Automated Clearing House (ACH) Payments For Printing Related Services

U.S. Government Publishing Office (GPO)

Office of Finance

Overview

❑ What is Pay.gov?

➢ Pay.gov is a website provided by the Department of Treasury that can make secure payments to Federal Agencies

❑ What type of payment can be made through Pay.gov to GPO?

➢ Bank account payments for printing and related services

❑ When would an agency use Pay.gov to pay GPO?

➢ If the preferred payment method is a check and the agency received a GPO Form 400 Invoice; the agency simply accesses the Pay.gov website and electronically transfers the funds from the bank to GPO

Benefits of Using Pay.gov

❑ Secure

❑ Allows for setup of recurring billing payments

❑ Saves in processing costs

❑ Reduction in errors

❑ Improved cash management

❑ Convenient and reliable

  ➢ Four (4) Easy Steps

❑ Environmentally friendly

  ➢ Eliminates paper checks, envelopes, and postage

GPO Form 400 Invoice

□ The GPO Form 400 is mailed to agencies and used to initiate payment to GPO

□ Information on this invoice is used to complete the GPO Form 4053

Making Payments to GPO Using Pay.gov

☐ Log on to https://www.pay.gov/

☐ Click on the 'FIND AN AGENCY'

Search   **MAKE A PAYMENT**   **FIND AN AGENCY**
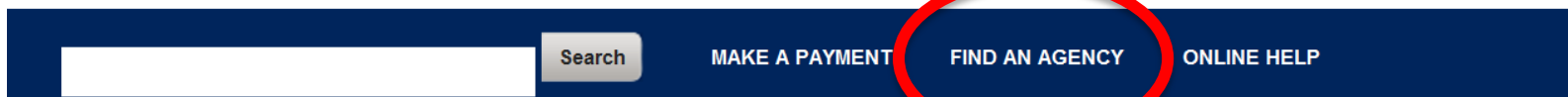
Alert Message (effective 11/14/2014): Attention ACA Transitional Reinsurance Reporting Entities: CMS has received requests for a contributing entities to submit their 2014 enrollment counts for the transitional reinsurance program contributions under 45 CFR 153.4 extended until 11:59 p.m. on December 5, 2014. The January 15, 2015 and November 15, 2015 payment deadlines remain the same ACA Transitional Reinsurance Program Annual Enrollment Contributions Submission form, please contact the Health and Human Se Medicaid Services (CMS) directly at 877-292-6978, or e-mail reinsurancecontributions@cms.hhs.gov Please note this form is configu must have a file extension of CSV and cannot exceed a size of 2 MB. More Information

Find an Agency

Below is a list of all agencies that accept payments on Pay.gov. Many of the agencies listed support online public forms, which are web pages where you type in information about yourself and the payment. Clicking on the agency name below will take you to a list of public forms for the chosen agency.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9

❑ Click on the letter 'G'

G

General Services Administration

General Services Administration (GSA)

General Services Administration (GSA) Federal Acquisition Service (FAS) ITS

General Services Administration (GSA) National IT Commodity Program

General Services Administration Foundations

General Services Administration OCFO

Government Accountability Office

Government Publishing Office (GPO)

❑ Select 'Government Publishing Office'

Government Publishing Office (GPO)

GPO ACH Payment Form for Printing Related Services

Use this GPO Form 4053 to pay the United States Government Publishing Office for printing related services. (Not to be used for payments to Superintendent of Documents-Subscriptions and Sales)

Form Number: GPO Form 4053

Continue to the Form

❑ GPO Form 4053, GPO ACH Payment Form for Printing Related Services is used to pay for printing related services only and not to be used for payments to Superintendent of Documents-Subscription and Sales

❑ Click on the 'Continue to the Form' button

☐ Click on the 'Continue to the Form' button

☐ Note: You may also bookmark this page at
https://www.pay.gov/public/form/start/64817097

Step 1: Completing the GPO Form 4053

GPO **U.S. GOVERNMENT PUBLISHING OFFICE**
Keeping America Informed | OFFICIAL DIGITAL | SECURE

ACH Payment Form for Printing Related Services

The following information is required to ensure your account is properly credited.

Contact Name:

Contact Email Address:

Contact Telephone:

Agency Name:

Billing Address Code (BAC):

(Example 650199)

Invoice Number:		Invoice Amount:	
Invoice Number:		Invoice Amount:	
Invoice Number:		Invoice Amount:	
Invoice Number:		Invoice Amount:	
Invoice Number:		Invoice Amount:	
Invoice Number:		Invoice Amount:	
Invoice Number:		Invoice Amount:	

* Invoice number is at least 7 numeric characters and can contain one alpha character

Total Payment: 0.00

For questions regarding coordination of ACH payment, email ACHCustomerSupport@gpo.gov

GPO Form 4053 (Rev. 5/14)

PDF Preview   Continue

Completing the GPO Form 4053 (Breakdown)

GPO

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ACH Payment Form for Printing Related Services

The following information is required to ensure your account is properly credited.

Contact Name:	John Doe
Contact Email Address:	jdoe@gpo.gov
Contact Telephone:	(202) 512-0000
Agency Name:	Agency Name Goes Here
Billing Address Code (BAC):	999999

(Example 650199)

The following information is required to ensure your account is properly credited.

- **Enter Contact Name**
- **Enter Contact Email Address**
- **Enter Contact Telephone**
- **Enter Agency Name**
- **Enter Billing Address Code (BAC) as it appears on the GPO Form 400 Invoice**

Completing the GPO Form 4053 (Breakdown)

Invoice Number: 1632511   Invoice Amount: 49.87

Invoice Number: 1632511   Invoice Amount: 27.56

Invoice Number: _____   Invoice Amount: _____

Invoice Number: _____   Invoice Amount: _____

Invoice Number: _____   Invoice Amount: _____

Invoice Number: _____   Invoice Amount: _____

Invoice Number: _____   Invoice Amount: _____

* Invoice number is at least 7 numeric characters and can contain one alpha character

Total Payment: 77.43

For questions regarding coordination of ACH payment, email   ACHCustomerSupport@gpo.gov

GPO Form 4053 (Rev. 5/14)

[PDF Preview]   [Continue]

The following information appears on the GPO Form 400 Invoice and is required to ensure your account is properly credited.

- **Enter Invoice Number as it appears on the GPO Form 400 Invoice**
- **Enter Invoice Amount for each invoice line**
- **You can enter up to 7 invoice line items per GPO Form 4053**
- **Total Payment will automatically calculate**
- **Click PDF Preview or**
- **Click Continue**

Step 2: Entering Payment Info

| Before You Begin | 1 Complete Agency Form | 2 Enter Payment Info | 3 Review & Submit | 4 Confirmation |

Please provide the payment information below. Required fields are marked with an * .

* Payment Amount:

77.43

* Payment Date (mm/dd/yyyy)

11/20/2014

* Account Holder Name

John Doe

* Select Account Type

Business Checking ▼

- **Payment Amount: Automatically populates from the GPO Form 4053**
- **Payment Date: Automatically populates next business date**
- **Account Holder Name: Same as Contact Name on GPO Form 4053**
- **Select Account Type: Choose-**
    - **Business Checking**
    - **Business Savings**
    - **Personal Checking**
    - **Personal Savings**

Entering Payment Info (Breakdown)

* Routing Number

031100209

* Account Number

38728566

* Confirm Account Number

38728566

- **Routing Number: As it appears on the check**
- **Account Number: As it appears on the check**
- **Confirm Account Number**

Entering Payment Info (Breakdown)

Contact Name
John Doe

BAC
999999

Invoice Number 1
1632511

Invoice Number 2
1632511

Invoice Number 3

Invoice Number 4

Invoice Number 6

Invoice Number 7

Previous   Return to Form   Cancel

- **Contact Name: Automatically populates from GPO Form 4053**
- **BAC: Automatically populates from GPO Form 4053**
- **Invoice Numbers: Automatically populates from GPO Form 4053**
- **Confirm information is correct then click on the 'Review and Submit Payment' button**

Review and Submit Payment

Step 3: Review &Submit

GPO ACH Payment Form for Printing Related Services

| Before You Begin | 1 Complete Agency Form | 2 Enter Payment Info | 3 Review & Submit | 4 Confirmation |

Please review the payment information below. Required fields are marked with an *

Payment Information
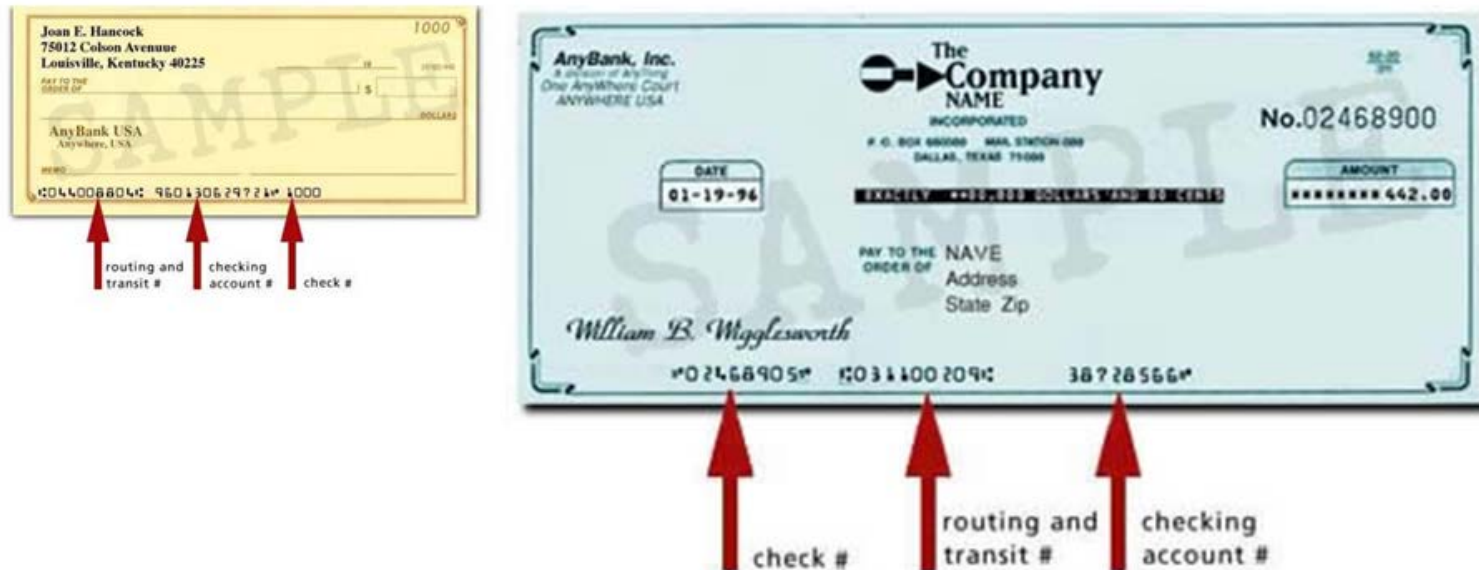
Payment Type: Bank account (ACH)

Payment Amount: $77.43

Payment Date: 11/20/2014

Contact_Name: John Doe

BAC: 999999

Invoice_Number_1: 1632511

Invoice_Number_2: 1632511

Invoice_Number_3:

Invoice_Number_4:

Invoice_Number_6:

Invoice_Number_7:

Account Information

Account Holder Name: John Doe

Routing Number: 031100209

Account Number: ***********8566

- ▪ **Review all information for accuracy**

Review & Submit (Breakdown)

☑ **I would like to receive an email confirmation of this transaction.**

* **Enter Email Address:**

jd@gpo.gov

* **Confirm Email Address:**

jd@gpo.gov

CC:

You may enter multiple email addresses in this field. Separate email addresses with a comma.

- ▪ Check the box if you would like to receive an email confirmation
- ▪ Email address will automatically populate
- ▪ Enter additional email addresses that you wish to receive a copy

Printable version

Authorization and Disclosure Statement

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Bureau of the Fiscal Service. As used in this document, "we" or "us" refers to the Bureau of the Fiscal Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

* ☑ **I agree to the Pay.gov authorization and disclosure statement**

- ▪ Check the box to accept terms of the Authorization and Disclosure Statement
- ▪ Click the 'Submit Payment' button

Previous   Return to Form   Cancel   Submit Payment

Step 4: Confirmation

Payment Confirmation - GPO ACH Payment Form for Printing Related Services

Before You Begin | 1 Complete Agency Form | 2 Enter Payment Info | 3 Review & Submit | 4 Confirmation

Payment Confirmation

Your payment is complete

Pay.gov Tracking ID: 3FOTT111

Agency Tracking ID: 120022009865

Form Name: GPO ACH Payment Form for Printing Related Services

Application Name: Printing Related Services

Payment Information

Payment Type: Bank account (ACH)

Payment Amount: $77.43

Transaction Date: 11/18/2014 03:52:25 PM EST

Payment Date: 11/20/2014

Contact Name: John Doe

BAC: 999999

Invoice Number 1: 1632511

Invoice Number 2: 1632511

Invoice Number 3:

Invoice Number 4:

Invoice Number 6:

Invoice Number 7:

Account Information

Account Holder Name: John Doe

Routing Number: 031100209

Account Number: ************8566

Email Confirmation Receipt

Confirmation Receipts have been emailed to:

jd@gpo.gov

▶ Print Receipt

Register today!

Thank you for your payment! Please consider registering for a Pay.gov account today. Having a Pay.gov account provides you the ability to:

▶ Manage your payments

▶ See your payment history

▶ Receive and pay bills electronically

▶ See your form and bill history

▶ Store payment account data which speeds up the payment process

▶ Create recurring transactions if your agency supports it

If you would like to register today, please click the Register for a Pay.gov account button below. Note: If you register within 30 minutes, you will see this payment in your payment history.

Register for a Pay.gov account

Need Help?

Printing Related Services

Pay.gov

Contact: ACH Customer Support
Email: Click to email
Phone: 202-512-0632

Need Help?

❑ For help with the submitting payments to GPO or to
   learn more about ACH Payments to GPO-
   ➤ ACH Customer Support
      ➤ 202-512-0632
      ➤ Email: ACHCustomerSupport@gpo.gov

❑ For help with the Pay.gov website contact-
   ➤ Pay.gov Customer Service
      ➤ 800-624-1373 (Toll free, Option #2)
      ➤ 216-579-2112 (Option #2)
      ➤ Email: pay.gov.clev@clev.frb.org