of receipt.
- Payments to ASAP waived domestic recipients and foreign recipients with a U.S. Bank are made to the recipient's bank account via EFT.



Note: Microsoft Word documents can only be accessed in Google Chrome and Mozilla Firefox