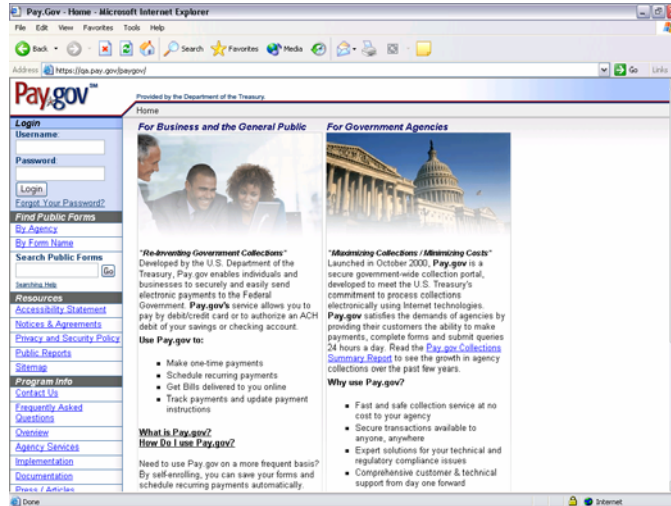


Payment Process Using PAY.GOV

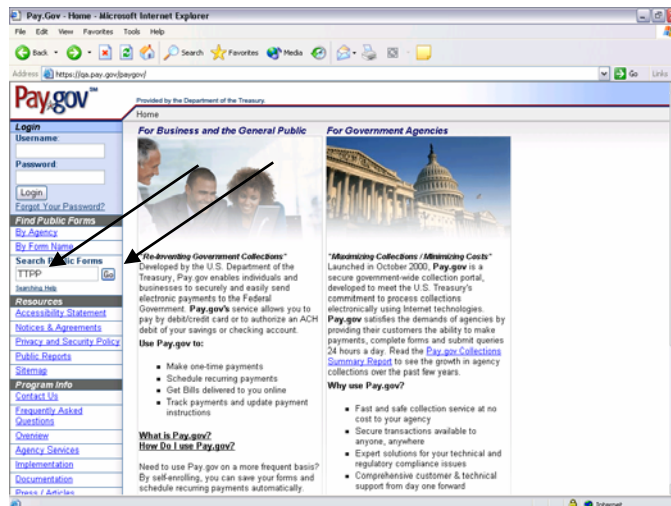
A. PAY.GOV Web Address:

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



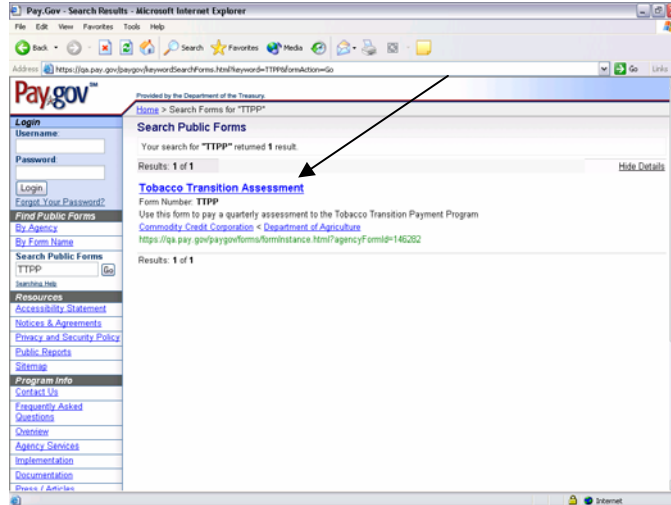
B. Locating the Form:

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.

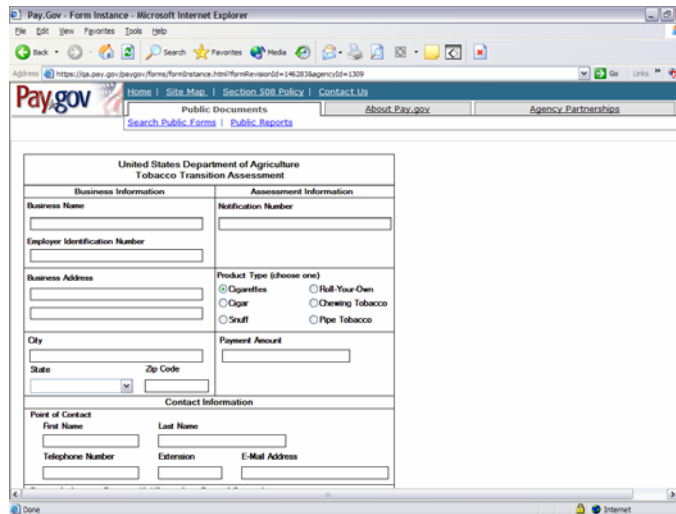


Payment Process Using PAY.GOV (continued)

- 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.



Payment Process Using PAY.GOV (continued)

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:

The screenshot shows a web browser window titled "Pay.Gov - Form Instance - Microsoft Internet Explorer". The address bar shows a URL starting with "https://tax.pay.gov/bevgoi/FormInstance.html?formRevisorID=146283&agencyID=1309". The form is divided into several sections:

- Business Address:** Two text input fields.
- Product Type (choose one):** Radio buttons for Cigarettes, Roll-Your-Own, Cigar, Chewing Tobacco, Snuff, and Pipe Tobacco.
- City:** Text input field.
- State:** Dropdown menu.
- Zip Code:** Text input field.
- Payment Amount:** Text input field.
- Contact Information:**
 - Point of Contact:** First Name, Last Name, Telephone Number, Extension, and E-Mail Address fields.
 - Person Authorizing Payment (if different from Point of Contact):** First Name, Last Name, Telephone Number, Extension, and E-Mail Address fields.
- Submit Data:** A button at the bottom center, with a black arrow pointing to it from the right.

Payment Process Using PAY.GOV (continued)

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.

The screenshot shows a web browser window titled "Pay.Gov - Online Payment - Microsoft Internet Explorer". The address bar shows "https://pay.gov/forms/onlinepayment.html". The page header includes the "Pay.gov" logo and "Provided by the Department of the Treasury". The main content area is titled "Online Payment" and "Step 1: Enter Payment Information". It states that the system has populated the payment date with the next available date. The form includes fields for "Account Holder Name", "Payment Amount" (set to \$100.00), "Account Type", "Routing Number", "Account Number", "Confirm Account Number", and "Check Number". Below these fields, there are three columns: "Routing Number" with the value "269467634", "Account Number" with "9243767390", and "Check Number" with "1234". The "Payment Date" is "09/27/2005" and the "Invoice Number" is "CP0530000000". At the bottom, there are three buttons: "Continue with ACH Payment", "Cancel", and "Return To Your Form". A black arrow points from the text "Continue with ACH Payment" in the instructions to the "Continue with ACH Payment" button. A note at the bottom of the form reads: "Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly."

Entries for ACH Debits (Top of Screen)

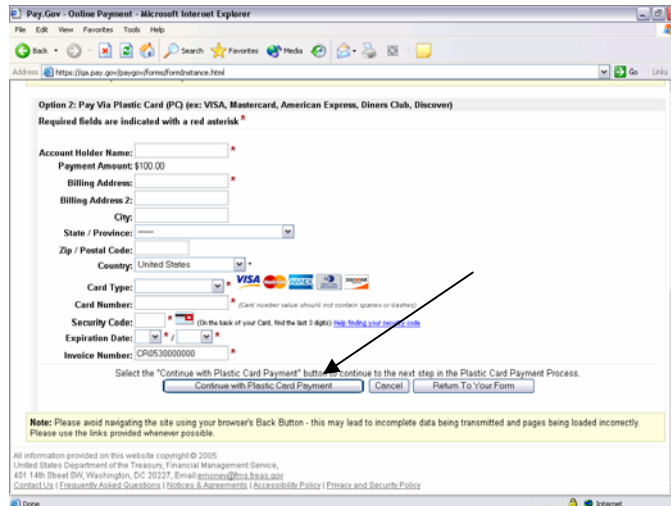
Payment Process Using PAY.GOV (continued)

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.



Entries for Plastic Cards (Bottom of Screen)