



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**  
NATIONAL VEHICLE AND FUEL EMISSIONS LABORATORY  
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ANN ARBOR, MICHIGAN 48105-2498

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CCD-05-17

OFFICE OF  
AIR AND RADIATION

(LDV/LDT/ICI/AFV/ATV/MC/OFMC/LIMO/HDV/HDE/NR)

Dear Manufacturer:

**SUBJECT: Online Payment of Motor Vehicle and Engine Compliance Program Fees**

This letter is to notify you of an optional new process, Pay.gov, for submitting Environmental Protection Agency (EPA) Motor Vehicle and Engine Compliance Program (MVECP) fee forms and associated payments. Specifically, Pay.gov ([www.pay.gov](http://www.pay.gov)) is an online payment system through the U.S. Department of the Treasury which will allow manufacturers to securely and easily send electronic payments to the Federal government and will be used by EPA to help process fee forms and fee payments received under the MVECP. We expect this method to provide efficiency, flexibility, and a streamlined process compared to paper forms and offline payment. As EPA is offering this service to manufacturers at the present time as an option, the previously established, offline process may still be used. That is, the current offline payment options [check, wire, or Automated Clearing House (ACH)] still apply, and the offline fee forms may still be submitted by mail.

The attachment describes the procedures you should follow when using the Pay.gov website for submitting MVECP forms and fees. Pay.gov allows you to submit MVECP fee forms and fee payments online, or you may print and mail the forms and fee payments offline. Online payment can be made by credit card or an ACH debit of a savings or checking account. You will receive a receipt for each fee payment immediately after submitting your online payment, and a confirmation of payment will also be sent to you via e-mail. Additional instructions on how to complete and submit fee forms and payments are available on the Pay.gov website. In addition, Pay.gov customer service is available through the help desk telephone numbers and email address under the "Contact Us" link at the bottom of each online form.

For additional information on the MVECP fees program including guidance documents, forms and announcements, please visit our Fees website at <http://www.epa.gov/otag/fees.htm>. If you have any questions about this guidance, please contact Trina Vallion ([vallion.trina@epa.gov](mailto:vallion.trina@epa.gov)), Lynn Sohacki ([sohacki.lynn@epa.gov](mailto:sohacki.lynn@epa.gov)) or your certification team representative.

Sincerely,

Merrylin Zaw-Mon, Director  
Compliance and Innovative Strategies Division  
Office of Transportation and Air Quality



## Using Pay.gov for Certification Fees

### A. General Options

You may choose to use Pay.gov to submit your MVECP Certification Fee Filing Forms and payments or you may continue to mail your forms and associated payments using the address listed on the paper form. The existing payment options still apply (check, wire, or ACH) if the forms are submitted by mail. If you choose to use Pay.gov, you may submit both the form and the payment online using either an ACH debit or a credit card, which would be a completely electronic transaction. You may also use the Pay.gov site to complete the MVECP Certification Fee Filing Form and submit a printout of the form along with your offline payment using a check, wire, or ACH payment. However, all online payments are submitted with the online fee form. As described in detail below, you may also submit payments and request other transactions that are associated with engine family names that are already included in EPA's certification fees database system.

In addition to using Pay.gov for submitting the standard MVECP Certification Fee Filing Forms and associated payment, you may also access three additional MVECP forms. These include the MVECP Refund Form, MVECP Miscellaneous Payments Due Form, and the MVECP Fee Correction Form. Table 1 below provides descriptions for each form. Each form has detailed instructions at the "EPA Help and Instructions" link on the form.

**MVECP Forms Available for Use on Pay.gov**

<b>Form</b>	<b>Description</b>
EPA MVECP Certification Fee Filing Form	Use this fee filing form to submit MVECP certification fees for on-highway and nonroad engine families or test groups. This form can be used for standard and reduced fees, including additional payments on previously issued reduced fee certificates.
EPA MVECP Refund Form	Use this form if you wish to apply for a full or partial refund of previously paid certification fees.
EPA MVECP Miscellaneous Payments Due Form	Use this form to submit miscellaneous certification fees. A payment in addition to the original certification fee may be necessary for a variety of reasons, including a revision to the engine family name, an underpayment, new calendar year fee requirements, or submission of an annual model year reduced fee payment report.
EPA MVECP Fee Correction Form	Use this form if you are correcting an existing engine family or test group name (including placeholder names) for which fees have been paid. Additionally, this form can be used to transfer overpayments between engine families or test groups.

## **B. Confidentiality and Security**

The engine family and payment information on each form is treated by EPA as Confidential Business Information (CBI). For details on Pay.gov information security, please refer to Pay.gov's General Legal Notices by following the link to "Notices & Agreement" at the bottom of the form; also see the material in "Privacy and Security Policy" at the bottom of the form.

## **C. Specific Steps**

Following is a summary of the specific steps that you should follow when using Pay.gov to submit your MVECP forms and payment. After you complete these steps, the MVECP forms and payments submitted through Pay.gov are generally received by EPA within one business day of submittal, provided there are no outstanding issues associated with the form or the payment information.

### **1. Pay.gov Registration and Access**

The Pay.gov homepage is at [www.pay.gov](http://www.pay.gov). Please note that the site is best viewed with the Internet Explorer. Use of a different browser may cause problems.

Users of Pay.gov may choose to register, but this is not mandatory. Registration does have some advantages; for example, submitted forms are saved for 120 days and can be used as templates for additional payments. To register, follow the "Start Self Enrollment" link on the homepage and follow the instructions. Thereafter, registered users will start from their own User Center. From the User Center MVECP forms are found by using "Search for a form" and searching "EPA" or "MVECP".

Currently the Pay.gov website does not assess a charge for submitting MVECP fee payments online. However, your banking or credit card institution may charge you a fee for processing an ACH or credit card payment. Manufacturers are responsible for any extra charges a banking or credit card institution may assess for processing a fee payment.

### **2. Using the EPA MVECP Certification Fee Filing Form**

This is the online counterpart to the existing On-Highway and Nonroad Fee Filing Forms. The online form combines these two forms into one, and makes a few other minor changes intended to make the process simpler. Please see the detailed instructions available on the form itself by clicking on "EPA Help and Instructions" while looking at the form online. This section will reiterate some of the most pertinent parts of that information.

**(a) Manufacturer Contact Information:** The manufacturer's name, a contact name, a telephone number, and an email address are mandatory. If you have a fax number, please put that down as

well. The contact name, telephone number, and email address should provide EPA a means of contacting someone with knowledge of the fee filing form contents and payment. Foreign manufacturers: a U.S. contact may expedite resolution of certification fee payment issues in the event of any difficulty.

**(b) Calendar Year:** Online form users are asked to select a calendar year; currently the choices are 2005 or 2006. Select from the menu the calendar year in which the complete certification application will be received by EPA. The fees due are determined by the calendar year in which a complete application is received, not the model year of the engine family or test group. Certification applications that contain all required information are subject to the fees of the calendar year in which they are received by the Agency. Manufacturers who choose early payment of the certification fees applicable to engines expected to be certified during the coming calendar year might overpay or underpay the required amount, depending on the completeness of the application. These overpayments and underpayments will need to be corrected using the Correction Form, Refund Form, or Miscellaneous Payments Due Form.

**(c) Test Group or Engine Family Name:** This model year field must be filled in for all form submissions. Any fee filing form received for a model year older than the prior model year will not be accepted by the form. For example, in 2005 a fee filing form and payment for revision of an MY2003 engine family will not be accepted. (Instead, the manufacturer or ICI must apply for a 2005 certificate and pay at least the minimum \$750 reduced fee). There are only limited circumstances under which a engine family fee filing form for a model year older than the prior model year will be accepted. Examples are year-end reconciliation of reduced fee payments, and certification applications/payments within the 120 day window for "mod and test" vehicles under 40 CFR 86.1509. EPA reserves the right to deny the certification modification in other instances. If there are any other issues, contact your certification representative.

**(d) Saving Forms and Payments For Multiple Engine Families:** Pay.gov does not currently have the capacity to accept a single online payment for multiple engine families; one online form must be filled out for each engine family, and one online payment is made for each form for the amount shown on the form. Manufacturers can still pay offline with a single payment for multiple forms that are submitted online if they desire. Pay.gov makes it easy to fill out multiple forms online: manufacturers who register with Pay.gov may access submitted forms for 120 days, and can use such forms as templates for new applications. Manufacturers can also partially fill out a form and then save it for future completion and submittal by using the Save button at the bottom of the form. Copies of saved and submitted forms can be found and edited for resubmission from the user center where registered users are taken after logging in.

Manufacturers who have not registered with Pay.gov and who want to submit more than one online fee filing form will need to go to the Public Forms list and start with a new, blank MVECP fees form for each new submittal. The backspace or a bookmark will not work. Manufacturers can also save completed forms (in PDF format) to their own computer files.

### **3. Using the EPA MVECP Fee Correction Form**

This form can be used for the following purposes:

- To correct a typographical error in original engine family or test group name;
- To assign a proper engine family or test group name to a placeholder name; serves the same function as filling out EPA's offline "MVECP Fees Placeholder Correction Form" (for an explanation of placeholder names, see <http://www.epa.gov/otaq/fees.htm> );
- To apply an overpayment on one engine family to certification fee payment for a different engine family; and
- To make other changes to previously submitted fee filing forms.

The third of these uses, to apply overpayment(s) on prior engine family certification(s) to the amount due on a different certification fee, is new to this Correction Form and currently is not listed on the paper counterpart to this form. The other form of reconciling these overpayments is by filling out and submitting the Refund Form. This transaction can take several weeks to complete. Using the Correction Form to transfer the overpayment to an upcoming certification fee can provide a quick and convenient alternative.

Some corrections might require additional payment; for example, correction to a different certification type can result in a higher fee requirement. In that case, it will be necessary to use the Miscellaneous Payments Due Form to make the payment.

### **4. Using the EPA MVECP Miscellaneous Payments Due Form**

The payment mechanics for this form are identical as those for the Fee Filing Form. This form can be used for the following purposes:

- **Incorrect/Revised engine family:** If an underpayment was made because the wrong engine family certification was originally applied for, and/or the original engine family is being revised to a different family with a different certification fee payment requirement;
- **Underpayment:** If the original payment did not cover the full required amount;
- **New calendar year fee schedule change:** New certification fees are calculated for each calendar year. The fee that applies to an engine is determined by the calendar year in which a complete application is received. A manufacturer/ICI may owe EPA due to this fee schedule change. If EPA owes the manufacturer/ICI due to the fee schedule change, use the Fees Correction Form or Fee Refund Form.

- Annual Model Year Reduced Fee Payment Report: 40 CFR 85.2406(e) requires some reduced fee certificate holders to submit a reduced fee payment report annually within thirty days of the end of each model year. A form for such a report is provided. This form may be used for the annual report and to pay the difference between the initial reduced fee and the final calculation. If the initial fee payment exceeds the final reduced fee then the manufacturer or ICI may request a refund using the Fee Refund Form.

- Other: Any other payment related to MVECP certification fees may be paid and the explanation given in the box provided.

## **5. Using the EPA MVECP Refund Form**

Normally this form will be used to request a refund of some or all of a previous payment of a test group or engine family certification fee. Typical reasons for a refund are an overpayment, failure of the engine family to be certified, and withdrawal of the certification request. Refunds can take up to several weeks to process. As an alternative, manufacturers with upcoming engine certification applications can use the online MVECP Fee Correction Form to apply refund claims and overpayments to such new engine families or test groups.

Submission of the refund form will accomplish communication of the refund request to EPA. EPA will then process the request and submit any refund according to the payee instructions provided on the form.

## **6. Confirmation**

All money collected will be directly deposited with the Treasury on behalf of the Agency. A confirmation of payment (or receipt) is immediately generated after the fee payment is submitted and the fee transaction is successfully completed. The confirmation of payment shows the amount paid, a tracking ID, and other important information. In addition, a confirmation of payment is electronically sent (by email) to the user's email address or the email address entered on the form. Please print and keep a copy of all confirmation of payments for your files.

## **7. Customer Service and Contact Information**

Pay.gov provides customer service and contact information as indicated on the website. If you have any technical concerns or questions regarding payment transactions the customer support staff is available to assist you. The Pay.gov customer support phone number is 800-624-1373 (toll free) or 216-579-2112. Currently the hours of customer support are from 6:00 a.m.-8:00 p.m. (EST). If you have questions or comments about the fee forms please contact your certification representative or Trina Vallion at [vallion.trina@epa.gov](mailto:vallion.trina@epa.gov).