Department of Energy

Washington, DC 20585

2014 Payment Instructions for Checks, Money Orders, or Credit Cards

Below you will find instructions for three different methods of payment. Please choose the method most convenient for you. Please include the referenced bill number on all forms or payment to the Department of Energy.

You may submit your personal check electronically (via ACH Debit) or use a credit card at the following website:

https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=18573422 .

Option 1: Electronic Check payment: please complete the first screen, including the type of payment and the bill number, and then click on the Submit Data button. A second screen will appear for your on-line electronic payment. The first Option on the screen is for submitting your own check for payment electronically. Fill in the required* fields with your personal check information and select 'Continue with ACH Payment.' The third screen displays the payment summary and allows you to edit your information. This screen will also initiate an e:mail confirmation receipt, sent to your e:mail address, as well as any cc: e:mail addresses. Please include in the cc: e:mail address block AR@hq.doe.gov to ensure the Department of Energy accounts receivable team is aware your payment is in the system. Review your payment information and select 'Submit Payment." From the confirmation page, please print a copy of the electronic receipt for your records. You will receive an e:mail notification of the transaction as well. Please mark your personal check PAID ELECTRONICALLY.

Option 2: Credit Card payment: please complete the first screen, including the type of payment and the bill number, and then click the Submit Data button. A second screen will appear for your on-line payment. Scroll down to the second Option on the screen to submitting your credit card payment electronically. Fill in the required* fields with your personal credit card information and select 'Continue with Plastic Card Payment.' The third screen displays the payment summary and allows you to edit your information. This screen will also initiate an e:mail confirmation receipt, sent to your e:mail address, as well as any cc: e:mail addresses. Please include in the cc: e:mail address block AR@hq.doe.gov to ensure the Department of Energy accounts receivable team is aware your payment is in the system. Review your payment information and select 'Submit Payment." From the confirmation page, please print a copy of the electronic receipt for your records. You will receive an e:mail notification of the transaction as well.

Option 3: Money Order or **Paper Check:** mail payment to:
US Department of Energy
Cash Deposits
P O Box 979019
St. Louis, MO 63197-9000