



## UNITED STATES PATENT AND TRADEMARK OFFICE

Chief Financial Officer

# Payment Information Now Available at Your Fingertips



**THE FINANCIAL PROFILE SYSTEM IS THE KEY FOR  
UNLOCKING ANSWERS TO YOUR PAYMENT QUESTIONS...  
[SIGN UP TODAY!](#)**



The U.S. Patent and Trademark Office (USPTO) is excited to introduce the new Financial Profile system that provides customers with secure, fast, and convenient access to payment history information anytime over the USPTO Web site.

The Financial Profile (FP) system helps with reconciling your payment activities by providing detailed transaction information and reports for all fees paid to the USPTO. As a FP user, you are able to:




- create, activate, and maintain your unique FP account via a self-service registration process;
- add multiple payment types used at the USPTO to your FP account (e.g., credit card accounts, USPTO deposit accounts, and USPTO EFT accounts);
- view/print detailed transaction information (e.g., patent/application number, attorney docket number, payment amount, fee code, and fee code description);
- view/print/download (PDF and CSV files) monthly statements for each payment type registered;
- search for specific transactions by attorney docket number (i.e., client matter number), application number, transaction type (e.g., sale or refund), and/or payment amount; and
- use the FP to transfer funds between existing USPTO deposit accounts, replenish deposit accounts via EFT, and/or select an option to stop receiving paper deposit account statements by mail.

Note: After adding a USPTO EFT account(s) to your FP, information for both EFT and paper check payments will be available since transactions processed are based on your banking information.

If you have any problems or issues using the FP system, please contact the FP Helpdesk by e-mail at [FinancialProfile@uspto.gov](mailto:FinancialProfile@uspto.gov).

(see back for details)



## Instructions for accessing the Financial Profile system:

-  Visit the USPTO Web site at *www.uspto.gov*.
-  On the USPTO homepage, near the top of the site, click the “eBusiness” link.
-  On the Electronic Business Center page, under the “Other” column, click the “Financial Profile” link.

Tip: bookmark this page for quick access.

## **Access Maintenance Fee and Deposit Account Information via Telephone**

Automated information is available 24/7 by calling the Office of Finance, Receipts Accounting Division at **571-272-6500**.

-  For patent maintenance fees, you can listen to the current status, last 5 transactions, payment due dates, and bibliographic information for specific patent numbers, and also current fee amounts by selecting option 1, then option 1 again.
-  For deposit accounts, you can listen to the current balance, last 5 charges/debits, and last 5 deposits/credits by selecting option 2, then option 1.

So dial **571-272-6500** and select the appropriate menu options to hear accurate, current, automated information about patent maintenance fees and your USPTO deposit accounts. In addition, pre-recorded messages also provide general information

Below is a listing of menu options that you can select.

(Note: After the initial greeting, you can skip ahead by pressing the desired number.)

### **For Patent Maintenance Fees, press 1.**

**For information on a specific patent or fee amounts from the current USPTO fee schedule, press 1.**

For general maintenance fee information, press 2.

For information on submitting a payment, press 3.

For information on updating the entity status or the fee address, press 4.

For information on expired patent, press 5.

### **For Deposit Accounts, press 2.**

**For information on a specific deposit account, press 1.**

For general deposit account information, press 2.

For information on establishing a new deposit account, press 3.

For information on adding funds to an existing account, press 4.

For information on closing an existing account, press 5.