

**United States Department of the Interior
Minerals Management Service**

**Instructions and Examples for Automated Clearing House
(ACH) Payments in CCD+ Format**

You have the ability to remit your payments to MMS through the Automated Clearing House (ACH) network using the CCD+ format. Your bank will prepare the ACH payment based on your instructions, and then transfer the funds to MMS' bank account. ACH payments require overnight batch processing by the banking industry, which will delay the receipt of funds by MMS. Check with your bank to understand how long it will take for MMS to receive an ACH payment, and make sure to time your transfers to meet payment deadlines.

You are required to prepare a separate report and payment for each payor code. In addition, you are required to prepare a **separate report and payment for Federal and Indian leases**. A separate ACH transaction is required for each document (report) being paid.

Each ACH payment should contain an addenda record using an MMS proprietary record layout that identifies your payor code, the document being paid, Federal or Indian identification, and, if Indian, a tribal Distributee/Fund Code. Addenda record descriptions and payment examples are attached.

All ACH CCD+ payments for MMS must be sent to the following bank and account:

Bank Name:	CASH LINK-ACH RECEIVER
City, State:	Riverdale, Maryland
RTN (Routing Number):	051036706
Receiver Name:	Minerals Management Service
Account Number:	220037
Record Type Code:	6
Transaction Code:	22
Addenda Indicator:	1 [This indicates an Addenda Record is attached; you <i>must</i> attach an Addenda Record.]

If you have questions regarding ACH payments, please contact one of the following MMS General Ledger Team members:

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ACH Addenda Record Payment Examples, pages 2-4, shows sample addenda records of ACH payments, both for the Report of Sales and Royalty Remittance (Form MMS-2014) and for invoice documents. These examples itemize the specific information that must be included in each data field and show how completed addenda records will appear for Federal and Indian payments.

ACH Addenda Record Payment Examples

Form MMS-2014 – Report of Sales and Royalty Remittance

MMS' CCD+ format has four required fields in the addenda record. Each field must end with an asterisk (*), as shown below.

2014 Addenda Record Format

Field	Description	Content Type	Number of Characters	Comments
1	Payor code	Alphanumeric	5	MMS-assigned payor code; must match payor code on Form MMS-2014
	Field separator	*	1	
2	Payor-Assigned Document Number (PAD #)	Alphanumeric	8	Must match the PAD number on Form MMS-2014; may be up to eight characters long
	Field separator	*	1	
3	Federal/Indian Indicator	Either F or I	1	F = Federal lease I = Indian lease
	Field separator	*	1	
4	Indian Distributee/Fund Code	Numeric	3	Complete this field for Indian lease payments; leave blank for Federal lease payments
	Field separator	*	1	

2014 Addenda Record Example—Federal lease

An addenda record for a Federal lease payment from payor code 12345 with a PAD number of 12345678 will appear as follows:

12345*12345678*F**

where Field 1 = 12345*
 Field 2 = 12345678*
 Field 3 = F*
 Field 4 = *

2014 Addenda Record Example—Indian lease

An addenda record for an Indian lease payment from payor code 54321 with a PAD number of 04302007 will appear as follows:

54321*04302007*I*530*

where Field 1 = 54321*
 Field 2 = 04302007*
 Field 3 = I*
 Field 4 = 530*

Invoice Document

MMS’ CCD+ format has four required fields in the addenda record. Each field must end with an asterisk (*), as shown below.

Invoice Addenda Record Format

Field	Description	Content Type	Number of Characters	Comments
1	Payor code	Alphanumeric	5	MMS-assigned payor code; must match payor code on Form MMS-2014
	Field separator	*	1	
2	Payor-Assigned Document Number (PAD #)	Alphanumeric	12	Document number found on the invoice, up to 12 characters
	Field separator	*	1	
3	Federal/Indian Indicator	Either F or I	1	F = Federal lease I = Indian lease
	Field separator	*	1	
4	Indian Distributee/ Fund Code	Numeric	3	Complete this field for Indian lease payments; leave blank for Federal lease payments
	Field separator	*	1	

Invoice Addenda Record Example—Federal lease

An addenda record for a Federal lease payment from payor code 54321 with an invoice number of PAR12345 will appear as follows:

54321*PAR12345*F**

where Field 1 = 54321*
 Field 2 = PAR12345*
 Field 3 = F*
 Field 4 = *

Invoice Addenda Record Example—Indian lease

An addenda record for an Indian lease payment from payor code 12345 with an invoice number of INT123456789 will appear as follows:

12345* INT123456789*I*530*

where Field 1 = 12345*
 Field 2 = INT123456789*
 Field 3 = I*
 Field 4 = 530*