

**Pay.Gov ACH Authorization Request
(Mail this portion)**

Name: _____

Social Security Number (Last 4 #'s required): _____

DOJ CDCS Number: _____

Email Address (if you'd like a confirmation email):

I authorize my bank to automatically deduct my federal debt payment for \$_____. I authorize them to deduct this amount: _____ weekly _____ bi-weekly _____ monthly on the _____ day of each month from my checking or savings account. I agree that I may be charged a Returned Item Fee if the funds are not available at the time of the scheduled Payment Due Date. By submitting this form, I agree to the terms and conditions stated on it, and that the information provided is true and correct.

I understand that I must make regular monthly payments until I am notified that my authorization form has been approved. If at any time I decide to discontinue Pay.Gov ACH, I will provide at least 30 days written notice, faxed to the NCIF at 202-532-4383, or mailed to the address below.

Account Type:

____ Personal Checking ____ Personal Savings

____ Business Checking ____ Business Savings

Bank Name: _____

Account Holder's Name: _____

Bank Routing # (first 9 digits on bottom of your check): _____

Checking/Savings Account #: _____

Account Holder's Signature: _____

Date Signed: _____

Return this form and voided check or savings account deposit slip to:

**U. S. Department of Justice
Nationwide Central Intake Facility
Attn: Pay.Gov Processing
P. O. Box 65720
Washington, DC 20035
Fax: 202-532-4383**

Don't Have Internet?

We can help!

We can set you up for recurring payments. Please fill out the Pay.Gov ACH Authorization Request form on the left.

If you have any questions about accessing Pay.gov, please, contact your local collection office.

Pay your debt online.

Read this brochure to find out how.



U. S. Department of Justice

Nationwide Central Intake Facility

P. O. Box 65720

Washington, DC 20035

On-line Payment services using Pay.Gov

**Phone: 800-683-6567
Fax: 202-532-4383
E-mail: NCIF@usdoj.gov**



What is Pay.Gov?

Pay.gov is a secure Government website that allows you to submit payments for your federal debt(s) electronically. Pay.gov is managed by the Department of Treasury, Financial Management Service.

Benefits?

No more paper. No mail delay. Submit your payments on-line. Make a payment anytime and anywhere with Internet access. The Pay.gov site is available 24 hours a day, 7 days a week (holidays included) for users to submit payments.

Ways to Pay your debt?

- **Credit Card.** pay one payment at a time. We accept Visa, Master Card, Discover, American Express, Diner's Club and payments using a debit card.
- **Checking or Savings account:** pay either one payment at a time or register online to schedule recurring payments (see instructions to the right), or
- Request that we set up and schedule your recurring payments by filling out the authorization request form in this brochure.

How Does it Work?

Credit Card Payments: Pay.gov provides real-time authorization for all credit card payments. However, payments will generally be processed the next business day. Credit card limit is \$99,999.99.

Bank Debit Transactions: Debit payments are processed the next business day; as long as the transaction is entered before 8:00 p.m. Eastern Standard Time. Transactions entered after 8:00 p.m. Eastern Standard Time may take two business days to process. Processing follows the Federal Reserve holiday schedule. See that schedule at:

<http://www.federalreserve.gov/aboutthefed/k8.htm>

How Do I pay ON-LINE?

Step 1: Obtain your DOJ CDCS number from your statement or contact your collection office. This number will begin with a year, a letter (normally A) and then 5 more numbers, i.e., 2009A00000.

Step 2: Log on to the Internet and type <https://www.pay.gov> into your browser's location bar, and hit "enter" to access the Pay.gov web page.

Step 3: From the home page, go to **Search Public Forms** and enter form name of

DOJ DAOG/CDCS

or click on the Department of Justice under Frequently Used Forms on the left side of the screen.

Step 4: Use your DOJ CDCS number and payment information to complete the form. Click submit and then the web-site will walk you through all the screens to do your final submission.

How to set up Recurring Payments?

If you would like to set up recurring payments through Pay.Gov, please do the following:

1. Go to <http://www.pay.gov>
2. In the middle of the page you should see:
 - Should I register?
 - Will you use Pay.Gov often?
 - Do you want to save your Profile?
 - Do you track your payments or set up recurring payments?

[Click Here to Register](#)

3. Click on the "Click here to Register" link and go through a self-enrollment process.
4. Once you are registered, go back to the Pay.Gov website and log in.
5. You need to go to the "DOJ DAOG/CDCS" form and fill out the first page just like you were making a non-recurring payment and put in the recurring payment amount and click to "Submit the form button."
6. The next screen is where you enter your bank information and select how much you want to pay, how often (weekly, bi-weekly, monthly, quarterly), and date when you want the recurring payments to come out of your bank account. You must enter the number of payments you want to make. For example, if you enter 10 payments, Pay.Gov will automatically take the next 10 payments and then stop taking payments after the 10th payment.