

**INFORMAL COMPLAINT TO BE FILED UNDER  
THE PERISHABLE AGRICULTURAL COMMODITIES ACT**

**Complaining Party:**

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 \_\_\_\_\_ Phone No: \_\_\_\_\_  
 \_\_\_\_\_ Fax No: \_\_\_\_\_  
 PACA License No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Complaint To Be Filed Against:**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 \_\_\_\_\_ Fax No: \_\_\_\_\_  
 PACA License No.: \_\_\_\_\_ Email: \_\_\_\_\_

If there is a dispute, or the complaint does not involve unpaid invoices, please state your claim below. You may also attach a separate letter describing the dispute. Please be sure to include copies all relevant documents, such as invoices, passings, bills of ladings, and inspections. If a broker was involved, please provide name and address of the broker, along with copies of the confirmations of sale, and/or any other documents issued by the broker.

**Please Provide Your Written Explanation Below:**

Please use the table below to list the unpaid invoices. If you require more space you may use a separate sheet of paper to list the invoices and amounts due.

<u>Invoice No.</u>	<u>Date Shipped</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Balance Due</u>
Total Claim Amount:				

**Documents and items required with this complaint:**

- \$100 Filing Fee. Please make checks payable to “**USDA-AMS**”
- Include copies of supporting transaction documents such as: Invoices, Revised Invoices, Passings, Account Statements, Credit Memorandums, Payment Term Agreements, Contracts, Bills of Lading, Confirmations of Sale, and Inspection Certificates

**Please Note; Complaints received without the Filing Fee cannot be processed.**

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**If you prefer, you may pay the filing fee with a credit card. If so, please provide the following information:**

Check Type of Credit Card:    \_\_\_ Visa                    \_\_\_ MasterCard            \_\_\_ American Express            \_\_\_ Discover

Indicate Credit Card Charge Amount:    \_\_\_ Informal, \$100    \_\_\_ Formal, \$500    \_\_\_ Other, \$ \_\_\_\_\_

Account No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Card Holder Signature: \_\_\_\_\_  
(Please Print as Shown on Card)

Daytime Phone No: \_\_\_\_\_ Contact Name: \_\_\_\_\_

**USDA PACA Field Offices:**

**[www.ams.usda.gov/paca](http://www.ams.usda.gov/paca)**

U.S. Department of Agriculture  
AMS, F&V Programs, PACA Branch  
Tucson Federal Building, Room 7 T  
300 West Congress Street  
Tucson, AZ 85701-1319  
Telephone: 800-495-7222 (toll free) Ext. #5  
Fax: 520-670-4798  
Email: PACAwest@ams.usda.gov  
**States Served:** AZ, CA, CO, ID, IA, KS, MN, MO,  
MT, ND, NM, NE, NV OR, SD, UT, WA, WY, AK, HI

U.S. Department of Agriculture  
AMS, F&V Programs, PACA Branch  
819 Taylor Street  
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Telephone: 800-495-7222 (toll free) Ext. #4  
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Email: PACAcentral@ams.usda.gov  
**States Served:** AL, AR, FL, IL, IN, KY, LA,  
MI, MS, OK, TN, TX, WI

U.S. Department of Agriculture  
AMS, F&V Programs, PACA Branch  
100 Riverside Parkway, Suite 101  
Fredericksburg, VA 22406  
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Fax: 540-373-2690  
Email: PACAeast@ams.usda.gov  
**States Served:** CT, DC DE, GA, ME, MD, MA NC,  
NH, NJ, NY, OH, PA, RI, PR, SC, VA, VI, VT, WV, Guam