



Electronic Payment Initiative

General Guidance

Employment and Training Administration

Introduction

Effective June 1, 2018, the U.S. Department of Labor (DOL), Employment & Training Administration (ETA) will no longer accept paper checks for many types of incoming funds. ETA has completed an initiative with the U.S. Department of the Treasury to accept electronic payments in lieu of paper checks. Incoming payments including returns and recoveries to DOL will now be made via Pay.gov.

Pay.gov

Electronic payments through Pay.gov are deducted directly from your bank account on the payment date. It is reliable, safe and convenient. It provides mutual benefits to the customer and ETA such as timely and convenient payments, reduced process requirements and mitigating lost or stolen checks in the mail. The DOL is eliminating the costs associated with a paper check system. While ETA receives payments in a more timely, convenient and precise manner with reduced processing requirements, you will no longer have to worry about lost or stolen checks. The web address for making electronic payments is:

- <https://www.pay.gov/public/form/start/177233981>

Payments that can be made through Pay.gov are limited to the following types:

- Rent and Royalty payments
- Court ordered restitution payments
- Freedom of Information (FOIA) fees
- Accounts Payable refunds
- Cancelled/expired Grants (older than five years)
- Disallowed cost determinations
 - Single Audit Determinations and settlements after appeals process
 - Close-out Refunds from Grants and Contracts
 - Refunds from Grants and Contracts
 - Overpayments from Grants and Contracts

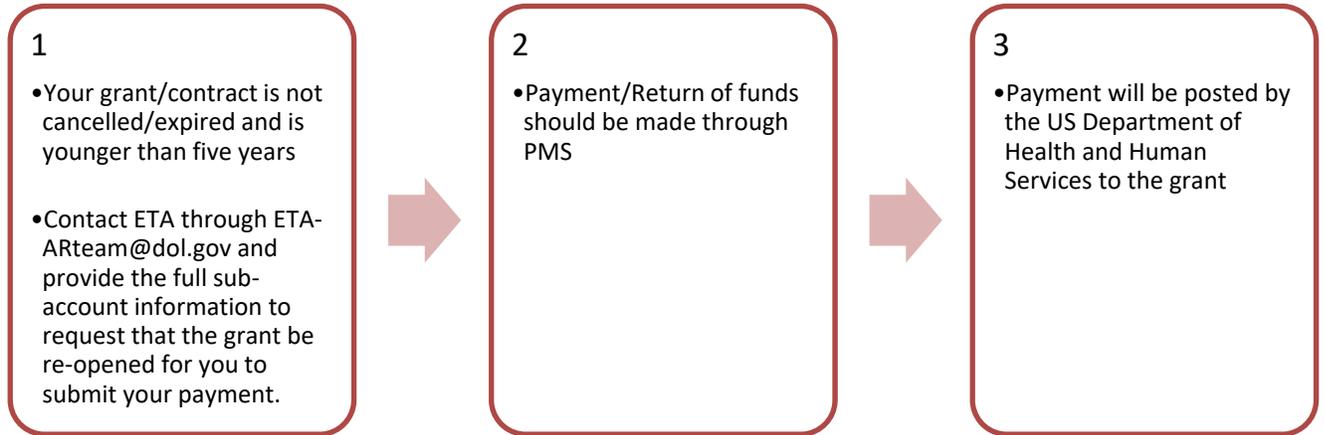
Payment Management System

Grantees returning funds to their respective grants shall use the Payment Management System (PMS) to submit payments. This process is the same as a drawdown within PMS.

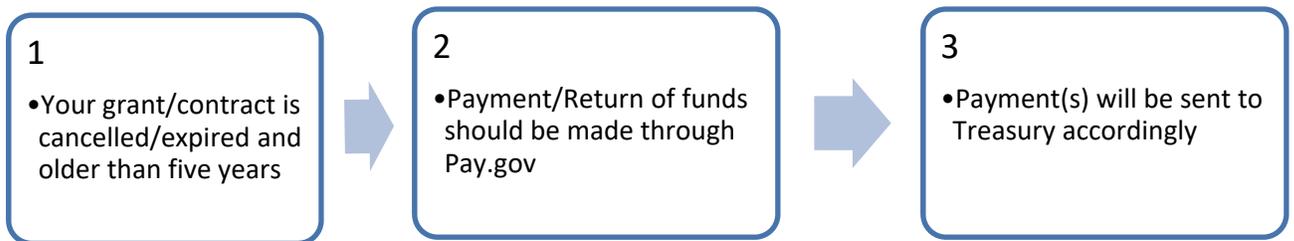
The Electronic Payment Initiative (EPI) is a prompt, effective and reliable method for sending payments. We look forward to your participation in the EPI program. If you have any questions concerning the EPI program, please contact us at the following email address: ETA-ARTeam@dol.gov.

Grant Status

- **ACTIVE Grants**

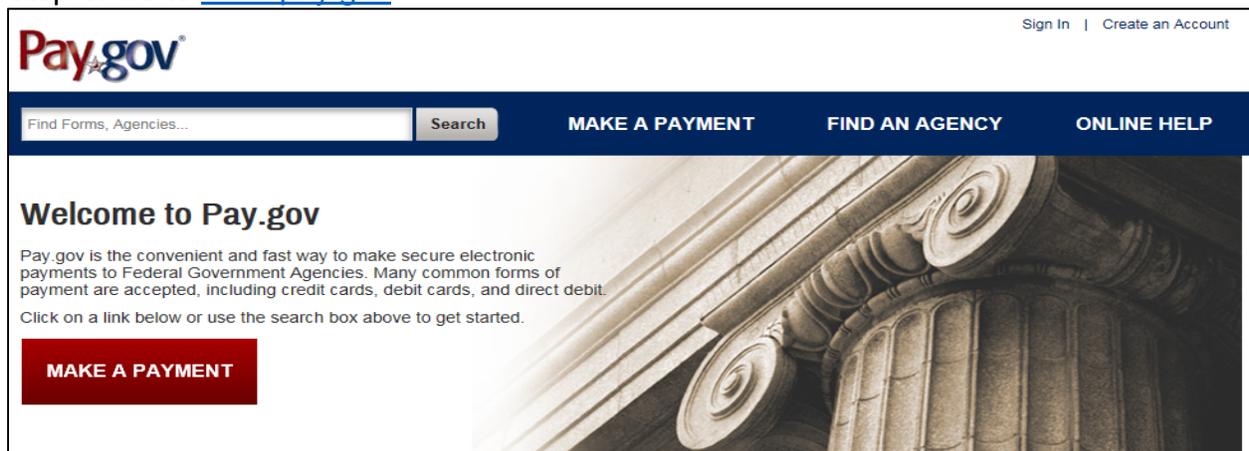


- **INACTIVE Grants/Contracts**

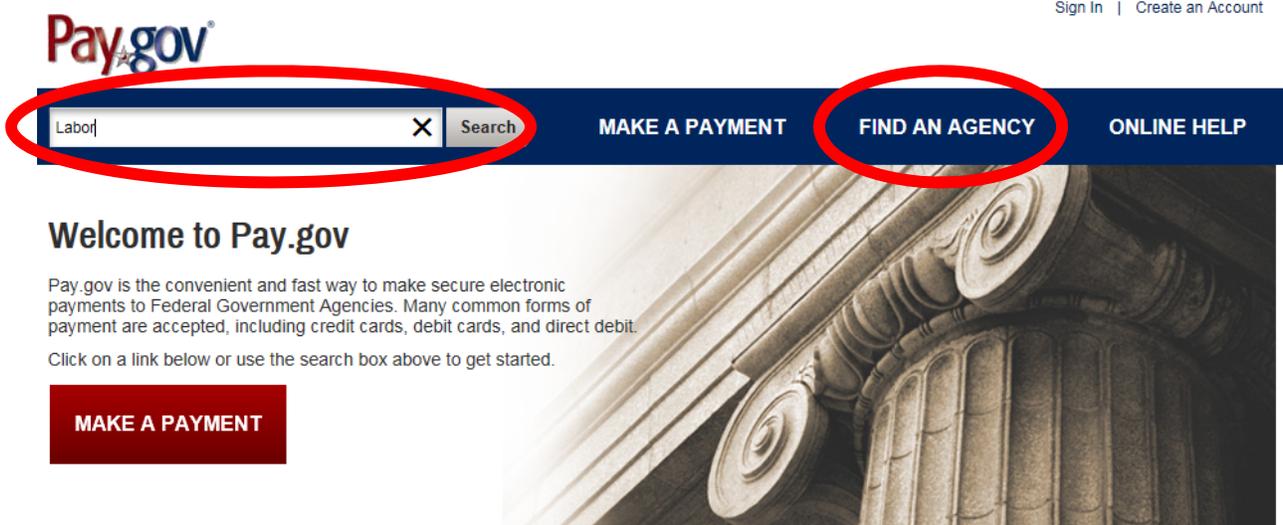


Pay.gov Site Navigation

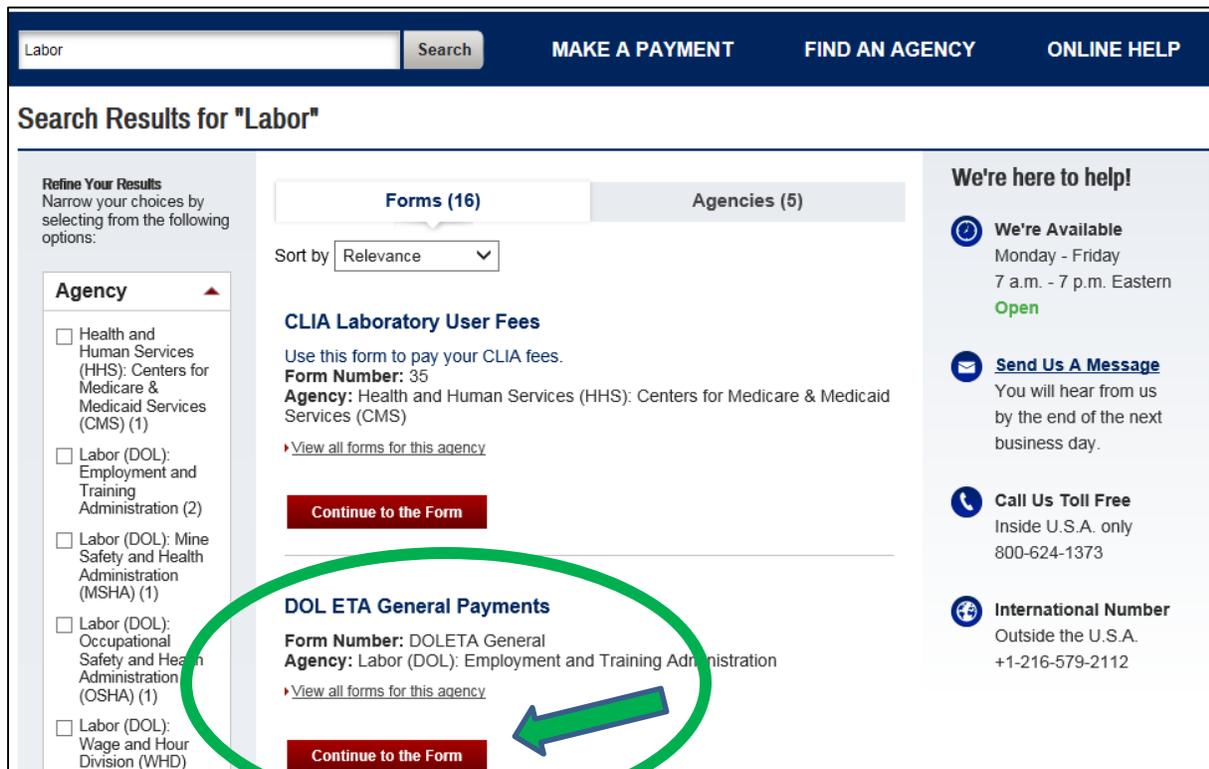
Step 1: Go to www.pay.gov



Step 2: Click on “*FIND AN AGENCY*” or use the search field to locate the U.S. Department of Labor.



If the search option was selected, the following page will load. Once loaded, select “*DOL ETA General Payments*” by clicking on the red “*Continue to the Form*” button.



Step 2 (continued): If the “*FIND AN AGENCY*” option is selected, click on the letter “L” and select the option identified below.

▶ [Return to top of the list](#)

L

▶ [Return to top of the list](#)

L

[Labor \(DOL\): Employment and Training Administration](#)

[Labor \(DOL\): Mine Safety and Health Administration \(MSHA\)](#)

[Labor \(DOL\): Occupational Safety and Health Administration \(OSHA\)](#)

[Labor \(DOL\): Wage and Hour Division \(WHD\)](#)

Step 3: Click on “*Continue to the Form*” again.

Pay.gov

Find Forms, Agencies... Search

MAKE A PAYMENT FIND AN AGENCY ONLINE HELP

DOL ETA General Payments

Before You Begin 1 Complete Agency Form 2 Enter Payment Info 3 Review & Submit 4 Confirmation

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)
- ▶ Amazon account
- ▶ PayPal account
- ▶ Debit or credit card

This form provides you the ability to schedule recurring, automatic payments by withdrawing from your checking or savings account. To take advantage of this feature, you must have a Pay.gov account. If you already have an account, please [Sign In](#); otherwise, click [Create an Account](#) to create one.

[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.

Step 4: Enter all of the pertinent information as requested by the form. In the payment description section, please describe the reason for the payment. If a grant is involved, ensure that the full grant number and the sub-account are referenced, for example, AA12345-AB0.

Once all information is entered, click “Continue”.

The image shows a web form for entering payment information. At the top left, there is a partial logo for the 'STATES OF'. Below the logo, the text 'Required information is marked by an asterisk *' is displayed. The form contains the following fields:

- * Company Name: [Text input field]
- ETA Reference Number: [Text input field]
- Address Line 1: [Text input field]
- Address Line 2: [Text input field]
- City: [Text input field] State: [Dropdown menu] Zip: [Text input field]
- * First Name: [Text input field] * Last Name: [Text input field]
- * Telephone Number: [Text input field]
- * Email Address: [Text input field]
- * Payment Amount: [Text input field]
- * Year: [Dropdown menu] * Quarter: [Dropdown menu]
- * Payment Description: [Large text area]

At the bottom of the form, there are two buttons: 'PDF Preview' and 'Continue'.

Follow the prompts to enter payment information and submit the form.

Frequently Asked Questions

1. Is payment through Pay.gov secure?

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.

2. When will the agency receive my payment?

Payments are generally settled and received by an agency on the next business day after submission. For example, if you make your payment during the day on Monday, the agency will receive your payment on Tuesday. If your payment was due on Monday, it will be late. If your payment was due on Tuesday and Tuesday is a holiday, your payment will not be received until Wednesday.

3. Can I upload PDF files along with my payment?

Yes, a maximum 15MB of PDF files may be uploaded with your payment.

4. Is Pay.gov the U.S. Government agency you are paying?

No, Pay.gov only accepts payments on behalf of an agency and sends them out for processing. Pay.gov only keeps track of payments made on Pay.gov.

You must contact the applicable agency for information such as the total amount you owe, total amount paid, refunds, and other pertinent information.

5. Should I create a Pay.gov account?

You do not need to have a Pay.gov account to make most payments, but with an account you have access to more tools to manage and track your payments. If you have recurring payments to be made, you are encouraged to create a Pay.gov account.

6. Is there a charge for using Pay.gov?

No. Pay.gov is a free service.

7. Who may I contact for assistance?

You may reach out to ETA at the following email address for assistance, ETA-ARteam@dol.gov. All emails are answered within 48 hours.

8. I am returning funds for a cost disallowance? If it gets redeposited into our account, is it acceptable to us to draw down those funds again?

No, ETA will make a corresponding adjustment to de-obligate the grant award in the amount of the refund.

9. May I make Interest Income payments through Pay.gov?

Yes, up to \$500. Any amounts exceeding that must be returned directly to the U.S. Treasury.