Payment Process Using PAY.GOV

A. PAY.GOV Web Address:

The web address for paying the Tobacco Assessment online is: <u>https://www.pay.gov</u> This is a secure web site.



B. Locating the Form:

To locate the Tobacco Transition Assessment Form type "**TTPP**" (without the quotes) in the "Search Public Forms" box under the "Find Public Forms" section on the left panel. Then click on the "Go" button.



C. Access to Tobacco Transition Assessment Form:

Click the "Tobacco Transition Assessment" link to get to the form.



D. The Tobacco Transition Assessment Form:

This will bring up the Tobacco Transition Payment Program Assessment Form.

Pay.Gov - Form Instance - Microsoft I	nternet Explorer				_ 2
gdt yew Fgvorites ∃ools Help					A
) Back 🔹 🜔 - 🏠 📓 🔎 Searc	h 🐈 Favorites 🚷 Media 🎸	3 🔗 😓 🔁	🖾 • 🧫 💽 💌		
ess 👩 https://ge.pey.gov/beygov/forms/form	Instance.html?formRevisionId=1462	I38agency(d=1309		💌 🛃 Go	Linis 🎽 🍖
Home Site	Map. Section 508 Policy	I Contact Us			
ay guv 2	Public Documents	About	Pay.gov	Agency Partnerships	
Search Publ	c Forms Public Reports				
Listed States	Department of Assisulture		1		
Tobacco	Fransition Assessment				
Business Information	Assessment	Information	1		
lusiness Name	Notification Number		1		
Imployer Identification Number					
Business Address	Product Type (choose	one)	1		
	Ggarettes	Roll-Your-Own			
r	Cogar	Chewing Tobacco			
	O Snuff	Pipe Tobacco			
City	Payment Amount		1		
State Zp Code					
×					
Cor	tact Information				
First Name Last M	ane				
Telephone Number Exten	ion E-Mail Address				
			4		

E. Required Fields:

All Fields are required with the exception of the following:

- The second address line in the Business Address area
- The extension field in the Point of Contact area

The following area is optional:

• Person Authorizing Payment

After all the required fields have been entered on the form, click on the "Submit" button:

Pay.Gov - Form Instance - Microsoft I	internet Explorer	.0
e Edit View Figvorites Icols Help		
🕽 Back 🔹 💭 - 🏠 📓 🔎 Searc	ch 🤺 Favorites 🜒 Meda 🤣 🔂 - 🍓 💋 🖾 - 🗾 💽 🔳	
iress 👩 https://oa.pay.gov/paygov/forms/form	minstance.html?formRevisionId=146283&agencyId=1309	💌 🛃 Go 🛛 Links 🎽 🍕
Dusiness Address	Product Type (choose one) © Oparettes ○ holl Your Own ○ Oparettes ○ Drewing Tobacco ○ Staff ○ Por Tobacco	
City	Payment Amount	
Cor	ntact Information	
Point of Contact First Name Last M Telephone Number Exten	Nano nion E-Mail Address	
Person Authorizing Payment (I different First Name Last N	from Point of Contact) Name	
Telephone Number Exten	aion E-Mail Addays	
	Submit Data	
		1
one		🚊 🥑 Internet

F. Financial Entry Information ACH Debits:

The following screen will appear asking for financial information. ACH Debits information is on the top of the screen and scroll down for Plastic Card information.

Assessments \$10,000 and over, will automatically be an ACH Debit.

Note: ACH Debits are limited to \$100 million and multiple ACH Debits are acceptable.

Enter all required fields, then click on the "Continue with ACH Payment" button to complete the transaction.

Pay.Gov - Online Payment - Microsoft Internet Explorer	
Edit View Pavorites Tools Help	A
) Back + 🙄 - 🖹 😰 🐔 🔎 Search 👷 Favorites 🜒 Meda 🤣 🍰 - 🌺	🖾 · 🖵
ess 🕘 https://ga.pay.gov/baygov/forms/formänstance.html	💌 🋃 Go Links
C) ((CO) ([™]	
Provided by the Department of the Treasury.	
Hame > Online Payment	
The system has populated the Payment Date with the next available payment date.	
Online Payment	
Step 1: Enter Payment Information	1 2 3
Ontion 1: Pay Via Bank Account (ACH) About ACII Debt	American Express, Diners Cub, Discoverj
Required Golds are indicated with a red astacisk	
required news are indicated with a red asterisk	
A	
Parament Amount: \$100.00	
Account Tyme:	
Pastlan Number *	
Account Number:	
Account Number:	
Confirm Account Number:	
Check Number:	/
Routing Number Account Number Check	k Number
C 26946783% '9243767390" '1	134
Burnard Bate (0.077.0005	
Payment Date: 05/21/2005	
Invoice Number: Chosococoo	
Select the "Continue with ACH Payment" button to continue to the	a next step in the ACH Debit Payment Process.
Continue with ACH Payment Cancel	Hetum To Your Form
Note: Please avoid navigating the site using your browser's Back Button - this may lead to in	complete data being transmitted and pages being loaded incorrectly.
lone	A Picturet

Entries for ACH Debits (Top of Screen)

G. Financial Entry Information Plastic Card:

For assessments between \$1.00 and \$9,999.99 ACH Debit or Plastic Card maybe used to pay the Tobacco Assessment. Scroll up for ACH Debit entries.

Note: Plastic Card transactions are limited to \$9,999.99.

Enter all required fields, then click on the "Continue with Plastic Card Payment" button to complete the transaction.

Ntro: Ilan nav. and have	ndamadaminatava ital
and a strategy and showing	
Option 2: Pay Via Plast	c Card (PC) (ex: VISA, Mastercard, American Express, Diners Club, Discover)
Required fields are ind	cated with a red asterisk *
Account Holder Name:	*
Payment Amount:	100.00
Billing Address:	* · · · · · · · · · · · · · · · · · · ·
Billing Address 2:	
City:	
State / Province:	
Zip / Postal Code:	
Country:	United States · ·
Card Type:	🚽 * 🌿 😂 🔤 🚵 🕎
Card Number:	* (Card number value should not contain spaces or dashes)
Security Code:	* T (On the back of your Card, find the last 2 digits) help finding your record y tode
Expiration Date:	v */ v *
Invoice Number:	CF053000000 *
Sele	t the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.
	Continue with Plastic Card Payment Cancel Return To Your Form
ote: Please avoid navigati	g the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly.
leave use the links provide	d whenever possible.

Entries for Plastic Cards (Bottom of Screen)