



## AUTOMATED CLEARING HOUSE (ACH) DIRECT PAYMENT OPTION

On December 12, 2011, we will begin offering electronic filers an additional method in which to pay for filing fees. This new method is called Automated Clearing House (ACH) Direct Debit. When you choose to pay by ACH, your bank account is debited.

Pay.gov supports ACH debits from personal checking accounts, personal savings accounts, business checking accounts and business savings accounts. If you have questions about using your account for ACH debits, please contact your financial institution.

Below is the new screen that you will see when paying filing fees. Option 1 is Pay Via Bank Account (ACH). If you choose to pay via Option 1 ACH, you will need to select an Account Type, and enter the appropriate information in the Routing Number, Account Number and Confirm Account Number boxes (fig. 1).

### Online Payment

[Return to your originating applicati](#)

#### Step 1: Enter Payment Information

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This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

The screenshot shows a payment form with the following fields and values:

- Account Holder Name: Attorney Burdine \*
- Payment Amount: \$999,999.99
- Account Type: [Dropdown menu] \*
- Routing Number: [Text box] \*
- Account Number: [Text box] \*
- Confirm Account Number: [Text box] \*
- Check Number: [Text box]

Below the form, a routing slip is shown with the following information:

- Routing Number: 026946783
- Account Number: 9243767390
- Check Number: 1234

Payment Date: 11/25/2011

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Buttons: Continue with ACH Payment, Cancel

FIGURE 1

Please be aware that it may take two to three days before the money is actually debited from your account. If an ACH transaction is returned as unpaid, there will be a \$53.00 NSF fee charged for each return.

Option 2 is Pay Via Plastic Card, which allows you to pay your fees using a debit or credit card.

To make a plastic card payment, you will need to enter the Account Holder Name, the Billing Address on file with the debit/credit card company, the Card Type, Security Code (as listed on the back of the debit/credit card) and the Expiration Date (fig. 2) in the fields provided.

**Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)**

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$999,999.99

Billing Address:  \*

Billing Address 2:

City:

State / Province:  ▼

Zip / Postal Code:

Country:  ▼ \*

Card Type:  ▼ \*    

Card Number:  \* (Card number value should not contain spaces or dashes)

Security Code:  \* [Help finding your security code](#)

Expiration Date:  ▼ \* /  ▼ \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

FIGURE 2

If you have questions or issues during the payment portion, you may contact Pay.gov Customer & Technical Support at (800) 624-1373.