

FEMA Return of Funds Form

To return funds to FEMA, mail the completed Return of Funds Form and check to the appropriate lockbox address below. If the payment is sent via another method please email the completed form to fema-finance-accountsreceivable-deposits@fema.dhs.gov

Note: Form may be completed by FEMA Grant POC and provided to grantee. If not provided, grantee should complete all applicable fields.

Grantee Name:		EIN:
Contact Name:		Contact Email/Tel:
Payment System Used :	<input type="checkbox"/> PARS <input type="checkbox"/> AFG <input type="checkbox"/> HHS/PMS <input type="checkbox"/> Lost Wages <input type="checkbox"/> Other: _____	
Check #:	Total Check Amount:	Check Date:

Grant Number	ACCS Line/Funding Information	Type of Return	Return Funds to Award	Amount
Total:				

Instructions:

Grantee Name. Name of the grantee returning the funds. It should match the name on the SF-424 for the award(s).

EIN. Federal Employee Identification Number.

Contact Name/Email/Tel. Name and contact information of the form preparer.

Check #. List only one check number per form.

Payment System Used. Check the appropriate box to indicate the payment system used. If selecting "Other," please provide a description.

Grant Number and ACCS line/Funding Information.

- Program Type. Include program type (i.e. HMGP, PA, IA-CC-ISP, etc.) for disaster awards along with grant number. Example: FEMA-DR-XX-9999 HMGP.
- ACCS line. Located on the obligating document (FEMA Form 76-10) or the period of performance establishment letter for disaster awards.

Type of Return.

- Interest. Funds returned due to interest.
- Refund. Funds to be applied against the grant.
- LWA Overpayment. Lost Wages Assistance funds returned due to overpayment.
- LWA Return of Ineligible Payments. Lost Wages Assistance funds returned due to payments made to ineligible recipients.

Return Funds to Award.

- Yes. Funds are to be returned to the obligation. Note, the grantee will have the ability to redraw the funds.
- No. Grant is closed and funds should not be returned to the obligation.

Amount. Amount returned to each individual ACCS line. The total amount must tie to the Total Check Amount.

How to Pay	Method
Website	Grantees and State, Local, Tribal & Territorial Governments Payments FEMA.gov
Check or Money Order Payable to FEMA	US Mail FEMA P.O. Box 6200-16 Portland, OR 97228-6200
	Overnight Delivery/Courier Payments (i.e., UPS, DHS, and FedEx) US BANK - Government Lockbox Attn: DHS-FEMA - 6200-16 17650 NE Sandy Blvd. Portland, OR 97230
ACH (Automatic Clearing House)	FEMA ABA: 0510-3670-6 Account Number: 540048
Fed Wire	Type / Sub Type Code: 1000 Financial Institution: 021030004 TREAS NYC Account #: D-70070002-FEMA

Questions? Contact our Finance Center

Monday-Friday 9:00 a.m. to 4:00 p.m. EST
 Phone: 866-804-2469
 Email: FEMA-Finance-AccountsReceivable-Deposits@fema.dhs.gov

Fax: 540-504-1852
 If you use a video relay service, captioned telephone service, or other communication services, please provide FEMA the specific number assigned for that service.



FEMA