

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

**Instructions and Examples of Automated Clearing House (ACH)
Payments to ONRR in CCD+ Format**

You may remit payments to ONRR through the Automated Clearing House (ACH) network using the CCD+ format. Your bank will prepare ACH payments based on your instructions, then transfer your funds to ONRR's account. ACH payments require overnight batch processing by the banking industry, which delays the deposit of funds and the receipt of deposit information by ONRR. Check with your bank to find out how long it will take for ONRR to receive an ACH payment, and make sure to time your transfers to meet payment deadlines.

- You are required to prepare a separate report and payment for each payor code.
- You are required to prepare a separate report and payment for Federal and Indian leases.
- You are required to prepare a separate ACH transaction for each document (report) you pay.
- Each ACH payment must contain an addenda record that follows an ONRR proprietary record layout. The addenda record identifies your payor code, the document being paid, a Federal or Indian identification, and, if Indian, a tribal Distributee/Fund Code. Follow the addenda record descriptions and payment examples on pages 2-4.

Send all ACH CCD+ payments for ONRR to the following bank and account:

Bank Name:	CASH LINK-ACH RECEIVER
City, State:	Riverdale, Maryland
RTN (Routing Number):	051036706
Receiver Name:	Office of Natural Resources Revenue
Account Number:	220037
Record Type Code:	6
Transaction Code:	22
Addenda Indicator:	1 [This indicates an Addenda Record is attached; you <i>must</i> attach an Addenda Record.]

For contact information and additional ACH related questions not answered above, please refer to ONRR's *Payments* page at: <http://www.onrr.gov/ReportPay/payments.htm>.

ACH Addenda Record Payment Examples

Form ONRR-2014 – Report of Sales and Royalty Remittance

ONRR’s CCD+ format has four required fields in the addenda record. Each field must end with an asterisk (*), as shown below.

2014 Addenda Record Format

Field	Description	Content Type	Number of Characters	Comments
1	Payor code	Alphanumeric	5	ONRR-assigned payor code; must match payor code on Form ONRR-2014
	Field separator	*	1	
2	Payor-Assigned Document Number (PAD #)	Alphanumeric	8	Must match the PAD number on Form ONRR-2014; may be up to eight characters long
	Field separator	*	1	
3	Federal/Indian Indicator	Either F or I	1	F = Federal lease I = Indian lease
	Field separator	*	1	
4	Indian Distributee/ Fund Code	Numeric	3	Complete this field for an Indian lease payment; leave blank for a Federal lease payment
	Field separator	*	1	

2014 Addenda Record Example—Federal lease

An addenda record for a Federal lease payment from payor code 12345 with a PAD number of 12345678 will appear as follows:

12345*12345678*F**

where Field 1 = 12345*
 Field 2 = 12345678*
 Field 3 = F*
 Field 4 = *

2014 Addenda Record Example—Indian lease

An addenda record for an Indian lease payment from Payor Code 54321 with a PAD number of 04302012 will appear as follows:

54321*04302007*I*530*

where Field 1 = 54321*
 Field 2 = 04302012*
 Field 3 = I*
 Field 4 = 530*

Note: Lists of Distributee Codes are available in the **Distributee Code and Indian Lease List** section of the *Payment Information* web page. A separate payment transaction is required for each Distributee Code per regulations at 30 CFR § 1218.51.

Invoice Document

ONRR’s CCD+ format has four required fields in the addenda record. Each field must end with an asterisk (*), as shown below.

Invoice Addenda Record Format

Field	Description	Content Type	Number of Characters	Comments
1	Payor code	Alphanumeric	5	ONRR-assigned payor code; must match payor code on Form ONRR-2014
	Field separator	*	1	
2	Invoice Number	Alphanumeric	12	Document number found on the invoice, up to 12 characters
	Field separator	*	1	
3	Federal/Indian Indicator	Either F or I	1	F = Federal lease I = Indian lease
	Field separator	*	1	
4	Indian Distributee/ Fund Code	Numeric	3	Complete this field for an Indian lease payment; leave blank for a Federal lease payment
	Field separator	*	1	

Invoice Addenda Record Example—Federal lease

An addenda record for a Federal lease payment from payor code 54321 with an invoice number of OTH123456789 will appear as follows:

54321*OTH123456789*F**

where Field 1 = 54321*
 Field 2 = OTH123456789*
 Field 3 = F*
 Field 4 = *

Invoice Addenda Record Example—Indian lease

An addenda record for an Indian lease payment from Payor Code 12345 with an invoice number of INT123456789 will appear as follows:

12345* INT123456789*I*530*

where Field 1 = 12345*
 Field 2 = INT123456789*
 Field 3 = I*
 Field 4 = 530*

Note: Lists of Distributee Codes are available in the **Distributee Code and Indian Lease List** section of the *Payment Information* web page. A separate payment transaction is required for each Distributee Code per regulations at 30 CFR § 1218.51.

Solid Mineral PAR Document

ONRR's CCD+ format has four required fields in the addenda record. Each field must end with an asterisk (*), as shown below.

Solid Mineral Addenda Record Format

Field	Description	Content Type	Number of Characters	Comments
1	Payor code	Alphanumeric	5	ONRR-assigned payor code; must match payor code on Solids P&R (Form ONRR-4430)
	Field separator	*	1	
2	PAR Document Number	Alphanumeric	8	Must match the PAR number on Solids P&R (Form ONRR-4430); may be up to eight characters long
	Field separator	*	1	
3	Federal/Indian Indicator	Either F or I	1	F = Federal lease I = Indian lease
	Field separator	*	1	
4	Indian Distributee/ Fund Code	Numeric	3	Complete this field for an Indian lease payment; leave blank for a Federal lease payment
	Field separator	*	1	

Solid Mineral Addenda Record Example—Federal lease

An addenda record for a Federal lease payment from Payor Code MA321 with a PAR number of PAR12345 will appear as follows:

MA321*PAR12345*F**

where Field 1 = MA321*
 Field 2 = PAR12345*
 Field 3 = F*
 Field 4 = *

Solid Mineral Addenda Record Example—Indian lease

An addenda record for an Indian lease payment from Payor Code MA345 with a PAR number of PAR54321 will appear as follows:

MA345*PAR54321*I*530*

where Field 1 = MA345*
 Field 2 = PAR54321*
 Field 3 = I*
 Field 4 = 530*

Note: Lists of Distributee Codes are available in the **Distributee Code and Indian Lease List** section of the *Payment Information* web page. A separate payment transaction is required for each Distributee Code per regulations at 30 CFR § 1218.51.

ROW/RUE 1st Year Rental

ONRR’s CCD+ format has four required fields in the addenda record. Each field must end with an asterisk (*), as shown below.

Invoice Addenda Record Format

Field	Description	Content Type	Number of Characters	Comments
1	Payor code Field separator	Alphanumeric *	5 1	ONRR-assigned payor code
2	Invoice Number Field separator	Alphanumeric *	12 1	ROW number (e.g. G-XXXX)
3	Federal/Indian Indicator Field separator	Either F or I *	1 1	F = Federal lease (I is not used for ROE/RUE payments)
4	Indian Distributee/ Fund Code Field separator	Numeric *	3 1	Not used for ROE/RUE payments

ROW/RUE 1st Year Rental Addenda Record Example

An addenda record for a Federal lease payment from payor code 54321 with an ROW number of G12345 will appear as follows:

54321* G12345*F**

where Field 1 = 54321*
 Field 2 = G12345*
 Field 3 = F*
 Field 4 = *

OCS Lease Sale Bonus Payment

ONRR's CCD+ format has four required fields in the addenda record. Each field must end with an asterisk (*), as shown below.

OCS Lease Sale Addenda Record Format

Field	Description	Content Type	Number of Characters	Comments
1	OCS Lease Sale Number Field separator	Alphanumeric *	7 1	OCS Lease Sale Number, example SALEXXX.
2	Company OCS Qualification Number Field separator	Alphanumeric *	8 1	Qualification number, QUALXXXX
3	The number of awarded high bid leases or Lease Serial Numbers Field separator	Alphanumeric *	6-12 1	The number of awarded high bid leases formatted as XXLeases for 1/5 or Lease Serial Numbers formatted as LeasesGXXXXX for 4/5.
4-	Lease Serial Numbers (4/5 Bonus and First Year Rental) Field separator	Alphanumeric *	6 1	List additional Lease Serial Numbers formatted as GXXXXX for 4/5.

1/5 Total Bid Amount Addenda Record Example

An addenda record for example OCS Lease Sale 222 paying 3 leases with a QUAL number of 9999 will appear as follows:

SALE222*QUAL9999*03Leases**

where Field 1 = SALE222*
 Field 2 = QUAL9999*
 Field 3 = 03Leases*
 Field 4 = *

4/5 Bonus & First Year Rent Addenda Record Example

An addenda record for example OCS Lease Sale 222 paying Leases G34567 and G34568 with a QUAL number of 9999 will appear as follows:

SALE222*QUAL9999*LeasesG34567*G34568*

where Field 1 = SALE222*
 Field 2 = QUAL9999*
 Field 3 = 03Leases*
 Field 4 = *