

## How to Use the “ONRR Oil and Gas Initial ROW/RUE Rental Payments” Form on Pay.gov

You may pay first-year rent on Pay.gov, by Fedwire or by Automated Clearing House (ACH). You may *not* pay first-year rent using a credit card.

### **Important Facts about Timing Your Payments**

A direct debit authorization must be received before 8:55 pm Eastern Time if settlement is to occur on the next business day. ACH payments require overnight batch processing by the banking industry, which delays the receipt of funds and deposit information by ONRR. National holidays also affect the timing of payment batch processing. **Make sure to time your transaction to meet our payment deadlines or you may be subject to late payment interest charges.**

## Frequently Asked Questions (FAQ)

### **Why can't I use a credit card to pay first year rent?**

First year rental payments are now made directly to ONRR—*not* to BSEE or BOEM—and **ONRR does not accept credit card payments**. According to 30 CFR 1218.51, you must make payments to ONRR electronically to the extent it is cost effective and practical. Electronic payment methods include Pay.gov, Fedwire, and ACH. ONRR encourages payors to use Pay.gov to ensure accuracy and timeliness. Using Pay.gov enables ONRR to match money with reports and invoices more easily and faster

### **What is Pay.gov?**

Pay.gov is a free, secure, web-based electronic option to make royalty, invoice, and ROW/RUE rental payments to ONRR. Pay.gov is available 24 hours a day, seven days a week (holidays included) for customers to submit payments. (**Note:** Collection transactions are processed according to ACH schedules. Read the boxed message above.)

### **Is there a limit to how much I can pay on Pay.gov?**

Yes, each payment must be less than \$100,000,000.00.

### **What if my bank won't allow Pay.gov to withdraw funds from my account?**

Give your bank the Pay.gov Agency ID number for the ONRR ROW/RUE form, which is 1417000105. That will allow your bank to recognize and allow Pay.gov withdrawals for ONRR.

Please read the instructions below.

# Instructions for the “ONRR Oil and Gas Initial ROW/RUE Rental Payments” Form

## 1. Open the pay.gov web site.

If you are ready to make a payment that qualifies for using Pay.gov, open the web site at [www.pay.gov](http://www.pay.gov).

## 2. Why you may want to register.

If you register on the pay.gov web site, it will maintain a history of your payments and save your banking information so you don’t have to input it for every new payment. You are not required to register in order to make payments through pay.gov, and you can register at any time in the future. To register, click on the “Register” link at the top right hand corner.

## 3. Open the correct payment form.

At the top of the page, click on MAKE A PAYMENT. Under “Find a Form,” scroll down to the Search box and type in “ONRR.” Click on “Continue to the Form.” At the second item, **ONRR Oil and Gas Initial ROW/RUE Rental Payments**, click on “Continue to the Form” again. The link to this form is <https://www.pay.gov/public/form/start/36456370>.

## 4. Complete the form and click Submit Data.

See the example on page 3, which explains and shows how to complete each item. Please use your ONRR-assigned payor number (*not* your BOEM company number) to avoid problems with posting your payment.

## 5. Enter your banking information.

This page is where you enter banking information. (If you are registered on the Pay.gov site, this page will populate automatically.)

After you enter your banking information, you have three options: continue with the payment transaction, cancel the transaction, or return to the Form page.

## 6. Authorize payment and agree to terms and conditions.

This page allows you to authorize your payment, and to enter an email address to receive payment confirmation from Pay.gov. You must agree to the terms and conditions on this page.


After you complete those actions, you have three options: submit the payment, cancel the transaction, or return to the form page.

## 7. Enter another payment or exit.

This page confirms your submission of a payment.

From this page, you can return to the ONRR Oil and Gas Initial ROW/RUE Rental Payments form and initiate another payment, OR you can return to the Pay.gov home page, OR you can exit from Pay.gov.

## Initial ROW/RUE Rental Payment Example



**United States Department of the Interior**  
**Office of Natural Resources Revenue**

**Oil and Gas Initial Rental for ROWs or RUEs Payment Form**

*\*Required Field*

\*Business Unit:

\*Payor/Company Code:  This is your ONRR Payor #

\*Payor/Company Name:

\*Payment Type:  Select ROW or RUE

\*Total Amount Paid: \$  \$15/mile—round up to next full mile

\*Years Rental Paid:  Select 1 or 5 yrs rent to pay

\*Assigned ROW/RUE Number:  Enter the OCS-G #

Location/Description:

\*Area/Block:

Platform Depth/Acres:

If you have Pay.gov-related questions that are not answered above, please contact Shannon Hahn at [shannon.hahn@onrr.gov](mailto:shannon.hahn@onrr.gov) or 303-231-3749

### If I pay by Fedwire, how do I provide BSEE/BOEM with confirmation?

If you pay via Fedwire include the ROW/RUE number and your ONRR payor number, designate it as “First Year ROW/RUE Rental,” and notify [shannon.hahn@onrr.gov](mailto:shannon.hahn@onrr.gov) when you make the payment.

If you need to send a payment via FedEx or UPS, address it to:

Office of Natural Resources Revenue  
Document Processing, Room A-614  
Building 85, Denver Federal Center  
6th Avenue and Kipling Parkway  
Denver Colorado 80225

**Note:** The Post Office does **not** deliver any mail to this physical address.