United States Department of the Interior
Office of Natural Resources Revenue

Instructions and Examples of Automated Clearing House Payments to ONRR in CCD+ Format

You may remit payments to ONRR through the Automated Clearing House (ACH) network using the CCD+ format. Your bank will prepare ACH payments based on your instructions, then transfer your funds to ONRR's bank account. ACH payments require overnight batch processing by the banking industry, which delays the receipt of funds by ONRR. Check with your bank to find out how long it will take for ONRR 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.

- You are required to prepare a separate report and payment for Federal and Indian leases.

- You are required to prepare a separate ACH transaction for each document (report) you pay.

- Each ACH payment must contain an addenda record that follows an ONRR proprietary record layout. The addenda record identifies your payor code, the document being paid, a Federal or Indian identification, and, if Indian, a tribal Distributee/Fund Code. Follow the addenda record descriptions and payment examples on pages 2-4.

Send all ACH CCD+ payments for ONRR to the following bank and account:

Bank Name:	CASH LINK-ACH RECEIVER
City, State:	Riverdale, Maryland
RTN (Routing Number):	051036706
Receiver Name:	Office of Natural Resources Revenue
Account Number:	220037
Record Type Code:	6
Transaction Code:	22
Addenda Indicator:	1 [This indicates an Addenda Record is attached; you *must* attach an Addenda Record.]

If you have questions regarding ACH payments, please contact one of these General Ledger Team members:
 Nathaniel Ciano ....303-231-3887....................Nathaniel.Ciano@onrr.gov
 Raymond Heger ....303-231-3368....................Raymond.Heger@onrr.gov

ACH Addenda Record Payment Examples

Form MMS-2014 – Report of Sales and Royalty Remittance

ONRR's 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	ONRR-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 an Indian lease payment; leave blank for a Federal lease payment
	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*

Note: Lists of Distributee Codes are available in the **Payment for Indian Leases** section of the *Payment Information* web page. A separate payment transaction is required for each Distributee Code per regulations at 30 CFR § 1218.51.

Invoice Document

ONRR's 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	ONRR-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 an Indian lease payment; leave blank for a Federal lease payment
	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*

Note: Lists of Distributee Codes are available in the **Payment for Indian Leases** section of the *Payment Information* web page. A separate payment transaction is required for each Distributee Code per regulations at 30 CFR § 1218.51.