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
- Effective 02/22/2025, Amazon Pay is no longer available as a payment option on Pay.gov.
 - For agency reports: historical Amazon Pay data will remain unchanged. Reports will continue to show transactions data that occurred before February 22, 2025.
 - Refunds and disputes will be handled for six months after Amazon Pay is discontinued.
- Effective 03/07/2025, Venmo will be added as a payment option on Pay.gov.

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

USDA	U.S. Department of Agriculture Natural Resources Conservation Service P.O. Box 979099 St. Louis, MO 63179-9000			
BILL FOR COLLECTION				
	JOHN DOE 123 DOE RD ANYVILLE, LA 12345	Payer Code/Customer-Vendor: 1234567 Date of Debt: 08/09/22 Notice Date: 10/20/20 Bill Number: 180000000 Contract Number: LD-1222222ABC		
	JUST FOR PRACTICE	DUE DATE: November 20, 2020 Billing Summary Interest: 00 Administrative Costs: 00 Penalty: 00 Amount Credited: 00 Current Charges: \$5,000.00 Total Amount Due: \$5,000.00 Development S5,000.00 Total Amount Due: \$5,000.00 Development State S		
Please detac Payment	ch and return lower portion with a check payment Coupon JOHN DOE 123 DOE RD ANYVILLE LA 1245	to ensure proper credit. Retain upper portion for your records. Notice Date: 10/20/20 Payer Code: 1234567 Bill Number: 180000000		
Remit to: U.S. D Finan P.O. B St. Lo		rder payable to the U.S. Department of Agriculture. ill Number on your payment and any correspondence. Dunt Enclosed		

Example #2

USI	United States Department of Agriculture	Office of the Chief Financial Officer	Financial Management Services	P.O. Box 60000 New Orleans Louisiana 70160		
FINAL DEBT NOTICE						
Date of	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.						
	Customer Number	Bill Numbe	er 🔪	Amount]	
	1234567	18000000	0	\$5,000.00		

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:
 - <u>https://www.pay.gov/public/form/start/65117223</u> 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

Steps to paying your bill online using Pay.gov:

About this form

Administration and program customer/vendor collections for funds due USDA.

Do not use this form for NFC Debt Collection.

USDA OCFO, FMS Collections				
1	2	3	4	5
Before You Begin	Complete Agency Form	Enter Payment Info	Review & Submit	Confirmation

① Before You Begin

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.

United States Departme Office of the Chief Finan Financial Management	ent of Agriculture (USI ncial Officer (OCFO) Service (FMS))A)	
Collections Section			
* Required Field			
Full Name *			
John Doe]
Address 1 *			
123 Main St]
Address 2			Payer Information
]
	2112		
City*	State*	Zip Code "	
are eny	massingum		
ntact Name *			
gency Rep			Agency Point of
			Contact
ntact Phone Number *	Email Address *		Information
100/ 200-2000	Uschagency()/usda.go	v	1
yer Code/Customer-Vendor Number	ر	Bauer /Gustemer	
234567	-	/Vendor Number /Bill	
ill Number/Document Number *		Number taken from	
234567890		the bill generated out	
ement Amount *		of FMMI	
1.00			

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)

USDA OCFO, FMS Collections	2
(7) (3)	
Before You Begin Complete Agency Form Enter Payment Info	
Please provide the payment information below. Bequired fields are marked with an	8
* Payment Amount	
\$1.00	
* Payment Date (mm/dd/yyyy)	
01/95/2023	
Earlied Payment Data Onema Payment Data	
* Account Holder Name	
John Doe	
* Select Account Type	
Personal Checking	
* Mouting Number	
80000000	
* Account Number	
0000000000	
Continn Account Number	
Full Name John Doe	
Address 123 Hain St	
CRy ABC CRy	
Stee	
Zip Code 19113	
Payer Code / Custamer Window Number 1234567	
BII Number / Document Number 1234567990	
Contact Phone Number (0591359-5903	
Contact Email Address. USDNagency@bootla.gov	
Previous Return to Form	Review and Solomit Payment

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

- URL: https://www.pay.gov/public/about-us/pay-gov-support
- Email Contact Form URL: <u>https://www.pay.gov/public/home/contactForm</u>
- 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)