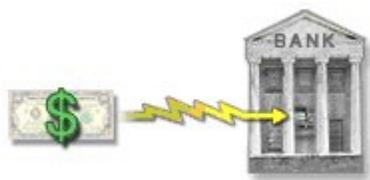


What is *E-SHARE*?

E-SHARE is the United States Marshals Service program to change equitable sharing* from a paper U.S. Treasury check to a direct deposit into the state and local law enforcement agency's bank account.



What is the impact of the *E-SHARE* program?

- Your equitable sharing payment reaches you faster.
- Your share is **deposited directly** into your agency bank account.
- You will receive an email notice that funds have been deposited.
- Both the deposit and the email notification are automated.

*The best source for basic information about the equitable sharing program is *A Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies* published by the Department of Justice, Asset Forfeiture and Money Laundering Section (AFMLS).



DOJ Investigative Agencies

How do I know an **E-SHARE** payment was made?

USMS Districts will send the applicable IA and/or USAO a copy of the Payment Confirmation Report every time a payment is made.

How do I know when my state is going to start E-Sharing?

Refer to the USMS/AFO web page for transition schedule. USMS/AFO will continue to hold Video Telephone Conferences (VTC) to discuss the ongoing implementation of the **E-SHARE** Program nation-wide. Please contact the **E-SHARE** helpdesk for information about the next VTC.

How will I know that other Federal Agencies are being paid?

Federal Agencies will be paid through the IPAC process. USMS Districts will email or fax IPAC Payment Reports each time a payment is made. AFO will email the report to federal agencies head quarter offices.

How do we set up a new state and local law enforcement agency to receive **E-SHARE** payments?

Please contact the **E-SHARE** helpdesk at e.share.help@usdoj.gov or call 202.307.9205, fill out an ACH form, and submit it.

How do I answer a question from a State and Local Law Enforcement Agency if they didn't receive the expected amount?

You may refer to CATS for all information pertaining to an asset and the proceeds being disbursed.

What happens now that I cannot present checks?

You may ask your agencies to prepare a cardboard check or you may request one from the Asset Forfeiture Office.

E-SHARE is an Asset Forfeiture program

- **E-SHARE** payments are related to your Department of Justice Asset Forfeiture Fund Equitable Sharing Payments only.
- **E-SHARE** is not related to any other source of funds that you may receive via electronic funds transfer (EFT) such as federal grants, U.S. Treasury Forfeiture Fund Disbursements, or any other federal payments.

E-SHARE is NOT Optional

- State and local law enforcement agencies cannot opt-out of **E-SHARE**. All payments will be made electronically via **E-SHARE**.
- The Debt Collection Improvement Act of 1996 states: "All Federal payments made after January 1st, 1999 shall be made by EFT."

EFT Equitable Sharing Payments are

Fast • Efficient • Accurate

State and Local Law Enforcement Agencies

What changes affect state and local law enforcement agencies? Very few.

The most significant change is the payment method. Instead of a paper check, funds will be electronically transferred.

| Change | Impact |
|-----------------------------|---|
| <i>Payment Format</i> | <ul style="list-style-type: none"> • Equitable Sharing Payments will be deposited directly into bank account. • A separate payment will always be made for each asset being shared. |
| <i>Payment Notification</i> | <ul style="list-style-type: none"> • An email notification is sent within five business days after funds are deposited in your bank account. |
| <i>Payment Policy</i> | <ul style="list-style-type: none"> • Sharing amounts under \$50 will now be paid. |

E-SHARE does not change the Equitable Sharing Program

- The Equitable Sharing Program concept.
 - The request process (DOJ Form DAG-71).
 - The approval process (DOJ Form DAG-72).
- } Remain the same

Impact on Non-DOJ Federal Agencies

Payments from the DOJ Asset Forfeiture Fund to Other Federal agencies will be sent through Interagency Payment and Collections (IPAC). IPACs are transfers between agencies.

The monthly payment process will be as follows:

- The USMS District Office processes the equitable sharing obligation in STARS.
- The USMS District Office faxes certified Equitable Sharing (ES) memorandum to USMS Finance and the receiving agency to initiate an IPAC payment.
- USMS Finance Office makes headquarters IPAC payments.

USMS Finance will get information to non-DOJ agencies relative to IPAC transactions as follows:

- AFO Finance sends IPAC voucher report to non-DOJ IA-HQ.
- Copy of ES memorandum sent by District to non-DOJ IA-HQ.
- District provides IPAC payment report to DOJ-IA and USAO.

What do the changes mean?

- Payments go to agency headquarters, not to local offices.
- The point of contact for follow-up information about an Equitable Sharing obligation is the USMS District Office.



Department of Justice Components

What changes affect state and local law enforcement agencies?

The payment format and notification method will change, as described below.

| Change | Impact |
|-----------------------------|--|
| <i>Payment Format</i> | <ul style="list-style-type: none"> • There are no hard copy checks to present to state and local agencies. • For ceremonial presentations, AFO will provide DOJ agencies with a check template. • Agencies may fill out check template and enlarge it for check presentation. |
| <i>Payment Notification</i> | <ul style="list-style-type: none"> • State and local agencies will receive email notification of EFT deposit. • USMS District offices will provide the Payment Confirmation Report to DOJ agencies. • State and local law enforcement agencies may have questions about payment details that can be provided by the U.S. Marshals Service on the equitable sharing memorandum, IAs and USAOs can research that information in CATS reports. |
| <i>Payment Policy</i> | <ul style="list-style-type: none"> • Previously, amounts under \$50 were not paid. Now all amounts will be paid. |

State and Local Law Enforcement Agencies

Participating in the Program

- USMS is implementing the **E-SHARE** program on a state-by-state basis.
- Refer to the USMS website for the implementation schedule, ACH form and instructions, and contact information.
- If your state has not been transitioned to **E-SHARE**, refer to the implementation schedule on the website.
- If your state has already been transitioned, but you are currently not participating, email the USMS **E-SHARE** helpdesk for instructions on how to get included in **E-SHARE** program.

www.usmarshals.gov/assets

E.Share.Help@usdoj.gov

Phone: (202)307-9205 Fax: (202)307-8517



State and Local Law Enforcement Agencies

Completing the Automated Clearinghouse Form

The key to successful E-Sharing is the Automated Clearinghouse (ACH) form (USM-391).

All data on the form must be:

- Accurate
- Complete
- Current

Email the USMS helpdesk as soon as possible if any of your agency's ACH information changes.

Tips for completing or revising the ACH form:

- Follow all instructions closely when preparing the ACH form.
- Payment Notification email can be sent to one email address only. State and local agencies must determine the most appropriate person to receive the email notification.

IMPORTANT!

The recipient of the email notification is responsible for disseminating payment information to appropriate components in your agency.

What happens when payment is received but I can't identify the asset it is for?

The email notification will include a brief description along with the Asset Identification Number (AIN) of the asset being shared. If there is still confusion, you may contact the person identified in the email notification as the USMS District contact.

What happens if my contact person leaves?

If your contact person leaves, you will need to contact the *E-SHARE* helpdesk to submit a new Point of Contact email address so your office can receive email notification of sharing payments.

What happens if my account changes?

If your bank account changes, fill out a new ACH form and fax it to 202.307.8517 with a brief message.

Where do I go if the E-SHARE deposit is not in the amount I was expecting for a particular asset?

Refer all questions regarding percentage approval and amount paid to your federal investigation agency contact approval.

When will we start to receive Equitable Sharing Electronic Funds Transfers (EFTs)?

Booth Management Consulting is collecting the banking information on a state-by-state basis. About 60-90 days after you submit an ACH form to Booth Management Consulting; your respective USMS District will be trained and will start making payments through the *E-SHARE* Program.

PLEASE COMPLETE THE ENTIRE "LAW ENFORCEMENT AGENCY" AND "FINANCIAL INSTITUTION INFORMATION" SECTIONS OR PROCESSING CANNOT BE COMPLETED.

ACH Financial Institution Information

Who is the ACH Coordinator? Can it be someone at my agency or does it have to be someone from the financial institution?

The ACH Coordinator is the person at your agency's financial institution that coordinates ACH transfers. If you do not have the financial institution's ACH Coordinator's name, you may leave this item blank.

Who should sign the "Signature and Title of Authorized Official?"

The authorized official could be someone at your agency or at the financial institution who is attesting that the data on the form is accurate and complete.

EFT Payment Information

How will payments be received?

There will be a separate wire transfer payment for each asset being shared. Payments will be deposited in the state and local law enforcement agencies bank account electronically. You will receive an email notification that a payment has been deposited to your bank account.

Could my agency continue to receive paper checks?

The Debt Collection Improvement Act of 1996 stipulates that all Federal payments must be made through Electronic Funds Transfers. Once the USMS has transitioned your state from paper checks to EFT, equitable sharing payments will no longer be distributed via paper checks.

What should I do if I don't receive an email notification for a payment?

If you do not receive an email notification for a payment, it may be for different reasons. First, Asset Forfeiture Office may not have your email point of contact information. In this case, please contact the *E-SHARE* helpdesk at e.share.help@usdoj.gov or call 202-307-9205 to add your office's point of contact email address information. Second, your point of contact's email address may be incorrect in the system. Again, please contact the *E-SHARE* helpdesk to add the correct email address.

State and Local Law Enforcement Agencies

Understanding the email notification of payment

The email notification to a receiving agency includes:

- Agency that is sharing
- District from which sharing is made
- CATS ID/AIN
- Description
- Dollar amount shared
- Vendor
- Date it was verified that the bank received it
- Contact at the District

Sample Notification

Automated Email Notification - DO NOT Respond

The **U.S. Marshals Service, District of E/VIRGINIA** has made an **Equitable Sharing** payment related to **CATS ID# 04-DEA-431380; 1998 LEXUS GS300.**

Payment is in the amount of **\$1003.88** to **CITY OF RICHMOND POLICE DEPT**, wire transferred to your account on **11/22/2004.**

For additional information or support, please contact:
CAROLINE CATALANO: 703.837.5522
CAROLINE.CATALANO@USDOJ.GOV

State and local law enforcement agencies should refer to their federal investigation agencies contacts for questions and concerns related to sharing percentage approval.



Frequently Asked Questions

State and Local Law Enforcement Agencies

The U.S. Marshals Service (USMS) administers the Department of Justice (DOJ) Equitable Sharing Program. USMS is currently transitioning from check payments to payments via electronic funds transfer (EFT). With EFT payments, your agency will receive its asset forfeiture proceeds much faster and an email notification will be sent to your agency a few days after the transfer is made.

What is the E-SHARE Program goal?

The *E-SHARE* Program's goal is to implement Equitable Sharing payments through the process of Electronic Funds Transfers, or EFTs. This means that *E-Sharing with State and Local Law Enforcement Agencies* will now take place electronically in order to comply with the Debt Collection Improvement Act of 1996.

Who is Booth Management Consulting?

Booth Management Consulting is in charge of working with state and local agencies to collect essential banking information prior to *E-SHARE* Program implementation. They will collect the necessary banking information by asking you to fill out an Automated Clearinghouse (ACH) form (USMS 391).

ACH Vendor/Miscellaneous Payment Enrollment Form

Why is Booth Management Consulting, LLC (BMC) contacting me to collect data for the U.S. Marshals Service?

Booth Management Consulting has been contracted by the U.S. Marshals Service to collect ACH Vendor Payment Enrollment data. Due to the large number of law enforcement agencies across the country that participate in the Department of Justice (DOJ) Asset Forfeiture Program (approximately 6,600 agencies), the U.S. Marshals Service decided to contract the data collection services.

I am not sure that my agency participates in a program with the U.S. Marshals Service. Do I need to complete this form?

The U. S. Marshals Service provided BMC with a list of law enforcement agencies that are considered active and met all requirements of the DOJ Asset Forfeiture Program. Please contact AFMLS regarding your participation in DOJ Equitable Sharing Program.

My agency has not received funds from the U.S. Marshals Service in years. Why should I complete the form?

Completing the form will allow your agency to receive funds in a timely manner should it be entitled to a share of asset forfeiture funds in the future.

Do you need a special banking account to participate in the Equitable Sharing?

Appendix C of *A Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies* requires that each state and local law enforcement agency, "Establish a separate revenue account through your Department of Finance for the proceeds from the disposition of federal sharing proceeds. This account will be solely for the use of federal sharing proceeds."

Who should complete the form?

The law enforcement agency should complete all items in the "Law Enforcement Agency" Section. The finance office or the law enforcement agency's bank/financial institution should complete all items in the "Financial Institution Information" Section. Please be sure to complete the entire Law Enforcement Agency and Financial Institution Information sections.

What is the Taxpayer ID No.?

The Taxpayer Identification Number (TIN) is the agency's nine-digit (9) federal taxpayer ID number or federal employer identification number. **This number must be included on the form in order to complete enrollment.**

Why do I need an email address?

An email notification is sent to the contact person email address within days the electronic funds transfer (EFT) is made. As you can see from the sample email notification, it includes the case number, asset (e.g., vehicle, real estate), amount of funds distributed, and a USMS district contact person, phone number, and email address.

Who should receive the email notification?

Someone in the agency that will promptly notify the appropriate parties. It should be an email address that is checked regularly.

My agency already receives electronic funds transfers from the U.S. Marshals Service. Why do I need to complete this form?

This form is specifically for the receipt of equitable sharing payments for agencies participating in DOJ Asset Forfeiture cases. Other payments may be made through the USMS EFT payment program. It is important that agencies pay close attention. Equitable Sharing Payments are followed with email notification fully identifies the payment received.