

How to Use the “Royalty and Invoice Payment Form” on Pay.gov

If you currently pay by check with a **Form ONRR-2014** (including rent) or an **invoice** (see exclusions below), then you should use Pay.gov.

Important Facts about Timing Payments

A direct debit authorization must be received before 8:55 p.m. Eastern Standard Time if settlement is to occur the next business day. ACH payments require overnight batch processing by the banking industry, which will delay the receipt of funds by the ONRR. National holidays also affect the timing of batch processing by the banking industry. **Make sure to time your transactions to meet our payment deadlines or you may be subject to late payment interest charges.**

Frequently Asked Questions (FAQ)	Page 1
Pay.gov Instructions (step by step)	Page 4
Royalty (2014) Payment Information and Examples.....	Page 5
Invoice Payment Information and Examples.....	Page 6

Frequently Asked Questions (FAQ)

What is Pay.gov?

Pay.gov is a free, secure, web-based electronic option to make royalty and invoice payments to ONRR. Pay.gov is available 24 hours a day, 7 days a week (holidays included) for customers to submit payments. (**Note:** Collection transactions are processed according to ACH schedules. Read the boxed message above.)

What kinds of payments can I make using Pay.gov?

If you have a bank account – either savings or checking – and Internet access, you can submit payment for a **Form ONRR-2014** (see exclusions in the next question) or for an **invoice**. You are required to submit a separate payment for:

- each Payor Code.
- **Federal documents** and **Indian documents**.
- each document being paid. For example, an Indian invoice must be paid separately from an Indian Form ONRR-2014.
- each Indian distributee code. For example, distributee code 510 must be paid separately from distributee code 550, even though you have reported the leases on the same ONRR Form-2014.

What kinds of payments can I NOT make using Pay.gov?

- Indian lockbox payments CANNOT be paid using Pay.gov, even though they are reported on a 2014. Continue to make lockbox payments directly to the Tribal bank.
Note: Payments for lockbox Tribal leases that are *shared* with allotted mineral owners *must be paid to ONRR* and can be paid via Pay.gov.
- Payments for privately acquired leases are excluded (pay by check).
- Payments associated with Courtesy Notices are excluded (pay by check and include the Courtesy Notice stub).

Can I combine different kinds of payments using Pay.gov?

Only in certain instances. Carefully read the payment criteria below to determine which payments you can combine, if any.

You are required to prepare a **separate** payment for:

- each Payor Code.
- **Federal** documents.
- **Indian** documents.
- each document being paid. For example, an Indian invoice must be paid separately from an Indian Form ONRR-2014.
- each Indian Distributee Code. For example, distributee code 510 must be paid separately from distributee code 550, even though you have reported the leases on the same ONRR Form-2014.

I pay multiple Indian distributee codes on one Form ONRR-2014. Is there any way to save time in filling out a Pay.gov form for each code?

Yes, but this option is available to you only if you have registered on the Pay.gov site.

- After you submit the payment for the first distributee code, on the Confirmation page, click on the Submitted link in the Forms section of the menu on the left side of the page. A submitted forms page opens—the payment you just submitted will be the first one on the page.
- Click on the Duplicate link to the right of the payment. That will return you to a form that is filled in with the information you just entered.
- Click on the **Clear all data below PAD or Invoice Number** button. The system will delete the total amount paid and distributee code, allowing you to enter data for the next distributee code.

Is there a limit to how much I can pay on the Royalty and Invoice Payment Form?

Yes, each payment must be less than \$100,000,000.00.

What if my bank won’t allow Pay.gov to withdraw funds from my account?

Give your bank the Pay.gov Agency ID number for ONRR, which is 1417000103. That will allow your bank to recognize and allow Pay.gov withdrawals for ONRR.

Do I need to change my Form ONRR-2014 reporting?

Use payment method 03 in the report control block of a paper 2014, or use payment method 3 on the electronic 2014. Either method denotes an electronic funds transfer.

If I have a negative document and a positive document, how do I complete the amount paid?

Use the PAD of the positive Form ONRR-2014 and net the two documents together for the payment amount. Notify your servicing accountant of the related documents by annotating the Electronic Statement of Account, or use any other notification medium of your choice.

Do you have any other helpful hints?

A couple of good resources are available on the Pay.gov site.

- *Pay.gov User Guide*: In the **Public Resources** menu on the left side of the Pay.gov home page, find the **Information** section and click [Documentation](#) > [Pay.gov Documentation Website](#) > [Agency Guides to Pay.gov](#) > *Pay.gov User Guide* (pdf). The Guide contains valuable information, such as how to delete a payment once it is submitted, and how to track the status of your payment.
- **FAQ**: There is a [Frequently Asked Questions](#) link at the bottom of every page on the Pay.gov site, including form pages. The FAQ page contains lists of questions, arranged by type, with links to the answers. The FAQ page also has a link to contact [Pay.gov Customer Service](#) if you have additional questions or concerns.

Pay.gov Instructions

1. Open the pay.gov web site.

If you are ready to make a payment that qualifies for Pay.gov, open the web site at www.pay.gov.

2. Why you may want to register.

Find “Should I Register?” If you register, the pay.gov web site will maintain a history of your payments and save your banking information so you don’t have to input it for every payment. You are not required to register in order to make payments through Pay.gov, and you can register at any time in the future. To register, click the [Click here to Register](#) link to set up a user name and password.

3. Open the correct payment form.

In the Search Public Forms field in the left-hand column, type “Royalty” and click the Go button. Select “ONRR Royalty and Invoice Payments” from the list.

4. Complete the form and click Submit Data.

If you have questions about your payment, or about filling out the form, refer to the detailed information and exclusions in the FAQ section above. (Banking information is entered on a subsequent page.)

5. Enter your banking information.

This page is where you enter banking information. (If you registered, this page will be populated automatically.)

Once your banking information is entered, your options are to continue with the payment, cancel the transaction, or return to the form page.

6. Authorize payment and agree to terms and conditions.

This page allows you to authorize the payment and enter an e-mail address to receive a confirmation from Pay.gov for your payment. You must agree to the terms and conditions on this page.

When those actions are complete, your options are to submit the payment, cancel the transaction, or return to the form page.

7. Enter another payment or exit.

After you submit a payment, this page confirms the submission.

From this page, you can return to the ONRR Royalty and Invoice Payments form page and start another payment, or return to the Pay.gov home page, or exit from Pay.gov.

Royalty (2014) Payment Information and Examples

Instructions for paying a royalty document (Form ONRR-2014)

The Payor Assigned Document (PAD) number is part of the header information on Form ONRR-2014. It is eight (8) characters in length and **must match** the PAD number submitted on your 2014.

To find the correct distributee code to use on Indian payments, open the *Payment Information* page on the ONRR web site at <http://www.onrr.gov/FM/PayInfo.htm>, scroll down to the **Payments for Indian Leases** section, and click the link to the “Indian Leases Cross-walked to Distributee Codes” pdf file. (Do NOT use Pay.gov for Tribal lockbox payments.)

If you have Pay.gov-related questions not answered above, please contact Stanley Chan, stanley.chan@onrr.gov, 303-231-3114 or Brian Hoffman, brian.hoffman@onrr.gov, 303-231-3235

Federal Royalty (2014) payment (example only)

Business Unit	F (FED01)
Payor Code	Formatted as XX999 or 99999
Payor Name:	Company Name Associated with the Payor Code
Payment Type	Royalty Payment
Total Amount Paid	Formatted as 9,999,999.00
PAD Number	8-digit number

Indian Royalty (2014) payment (example only)

Note: You may NOT use Pay.gov for Tribal lockbox payments.

Business Unit	I (IND01)
Payor Code	Formatted as XX999 or 99999
Payor Name:	Company Name Associated with the Payor Code
Payment Type	Royalty Payment
Total Amount Paid	Formatted as 9,999,999.00
PAD Number	8-digit number
Distributee Code	510

Invoice Payment Information and Examples

How to read an invoice to make payments

The information below is printed in the upper right-hand corner of every invoice:

- Business Unit is either FED01 (Federal) or IND01 (Indian)
- Page is the page number of the invoice document
- Invoice No. is the invoice number
- Customer Number is the same as a Payor Code
- On an Indian invoice, the Distributee Code indicates the tribe or agency to be paid
- Due Date is the date your payment is due to ONRR

Federal Invoice payment (example only)

Business Unit	F (FED01)
Payor Code	Formatted as XX999 or 99999
Payor Name:	Company Name Associated with the Payor Code
Payment Type	Invoice Payment
Total Amount Paid	Formatted as 9,999,999.00
Invoice Number	INT100000000

Indian Invoice payment (example only)

Business Unit	I (IND01)
Payor Code	Formatted as XX999 or 99999
Payor Name:	Company Name Associated with the Payor Code
Payment Type	Invoice Payment
Total Amount Paid	Formatted as 9,999,999.00
Invoice Number	INT100000000
Distributee Code	550

If you have additional questions, please contact:
Stanley Chan, stanley.chan@onrr.gov, 303-231-3114 or
Brian Hoffman, brian.hoffman@onrr.gov, 303-231-3235