

United States Department of the Interior
Minerals Management Service

Pay.gov Payment Form Completion Instructions

IMPORTANT—Must read.

A direct debit authorization must be received before 8:55 p.m. Eastern Standard Time if settlement is to occur as early as the next day. ACH payments require overnight batch processing by the banking industry, which will delay the receipt of funds by the MMS. Make sure you time your transactions to meet our payment deadlines **or you may be subject to late payment interest charges.**

You are required to prepare a separate:

- payment for each Payor Code.
- payment for **Federal documents** and **Indian documents**.
- transaction for each document being paid.
- payment for each Indian Distributee Code.

Reporters who meet the following criteria may use Pay.gov:

- You are paying a Form MMS-2014 or an invoice.
- You have a bank account, either checking or savings. (You CANNOT use a credit or debit card to pay the MMS.)

Reporters CANNOT use Pay.gov for the following types of payments:

- Rent (or any other payments) on Courtesy Notices.
- Tribal lockbox payments.

If your payment qualifies for Pay.gov, click www.pay.gov to open the web site. In the Search Public Forms field in the left-hand column, type “Royalty” and click the Go button. Select the MMS Royalty and Invoice Payments form. Complete the form and send it electronically.

How to read an invoice to make payments

The information below is printed in the upper right-hand corner of every invoice:

Business Unit is either FED01 (Federal) or IND01 (Indian)

Page is the page number of the invoice document

Invoice No. is the invoice number

Customer Number is the same as a Payor Code

On an Indian invoice, the Distributee Code indicates the tribe or agency to be paid

Due Date is the date your payment is due to the MMS

Instructions for paying a royalty document

The Payor Assigned Document (PAD) number is part of the header information on Form MMS-2014. It is 8 characters in length and **must match** the PAD number submitted on your 2014.

For detailed information regarding the correct distributee code to use on Indian payments, go to <http://www.mrm.mms.gov/ReportingServices/PayInfo.htm> and refer to the “Indian Leases Cross walked to Distributee Codes” pdf file. (Do NOT use Pay.gov for tribal lockbox payments.)

If you have additional questions, you can find contact information at <http://www.mrm.mms.gov/ReportingServices/ContactInfo.htm>.

Federal payment examples

Royalty Report – Form MMS-2014 – Report of Sales and Royalty Remittance (Example Only)

Business Unit	F (FED01)
Payor Code	Formatted as XX999 or 99999
Payor Name:	Company Name Associated with the Payor Code
Payment Type	Royalty Payment
Total Amount Paid	Formatted as 9,999,999.00
PAD Number	8-digit number

Invoice Document (Example Only)

Business Unit	F (FED01)
Payor Code	Formatted as XX999 or 99999
Payor Name:	Company Name Associated with the Payor Code
Payment Type	Invoice Payment
Total Amount Paid	Formatted as 9,999,999.00
Invoice Number	INT100000000

Indian payment examples (You may NOT use Pay.gov for tribal lockbox payments.)

Royalty Report - Form MMS-2014 – Report of Sales and Royalty Remittance (Example Only)

Business Unit	I (IND01)
Payor Code	Formatted as XX999 or 99999
Payor Name:	Company Name Associated with the Payor Code
Payment Type	Royalty Payment
Total Amount Paid	Formatted as 9,999,999.00
PAD Number	8-digit number
Distributee Code	510
Indian Payee Name	BIA-Anadarko Agency Office

Invoice Document (Example Only)

Business Unit	I (IND01)
Payor Code	Formatted as XX999 or 99999
Payor Name:	Company Name Associated with the Payor Code
Payment Type	Invoice Payment
Total Amount Paid	Formatted as 9,999,999.00
Invoice Number	INT100000000
Distributee Code	550
Indian Payee Name	BIA-Eastern Oklahoma Region