



United States Department of the Interior



MINERALS MANAGEMENT SERVICE
Minerals Revenue Management
P.O. Box 25165
Denver, Colorado 80225-0165
www.mrm.mms.gov

FM/AS
Mail Stop 353B1

APR 16 2003

Dear Reporter:

In order to correlate your payments to the appropriate reports, ensure your payor accounts are accurate and answer your questions, the Minerals Management Service requires that you provide your payor code and a unique Payor-Assigned Document (PAD) number on all of your monthly payments and Form MMS-2014's. We continue to experience a high rate of companies not submitting payor codes and PAD's and will begin issuing Notices of Non-Compliance to those payors who do not provide the required information each month.

The regulations at 30 CFR Parts 210 and 218 require that you include your payor code and PAD number on your payment documents and Forms MMS-2014. These requirements are detailed in the *Minerals Revenue Reporter Handbook* (May 2001), Chapter 3, Form MMS-2014 Field Descriptions and Explanations, which states in part:

Field Number 2: Payor Code. An alpha/numeric code that MMS assigns to you. The payor code on your reports must match the payor code on your payment documents.

Field Number 4: Payor-Assigned Document Number. A unique identifier that you assign to each Form MMS-2014 report and associated payment. Whether you report electronically or by paper, the PAD number from the Form MMS-2014 must be on the check or Electronic Funds Transfer (EFT) payment that correlates to the MMS-2014, including payments made to tribal lock boxes.

For Solid Mineral payors using the Production and Royalty Report (P&R Report, Form MMS-4430), the PAD number is automatically generated when you file your report. This PAD number must be included on your payment documents.

FEDWIRE and ACH Payments

If you are paying by EFT, you must include your payor code and PAD number in the *Payment Information* field of the EFT message. If your PAD number is less than eight characters/digits, use leading zeros to fill in the entire field. For example, a reporter electing to use March 2003 as its PAD would enter 00032003 in the PAD number field of the EFT message and in Field Number 4 of the Form MMS-2014. Please see the instructions at www.mrm.mms.gov (click Reporting Information, then click Electronic Reporting/Payment Contact Information) to submit

your electronic payments to us for same day processing through the FEDWIRE Deposit System or the Automated Clearing House. If you have any questions regarding this payment system, contact our General Ledger Team at 1-800-525-0309, extension 3123 or 3345.

Invoice Payments

If you are paying an invoice by EFT, you must include your payor code and the invoice number and amount in the *Payment Information* field of the EFT message. If you are paying by check, send your payment to the address indicated on the Remittance Advice page of the invoice. For payment by check, return the Remittance Advice page with your payment and record your payor code and the invoice number on your check.

Assessment and Penalty Provisions

If we determine that your reporting fails to include proper payor codes and invoice or PAD numbers, we will issue a Notice of Non-Compliance to you in accordance with 30 CFR Part 241.

Contact Us

Do you need a copy of the *Minerals Revenue Reporter Handbook*? Go to www.mrm.mms.gov (click Reporting Information, then click Handbooks & Manuals) or call 1-800-525-0309, extension 3105 to request a copy.

Sincerely,



Phillip D. Sykora
Chief, Financial Management