

NRMP Payment Instructions

The NRMP accepts the following payment types: credit and debit cards, check, Amazon, PayPal, electronic check (ACH), FedNow, and wire payments in USD. Instructions for each of these methods are listed below. Please note there are separate instructions (#2) for international (non-US bank) wire payment. Please contact NBL Sales at NBLSales@nnsa.doe.gov with questions or comments.

1. **TO PAY BY CREDIT CARD (\$25,000 limit), ELECTRONIC CHECK (ACH) (\$25,000 limit), AMAZON (\$10,000 limit), OR PAYPAL(\$10,000 limit) via Pay.gov:**

To access Pay.gov, navigate <https://www.pay.gov/public/form/start/18573422>. Complete the Agency Form. Your name and address. must match the billing address of the credit card provided. Select the Payment Type from the drop-down screen and complete remaining required* fields. Any additional comments can be included in the comments section. Continue to the Payment Info screen. Select method of payment. Complete the required* fields and click the Review and Submit Payment button. To receive an email confirmation, enter your email address. Please include in the cc: AR@hq.doe.gov to ensure the Department of Energy accounts receivable team is aware of your payment.

2. **TO PAY BY WIRE FROM A FOREIGN (non-US) BANK:**

Please NOTE: Customers are responsible for paying any wire fees or costs. Your transmitting bank may add a processing fee. This fee MUST be paid for by the customer and not deducted from the invoice total. The NRMP will issue a new invoice if wire transfer fees are deducted from the total. Include the text “Our” or “Our charge” in line 71a (see below). Submit remittances to AR@hq.doe.gov.

Beneficiary Account:	Federal Reserve Bank of New York/ITS (Can abbreviate: FRBNY/ITS)
Bank:	Citibank N.A. (New York)
Bank Address:	388 Greenwich Street, New York, NY 10013
SWIFT Code:	CITIUS33
ABA/Routing Number:	021000089
Account Number:	36838868
Beneficiary Account:	89000001
Payment Details (Line 70):	89000001 Dept of Energy Nuclear Reference Material Program NRMP Invoice number (ex: “M20NANBL000”)
Detail of Charges (line 71a):	Include the following test: “OUR”

3. **TO PAY BY WIRE FROM A US BANK**

The U.S. Treasury Credit Gateway (Fedwire) allows you to submit electronic payments to the U.S. Department of Energy for same-day processing through the U.S. Treasury. Please provide the following instructions to your Financial Institution for the remittance of Fedwire payments to the Department of Energy. Submit remittances to AR@hq.doe.gov

Address:
Federal Reserve Bank of NYC (TREAS NYC)
33 Liberty Street, New York, NY 10045*

ABA Number: 021030004
Beneficiary; DOE 89000001

Fedwire Field Tag	Fedwire Field Name	Required Information
{1510}	Type/Subtype	1000
{2000}	Amount	<i>Enter payment amount</i>
{3400}	Receiver ABA routing number	021030004
{3400}	Receiver ABA short name	TREAS NYC
{3600}	Business Function Code	CTR (or CTP)
{4200}	Beneficiary Identifier (account number)	89000001
{4200}	Beneficiary Name	DEPARTMENT OF ENERGY
{5000}	Originator	<i>Enter the name of the originator of the payment</i>
{6000}	Originator to Beneficiary Information – This field has 4 lines available for text	<i>Enter Nuclear Reference Material Program and Invoice number (ex: M20NANBL000) to identify the purpose of the wire, to assist DOE in identifying the payment</i> This field has 4 lines available for text

4. **FedNow Instructions (\$500,000 limit):** FedNow is a new service built by the Federal Reserve to help make everyday payments fast and convenient. It will allow you to send or receive payments within seconds anytime of the day or night. Your bank or credit union **must** sign up for and offer this instant payment service. Look for the FedNow app on your financial institution's website. Submit remittances to AR@hq.doe.gov.

Address:

US Treasury Credit Gateway
33 Livingston Ave, St. Paul, MN 55107*
ABA Number: 021736081
DOE'S Account # 889000001003

5. **ACH Instructions (\$1M limit):** Please refer to bank for instructions on setting up ACH payment services. Use the below banking information and submit remittances to AR@hq.doe.gov.

Address:

US Treasury Credit Gateway
33 Livingston Ave, St. Paul, MN 55107*
ABA Number: 051036706
DOE'S Account # 800303059000

6. If unable to take advantage of above services, you may Pay by Check.

Check remittance address after January 31, 2024:

DOE Address:

US Department of Energy
CF-11 Attn: Accounts Receivable Team
PO Box 500
Germantown, MD 20875-0500

DOE FedEx Address:

US Department of Energy
CF-11 Attn: Accounts Receivable Team
19901 Germantown Road
Germantown, MD 20875-0500

Checks should be made payable to the US Department of Energy Nuclear Reference Material Program, or US DOE NRMP. Submit remittances to AR@hq.doe.gov

NOTE: Include the NBL Invoice Number on the check (Example NBL Invoice Number: "M20NANBL000").

US Department of Energy: UEI SAM: SUWNFSEM8P15 UEI DUNS: 087689394

***NOT a mailing address for check payments. These addressees will NOT forward checks to DOE.**