

# 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



UNITED STATES GOVERNMENT PUBLISHING OFFICE  
732 NORTH CAPITOL STREET NORTHWEST  
WASHINGTON DC 20401

## Invoice

GPO Invoice Number: 1405775  
Date: 04-JUL-2012  
Billing Address Code (BAC): 000000

LINE NO.	JACKET NUMBER	PRINT ORDER	REQUISITION NUMBER	PROGRAM NUMBER	LINE OF ACCOUNTING (LOA)	REFERENCE INFORMATION	QUANTITY	PRODUCTS AND SERVICES <sup>(1)</sup>	POSTAGE / SHIPPING	SUBTOTAL
1	519104	70488	2-19104	2365M	2/X/201/120/30/0/MM/11502/2411	37-12-802XMM403	25	\$366.22	\$0.00	\$366.22
Total Charges for Invoice 1405775:										\$366.22
Total Invoice Charges for BAC :										\$366.22

In accordance with Title 44, Section 310, the above charges are submitted for reimbursement.

Prompt settlement by check, payable to "The Government Publishing Office", is required (44 USC 310). Mail check and one copy of this invoice to: U.S. Government Publishing Office, Disbursing - Mail Stop FMAC, Room B-622, 732 North Capitol Street, NW, Washington, DC 20401.

<sup>(1)</sup> The Products and Services amount may include Postage and Shipping.

If your order included press sheet inspections, postage, modifications, or other GPO services, this may not be the final bill for your order.

If you have questions pertaining to the above charges, submit your inquiry via email to [GPOBill@gpo.gov](mailto:GPOBill@gpo.gov). You will receive an email notification confirming GPO's receipt of your inquiry. All inquiries must include the following information: **GPO Invoice Number, Jacket Number, and Print Order Number (if applicable)**. Please include specific remarks, comments, or questions you may have regarding this invoice.

Please allow GPO to review and resolve discrepancies prior to adjusting total invoice amounts.

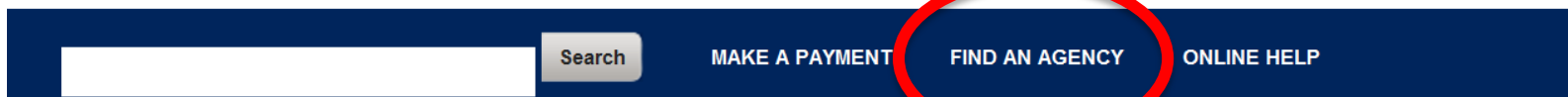
Thank You for Your Business!

GPO Form 400 (R 05/12) – Invoice

Page 1 of 1

- 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 in](#) | [Register](#)

**Alert Message (effective 11/14/2014):** Attention ACA Transitional Reinsurance Reporting Entities: CMS has received requests for an extension of the deadline for contributing entities to submit their 2014 enrollment counts for the transitional reinsurance program contributions under 45 CFR 153.405(b). The deadline has now been extended until 11:59 p.m. on December 5, 2014. The January 15, 2015 and November 15, 2015 payment deadlines remain the same. If you have any questions regarding the ACA Transitional Reinsurance Program Annual Enrollment Contributions Submission form, please contact the Health and Human Services (HHS) Centers for Medicare & Medicaid Services (CMS) directly at 877-292-6978, or e-mail [reinsurancecontributions@cms.hhs.gov](mailto:reinsurancecontributions@cms.hhs.gov) Please note this form is configured to allow one file attachment, the file must have a file extension of CSV and cannot exceed a size of 2 MB. [More Information](#)

## Welcome to Pay.gov

Pay.gov is the convenient and fast way to make secure electronic payments to Federal Government Agencies. Many common forms of payment are accepted, including credit cards, debit cards, and direct debit.

Click on a link below or use the search box above to get started.

[Make a Payment](#)



- 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 Services (CMS) directly at 877-292-6978, or e-mail [reinsurancecontributions@cms.hhs.gov](mailto:reinsurancecontributions@cms.hhs.gov). Please note this form is configured to 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](#) [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)

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### 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



Find Forms, Agencies...

Search

MAKE A PAYMENT

FIND AN AGENCY

ONLINE HELP

## GPO ACH Payment Form for Printing Related Services

Before You Begin

1 Complete Agency Form

2 Enter Payment Info

3 Review &amp; Submit

4 Confirmation

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)

**Paying online with Pay.gov is safe, secure, and the preferred method to make a payment.** To make a payment using one of the below accepted payment methods, please click the Continue to the Form button.

### Accepted Payment Methods:

▶ Bank account (ACH)

Preview Form

[Cancel](#)**Continue to the Form**

This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. [Please review our privacy policy](#) for more information.

### Need Help?

Printing Related Services

**Contact:** ACH Customer Support**Email:** [Click to email](#)**Phone:** 202-512-0632

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



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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:

Contact Email Address:

Contact Telephone:

Agency Name:

Billing Address Code (BAC):   
(Example 650199)

Invoice Number:	<input type="text"/>	Invoice Amount:	<input type="text"/>
Invoice Number:	<input type="text"/>	Invoice Amount:	<input type="text"/>
Invoice Number:	<input type="text"/>	Invoice Amount:	<input type="text"/>
Invoice Number:	<input type="text"/>	Invoice Amount:	<input type="text"/>
Invoice Number:	<input type="text"/>	Invoice Amount:	<input type="text"/>
Invoice Number:	<input type="text"/>	Invoice Amount:	<input type="text"/>
Invoice Number:	<input type="text"/>	Invoice Amount:	<input type="text"/>

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

Total Payment:

For questions regarding coordination of ACH payment, email [ACHCustomerSupport@gpo.gov](mailto:ACHCustomerSupport@gpo.gov)

GPO Form 4053 (Rev. 5/14)

PDF Preview

Continue

# Completing the GPO Form 4053 (Breakdown)



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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:	<input type="text" value="John Doe"/>
Contact Email Address:	<input type="text" value="jdoe@gpo.gov"/>
Contact Telephone:	<input type="text" value="(202) 512-0000"/>
Agency Name:	<input type="text" value="Agency Name Goes Here"/>
Billing Address Code (BAC):	<input type="text" value="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:	<input type="text" value="1632511"/>	Invoice Amount:	<input type="text" value="49.87"/>
Invoice Number:	<input type="text" value="1632511"/>	Invoice Amount:	<input type="text" value="27.56"/>
Invoice Number:	<input type="text"/>	Invoice Amount:	<input type="text"/>
Invoice Number:	<input type="text"/>	Invoice Amount:	<input type="text"/>
Invoice Number:	<input type="text"/>	Invoice Amount:	<input type="text"/>
Invoice Number:	<input type="text"/>	Invoice Amount:	<input type="text"/>
Invoice Number:	<input type="text"/>	Invoice Amount:	<input type="text"/>
		Total Payment:	<input type="text" value="77.43"/>

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

For questions regarding coordination of ACH payment, email [ACHCustomerSupport@gpo.gov](mailto: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 &amp; Submit

4 Confirmation

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

\* Payment Amount:

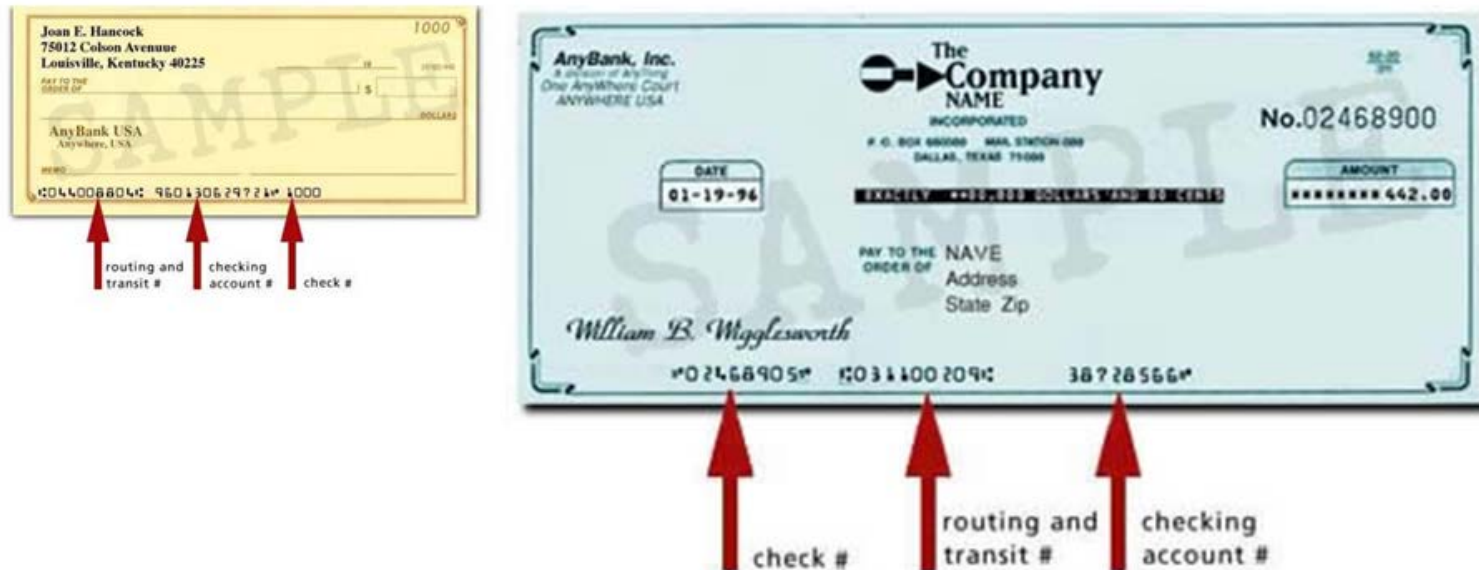
\* Payment Date (mm/dd/yyyy)

\* Account Holder Name

\* Select Account Type

- **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

## \* Account Number

## \* Confirm Account Number

- 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](#)[Review and Submit Payment](#)

- **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**

# Step 3: Review & Submit

## GPO ACH Payment Form for Printing Related Services

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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:

- 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

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

## Authorization and Disclosure Statement

[Printable version](#)

### 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



**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](mailto: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](mailto:pay.gov.clev@clev.frb.org)