

# Program Letter

## United States Railroad Retirement Board Office of Programs



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Letter No. 2007-06

Date: April 16, 2007

TO: Unemployment and Sickness Contact Officials

SUBJECT: Pay.gov On-Line Bill and Notification of Section 12(o) and 2(f) Debts

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Please share this with appropriate members of your staff who reimburse the Railroad Retirement Board (RRB) under Section 12(o) or 2(f) of the Railroad Unemployment Insurance Act.

### PURPOSE

The purpose of this program letter is to:

- give you background information on pay.gov;
- inform you that the RAIL EMPLOYER SETTLEMENT BILL (Private on-line Bill) is now available to registered users for payment of section 2(f) and 12(o) debts through pay.gov;
- inform you of who to contact to register;
- give you instructions on paying this bill;
- inform you of the on-line report feature;
- review the RAIL EMPLOYER SETTLEMENT PAYMENT FORM;
- inform you of where to find the on-line form;
- give you instructions on completing the form.

### PAY.GOV BACKGROUND INFORMATION

The Department of Treasury's Financial Management Service (FMS) launched Pay.gov in October 2000 to process collections electronically using internet technologies. Pay.gov satisfies agencies' and consumers' demand for electronic alternatives by providing the ability to complete forms, make payments and submit queries 24 hours a day electronically. It is accessible from any computer with Internet access. The RRB's Debt Recovery Division now provides two methods for paying 12(o) and 2(f) bills online; the *Rail Employer Settlement Bill (new)* and the *Rail Employer Settlement Form (existing)*. Both methods utilize the Automated Clearing House

(ACH) process to initiate a debit against the financial institution account designated by the employer.

The launch of the Rail Employer Settlement Bill represents a major step in the transition to pay.gov as the method for paying debts to the RRB and the elimination of redundant processes.

## **THE RAIL EMPLOYER SETTLEMENT BILL**

The RRB's Debt Recovery Division launched the Rail Employer Settlement Bill on March 5, 2007. This bill shows 12(o) and 2(f) bills online. After reporting the settlement date to the RRB, registered users (see below for registration information) receive e-mail notification that online bills are available for viewing and payment. Pay.gov on-line bills are generated only after the RRB has received notice of settlement. These bills will be available for payment for 45 days. After 45 days the online bill is deactivated and must be paid using the private form (Rail Employer Settlement Payment Form). Paper follow-up billing notices are generated at day 45 and 60 days after the original online bill date. Applicable interest and penalties will be calculated from the settlement date.

## **REGISTRATION**

Registration is the only way to access the private form, initiate the on-line billing and set up profile information. This information would identify the RR contact and establish the bank account to be used.

Once registered, the contact pays with just one click. They can also look at pending, viewed, paid, and closed bills on-line.

To register:

- Contact Lawrence Haskin at (312) 751-4963 or [Lawrence.Haskin@rrb.gov](mailto:Lawrence.Haskin@rrb.gov). He will assist you in getting set up in Pay.gov.
- Pay.gov will then contact you via e-mail with your user ID.
- You must then phone Pay.gov security to get your password.

## **HOW TO PAY THE BILL**

- Click on the hyperlink contained in the bill notification e-mail from Pay.gov;
- Sign on to Pay.gov (registration required);
- Click on "Pending Bills";
- Click on "Pay Bill" from the pending bills screen or in the individual bill and follow the prompts.

## **REPORTS**

Along with the advantages of using the Rail Employer Settlement Bill mentioned above, for those employers who register there is also an online report generated. This report will provide detailed information on all payments made through Pay.gov in the previous 3 months.

## **THE RAIL EMPLOYER SETTLEMENT PAYMENT FORM – PRIVATE FORM**

The Rail Employer Settlement Payment Form, with reduced keystrokes and drop down menus, is the form used prior to the introduction of the new billing application. This form is currently being used by some rail employers and can be used by those employers who do not make the conversion to the billing application to pay their debts. Registration is required.

## **HOW TO ACCESS THE RAIL EMPLOYER SETTLEMENT PAYMENT FORM – PRIVATE FORM**

RRB debtors can either access a hyperlink on RRB.gov ([www.rrb.gov](http://www.rrb.gov)) and be re-directed to the Pay.gov web site or go directly to [www.pay.gov](http://www.pay.gov) to electronically pay their debt.

Through rrb.gov:

- Click on Employer Online Services under “Rail and Labor Employers”
- Click on Rail Employer Settlement Payment
- You will be automatically directed to the Pay.gov web site for form completion (instructions below)

Through Pay.gov:

- Sign on to pay.gov using your user ID and password
- Click on Private Forms
- Click on Rail Employer Settlement Payment form (instructions below)

## **HOW TO COMPLETE THIS FORM**

The following fields are required:

- Claimant first and last name
- Employer (select from drop down menu)
- Billing Document Number, claimant’s SSN shown on billing statement
- Account Number, RR Payor number shown on billing statement
- Payment Amount

All other fields may be completed but are not necessary to process the payment.

- Click Submit Data
- Enter Payment Information (required fields are notated)
- Follow prompts given (i.e. Continue, Cancel or Return to Form)