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INSTITUTE FOR
INFECTIOUS ANIMAL DISEASES

TO: AgView CVI Users
FROM: Institute for Infectious Animal Diseases (IIAD)
RE: AgView CVI Billing Information

Please note: AgView CVI is a product managed by the Institute for Infectious Animal Diseases which is a member of Texas A&M AgriLife Research.

Effective January 1, 2019, there is a \$3 charge per issued certificate to use AgView CVI. This \$3 charge is in addition to any applicable state fees.

All AgView CVI users must fill out the attached AG-257 Form. This External Customer Information Form must be completed by every organization registered with AgView CVI.

Special instructions for filling out the AG-257 Form:

Please provide the appropriate contact information in the "Accounts Payable Email" section. Invoices will be sent to the email that is provided in that field.

If using Federal ID Number, please complete section "Federal ID Number" and either email the completed form to: AgViewCVIBilling@ag.tamu.edu or FAX it to 979-845-6574.

If using Social Security Number, please leave section "Social Security Number" blank and either email the completed form to: AgViewCVIBilling@ag.tamu.edu or FAX it to 979-845-6574. We will contact you directly via the phone number indicated on the form to obtain your social security number, which is required for invoicing.

If you prefer to mail the completed AG-257 Form, our mailing address is:
Institute for Infectious Animal Diseases (IIAD)
Attn: AgView CVI Billing
1500 Research Parkway, Suite B270
College Station, TX 77845

AgView CVI users will be billed on the 15th of the month following the month of usage and will have 30 days to submit payment. Payments not received on time will be charged a \$15 late fee. User access to AgView CVI will be revoked when certificate fees are ninety (90) days past due. If the past due balance is later paid in full, user access will be reinstated.

Credit Card and Checks are acceptable forms of payment. Invoices can be emailed or mailed to users. Invoices will contain a weblink for payment and Marketplace will accept Mastercard and Visa. Checks can be made out to Texas A&M AgriLife Research and sent to the address mentioned above.

Questions regarding the External Customer (AG-257) Form or the billing process may be directed to 1-800-767-6888 or by email at AgViewCVIBilling@ag.tamu.edu.