Making an electronic payment to USDA-FMS using Pay.gov

*Disclaimer*

The procedure is to submit a payment to USDA-FMS **only**. If you are attempting submit a payment to a different USDA agency, please reach out to that specific agency for their Pay.gov payment procedures.

*Overview*

- Payment of a bill through USDA FMS Collections can be done digitally online through the Pay.gov website.
- Payment methods available: Credit Card, Bank Debit Card, or Bank ACH
  - Credit/Debit maximum payment amount accepted: **$24,999.99 daily limit.**
  - Bank ACH maximum payment amount accepted: **$99,999,999.99 per transaction.**
- ACH/card information entered is **NOT** stored on the Pay.gov website.
- There are no fees or charges associated with using Pay.gov
- Secure method in submitting payment to USDA FMS

*Preparation*

Before beginning this process, please gather the following essential information concerning the bill:

*Note:*

*If you need assistance obtaining this information, please contact your federal agency point of contact.*

- FMMI Customer/Vendor Number (may be referred to as “Payor Code”) – 7 or 10 Digits long
- FMMI Bill Number – 10 digits long

This information can typically be found on the bill itself.

*Note: If this information is unknown or assistance is needed in obtaining this information, please reach out to the USDA agency point of contact where the bill originated.*

See the following examples of bills from USDA where the payor may locate the remittance information. note the highlighted information that will be needed to process these on Pay.gov:
Example #1

BILL FOR COLLECTION

JOHN DOE
123 DOE RD
ANYVILLE, LA 12345

Payer Code/Customer-Vendor: 1234567
Date of Debt: 08/08/22
Notice Date: 10/20/20
Bill Number: 1800000000
Contract Number: LD-1222222490

DUE DATE: November 20, 2020

Billing Summary
Interest: 0.00
Administrative Costs: 0.00
Penalty: 0.00
Amount Credit: 0.00
Current Charges: 5,000.00
Total Amount Due: 5,000.00

Pay.gov

To make an electronic payment, log on to PAY.GOV. Type OFCO FMS in the Search Box. To ensure proper credit, click “Continue to the Form” for only the form shown here.

USDA OFCO, FMS Electron
Administrative and program customer/vendor collections for fines due USDA Form Number: USDA OFCO, FMS Collections
Agency: Agriculture (USDA)/Office of the Chief Financial Officer
*See all forms for this agency

Continue to the Form

Payment Coupon

JOHN DOE
123 DOE RD
ANYVILLE, LA 12345

Notice Date: 10/20/20
Payer Code: 1234567
Bill Number: 1800000000

USDA

Amount Enclosed 5

Remit to: U.S. Department of Agriculture
Financial Management Services
P.O. Box 979099
St. Louis, MO 63179-9000
Example # 2

Date of Notice: August 16, 2022

JOHN DOE 123 DOE RD
ANYVILLE, LA 12345

The United States Department of Agriculture records indicate that the following debt is delinquent.

<table>
<thead>
<tr>
<th>Customer Number</th>
<th>Bill Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567</td>
<td>1800000000</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

Processing

With all necessary information in hand, begin the process of paying the bill online through pay.gov

- Go to the following web address, to find the necessary form for FMS Collections:
  - [https://www.pay.gov/public/form/start/65117223](https://www.pay.gov/public/form/start/65117223) which will route you to Pay.gov - USDA OCFO, FMS Collections or
  - Copy and paste into the browser: [https://www.pay.gov/public/form/start/65117223](https://www.pay.gov/public/form/start/65117223)

Steps to paying your bill online using Pay.gov:

1 Before you begin

Administration and program customer/vendor collections for funds due USDA. **Do not use this form for NFC Debt Collection.**

Accepted Payment Methods:

- Bank account (ACH)
- Debit or credit card
2 Complete Agency Form

- Enter full information requested of the payer.
- Note the Payer Code/Customer-Vendor Number & Bill Number/Document Number

**Note:**
- If you need assistance obtaining this information, please contact your federal agency point of contact.
3. Enter payment method information
   For paying by Debit or Credit Card

   For paying by Bank Account (ACH)
4 Review and Submit

After successfully submitting the payment, a confirmation screen shows the summary of the completed payment. A copy of this confirmation is e-mailed to the FMS Collections Section group e-mailbox. (SM.FMS.Collections@usda.gov)
**Troubleshooting / Questions**

For billing related questions, please contact the original agency that the bill originated from.

For pay.gov related issues, please contact Pay.gov Support

- Email Contact Form URL: [https://www.pay.gov/public/home/contactForm](https://www.pay.gov/public/home/contactForm)
- US callers: 800-624-1373
- Int’l Callers: +1-216-579-2112

For questions regarding this procedure, please contact the FMS Collections Section group e-mailbox. (SM.FMS.Collections@usda.gov)