

Fee Payments: Using Placeholder “Dummy” Families/Test Groups

Instructions:

Use this format when manufacturers are ready to make fee payments but have not yet determine the engine family/test group names for that model year:

4	H	N	X	F	E	E	S	0	0	0	1
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12 Characters (same as normal engine family/test group)

Character-1	Model Year
Character-2,3,4	3 Letter-Mfr Name
Character-5-8	Enter: “FEES”
Character-9-12	Manufacturer placeholder engine family tracking number. This number keeps count of the dummy engine families the manufacturer uses. This number increases for every new dummy engine family name used. Space for up to 1000 dummy engine family names.

Fee Filing Form

Use the fee filing form to make fee payments for placeholder engine families. Pay the required fee for your certification type. This system is for fees only--do not use placeholder name for certification applications/CFEIS.

Keeping Track of Placeholder Numbers

Manufacturers can only use a placeholder family name one time. They should keep increasing in number (e.g. 0001, 0002,.....). Manufacturers must keep track of placeholder families. Manufacturers should submit the “corrections” by using the correction form when ready to replace dummy families.

When to submit the placeholder form:

Submit the placeholder assignment (correction) form when ready to replace placeholder/dummy engine family name with a real engine family name. The form and instructions are located on the fees website: www.epa.gov/otaq/fees.htm or contact your certification representative.

Model Year & Refunds

Manufacturers can always wait until to certification time to submit the real engine family name replacements. We will only replace the engine family name once. A 100% refund is available if you do not certify the engine family at the end of the model year.

