

Returning Funds to Department of Energy, Golden Field Office

6/6/2018

There are seven ways to return funds and the awardee may choose what is most convenient for them:

- Paper check to Golden
- Electronic check (pay.gov) \$25,000 limit
- Debit or credit card (pay.gov) \$25,000 limit
- Money order or paper check to DOE Cash Deposits
- ACH Remittance
- Fedwire
- Reverse draw to Automated Standard Application for Payments (ASAP) account if paid through ASAP

Attached are instructions for pay.gov, sending a money order or paper check to DOE Cash Deposits, ACH Remittance, Fedwire and returning funds to an ASAP account. Because ASAP is a Department of Treasury system, the recipient or their bank should contact Treasury if they have questions at 855-868-0151, option 2, then option 3.

To send a check to Golden, the check should be made out to U.S. Department of Energy and sent to:

U.S. Department of Energy
Golden Field Office
15013 Denver West Pkwy, RSF-DOE
Golden CO 80401
Attn: Financial Operations Office

When sending a check to Golden or DOE Cash Deposits it's important that the awardee note the award number and reason for the return so that it is applied correctly.

If the awardee is paid through the ASAP system it is preferred that they return overdrawn funds through ASAP. If they return funds via another means it will bypass their ASAP account and the return will not show on ASAP reports. However, interest earned on overdraws and also proceeds from the sale of equipment or vehicles do not get put back on the award and should not be returned through the ASAP account.

For general questions on this guidance contact GO Finance (finance@ee.doe.gov).



Department of Energy
Washington, DC 20585

2018 Payment Instructions

Below are instructions for different methods of payment to DOE. Please choose the method most convenient for you. Please include the referenced grant, contract or bill number on all forms or payment to the Department of Energy. Once payment is sent, email AR@hq.doe.gov to ensure the Department of Energy Accounts Receivable team is aware of your payment.

Option 1: Electronic Check payment (Limit \$25,000) via Pay.gov at the following website:

<https://www.pay.gov/public/form/start/18573422>. Complete the Agency Form, including the type of payment and the bill number, and then click on the Continue button. On the Enter Payment Info screen, select method of payment (Bank Account – Debit or Credit Card). Select Bank Account (ACH) for using a check for electronic payment and click on the Next button. Complete the required* fields and click the Review and Submit Payment button. Review the completed information. To receive an email confirmation, click the box to the left of that line and enter the 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. Review the Authorization and Disclosure Statement, then click the box to the left of the “I agree to the Pay.gov authorization and disclosure statement”. When the form is complete, click the Submit Payment button. From the confirmation page, please print a copy of the electronic receipt for your records. You will receive an email notification of the transaction as well. Please mark your personal check PAID ELECTRONICALLY.

Option 2: Debit or Credit Card payment (Limit \$25,000) via Pay.gov at the following website: [https://](https://www.pay.gov/public/form/start/18573422)

www.pay.gov/public/form/start/18573422. Complete the Agency Form, including the type of payment and the bill number, and then click on the Continue button. On the Enter Payment Info screen, select method of payment (Bank Account – Debit or Credit Card). Select Debit or Credit Card and click on the Next button. Complete the required* fields and click the Review and Submit Payment button. Review the completed information. To receive an email confirmation, click the box to the left of that line and enter the 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. Review the Authorization and Disclosure Statement, then click the box to the left of the “I agree to the Pay.gov authorization and disclosure statement”. When the form is complete, click the Submit Payment button. From the confirmation page, please print a copy of the electronic receipt for your records. You will receive an email notification of the transaction as well.

Option 3: Money Order or Paper Check: mail payment to (No dollar limit):

Lockbox Address for Regular Mail:

US Department of Energy
Cash Deposits
PO Box 979019
St. Louis, MO 63197-9000

Lockbox Address for FedEx or overnight mail:

US Bank
Attn: Government Lockbox
Mail Code #SL=MOC2GL
1005 Convention Plaza
St. Louis, MO 63101

ACH Remittance Express Data Sheet
US Department of Energy
2018

Data Element Name	Content	Size	Position
Record Type Code	6	1	01-01
Transaction Code	22	2	02-03
Receiving ABA	051036706	8	04-11
Account Number	303059	17	13-29
Payment Amount	\$\$\$\$	10	30-39
Identification Number	Include contract #, agreement #, etc.	15	40-54
Receiver Name	USDOE-TREAS	22	55-76
Discretionary Info	blank	2	77-78
Addenda Indicator	1 (addenda record present)	1	79-79
Trace Number	Automatically assigned by sending bank	15	80-94

Addenda Record Format

Data Element Name	Content	Size	Position
Record Type Code	7	1	01-01
Addenda Type Code	05	2	02-03
Payment Related	*Include other beneficiary information	80	04-83
Sequence Number	Addenda number starting at 0001	4	84-87
Addenda Trace Num	Same as last seven numbers of detail trace number	7	88-94

Bank Name and Address	US Treasury 401 14th ST SW Washington, DC 20227
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For Additional Information Contact:

Carol Fuster
Accounts Receivable Team
Office of Finance and Accounting
US Department of Energy
301-903-0534
877-334-3828 fax
carol.fuster@hq.doe.gov

ACH FORMATS:	
CCD – Cash Concentration or Disbursement	The format and information can support one addendum record.
CTX – Corporate Trade Exchange	This format supports multiple (up to 9,999) addendum records.
PPD – Prearranged Payment and Deposit	With or without addenda.
Addendum Record	Each addendum record contains 80 characters of free form text.

UNITED STATES DEPARTMENT OF ENERGY
FEDWIRE INSTRUCTIONS

US Dollars originating from a US Bank

2018

Please provide the following instructions to your Financial Institution for the remittance of Fedwire payments to the Department of Energy:

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 information to identify the purpose of the wire, to assist DOE in identifying the payment</i> This field has 4 lines available for text

*** The financial institution address for Treasury's routing number is:**
Federal Reserve Bank of New York
33 Liberty Street
New York, NY 10045

Department of Energy Contact for Wire Transfers
Carol Fuster at 301-903-0534 or carol.fuster@hq.doe.gov

Frequently Asked Question | Step-by-Step Guide

HOW DO RECIPIENTS RETURN PAYMENTS MADE THROUGH THE ASAP SYSTEM?

How Do Recipients Return Payments?

1. **Make ACH Payment to ASAP via Financial Institution**
 - If within two days of the settlement, use Bank's regular ACH return process
 - The full amount of the original payment may be returned
 - The Bank needs the ACH Trace Number of the original ACH payment
 - Run the Payment Request Status Inquiry to obtain this information
2. **Return Payment to ASAP via ASAP.gov**
 - The payment must be made within the last 32 days
 - Only one return may be requested for the original payment
 - Either the full or partial amount of the original payment may be returned
3. **Make Fedwire Transaction to ASAP via Financial Institution**
 - According to ACH rules, payments not returned timely must be Fedwire transactions
 - Fedwire transactions can be either the full or partial amount of the original payment
 - This transaction cannot exceed the account's Cumulative Authorized Amount
 - The Bank needs original payment information via completed ASAP Fedwire Form
 - Run the Payment Request Status Inquiry to obtain this original payment information

Make Fedwire Transaction to ASAP via Financial Institution

- Recipient completes ASAP Wire Form
- Give ASAP Wire Form to Financial Institution's wire room
- Financial Institution transmits Fedwire transaction thereby returning the payment to ASAP*
 - ❖ Cannot be credited to Closed Accounts
- Agencies can monitor returns via
 1. Account Statement Inquiry
 2. Agency Reconciliation Report
 3. Return Payment History

	Field Tag/ Element	Field Length	Field Name	Field Data
*	{3400} /01	9	Receiver ABA Number	051036803
	{3400} /02	13	Receiver Short Name	ASAP FRB RICH
	{3600} /01	3	Business Function	CTR
	{4200} /01	1	ID Code	D
*	{4200} /02	8	Identifier	
*	{4200} /02	2	Identifier	
*	{4200} /03	7	Name	
*	{4300} /03	1	Name	<i>Space</i>
*	{4200} /03	20	Name	
	{4200} /04	10	Address	
	{5000} /01	1	ID Code	D
*	{5000} /02	20	Identifier	
	{5000} /03	35	Name	
	{5000} /04	35	Address1	
	{5000} /05	35	Address2	
	{5000} /06	35	Address3	

ASAP Wire Format

Empty Form

	Field Tag/ Element	Field Length	Field Name	Field Data
*	{3400} /01	9	Receiver ABA Number	051036803
	{3400} /02	13	Receiver Short Name	ASAP FRB RICH
	{3600} /01	3	Business Function	CTR
	{4200} /01	1	ID Code	D
*	{4200} /02	8	Identifier	
*	{4200} /02	2	Identifier	
*	{4200} /03	7	Name	
*	{4300} /03	1	Name	Space
*	{4200} /03	20	Name	
	{4200} /04	10	Address	
	{5000} /01	1	ID Code	D
*	{5000} /02	20	Identifier	
	{5000} /03	35	Name	
	{5000} /04	35	Address1	
	{5000} /05	35	Address2	
	{5000} /06	35	Address3	

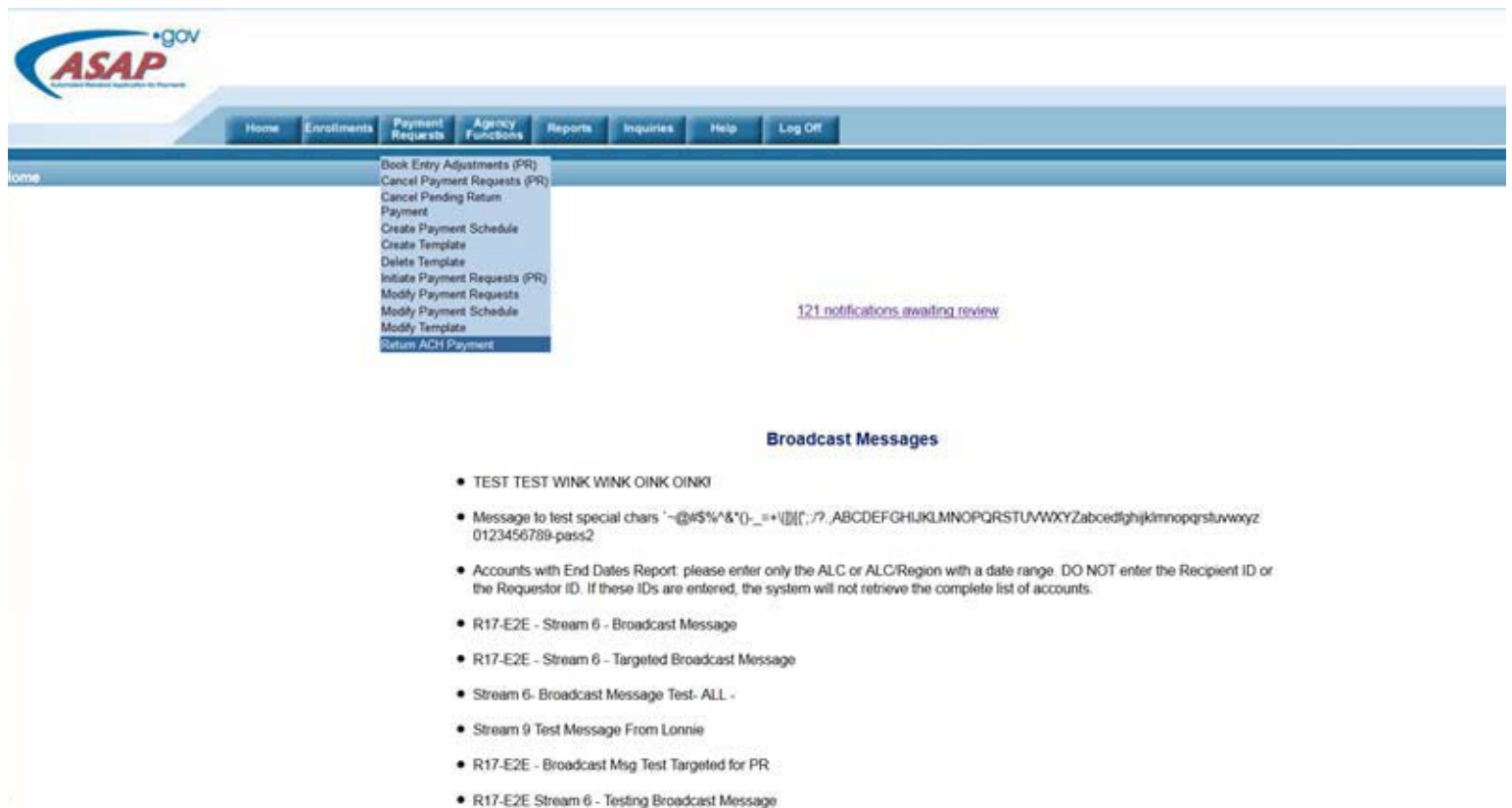
Sample Form

	Field Tag/ Element	Field Length	Field Name	Field Data
*	{3400} /01	9	Receiver ABA Number	051036803
	{3400} /02	13	Receiver Short Name	ASAP FRB RICH
	{3600} /01	3	Business Function	CTR
	{4200} /01	1	ID Code	D (indicates this is an account number or use 9 to indicate this is other information)
*	{4200} /02	8	Identifier	The ALC for the Agency that certified the funds
*	{4200} /02	2	Identifier	The Agency's Region code, if applicable
*	{4200} /03	7	Name	Recipient Organization's 7-digit ID number
*	{4300} /03	1	Name	Space
*	{4200} /03	20	Name	The Account ID that the Recipient Organization drew the payment from
	{4200} /04	10	Address	The Agency's short name
	{5000} /01	1	ID Code	D
*	{5000} /02	20	Identifier	Recipient Organization's bank account number
	{5000} /03	35	Name	Recipient Organization's Name
	{5000} /04	35	Address1	Recipient Organization's Address – Line 1
	{5000} /05	35	Address2	Recipient Organization's Address – Line 2
	{5000} /05	35	Address3	Recipient Organization's Address – Line 3

Return Payment via ASAP.gov

- The [Return ACH Payment] feature returns ASAP payments
- The payment must be made within the last 32 days
- Only one return may be requested for the original payment
- Either the full or partial amount of the original payment may be returned
- Payment returns are ACH Debits
- So Recipients ensure their bank allow ACH Debits on account
- The following are steps for returning a payment via ASAP.gov

Return Payment via ASAP.gov | Step 1



The screenshot shows the ASAP.gov website interface. The top navigation bar includes links for Home, Enrollments, Payment Requests, Agency Functions, Reports, Inquiries, Help, and Log Off. The 'Payment Requests' dropdown menu is open, displaying a list of actions: Book Entry Adjustments (PR), Cancel Payment Requests (PR), Cancel Pending Return Payment, Create Payment Schedule, Create Template, Delete Template, Initiate Payment Requests (PR), Modify Payment Requests, Modify Payment Schedule, Modify Template, and Return ACH Payment. A notification banner indicates '121 notifications awaiting review'. Below the navigation bar, the 'Broadcast Messages' section is visible, containing a list of test messages.

Broadcast Messages

- TEST TEST WINK WINK OINK OINK!
- Message to test special chars '~-@!\$%^&*()_+=+{}[]\|;:/?,ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz0123456789-pass2
- Accounts with End Dates Report: please enter only the ALC or ALC/Region with a date range. DO NOT enter the Recipient ID or the Requestor ID. If these IDs are entered, the system will not retrieve the complete list of accounts.
- R17-E2E - Stream 6 - Broadcast Message
- R17-E2E - Stream 6 - Targeted Broadcast Message
- Stream 6- Broadcast Message Test- ALL -
- Stream 9 Test Message From Lonnie
- R17-E2E - Broadcast Msg Test Targeted for PR
- R17-E2E Stream 6 - Testing Broadcast Message

Return Payment via ASAP.gov | Step 2

Step 1 of 4 Retrieve Payment Information

In returning this payment you will be originating a debit against the bank account to which the original payment was sent. Prior to initiating an ACH Return, you must ensure that your organization allows debits to this bank account and that the appropriate funds are available.

Enter the following:

*Payment Settlement Date:	From:	<input type="text" value="03/09/2016"/>	Through:	<input type="text" value="03/14/2016"/>
*Payment Amount:	From:	<input type="text" value="1"/>	To:	<input type="text" value="500"/>

Enter one or more of the following (optional):

Recipient ID:	<input type="text"/>	<input type="button" value="Find"/>
Agency Location Code/Region:	<input type="text"/> / <input type="text"/>	<input type="button" value="Find"/>
Account ID:	<input type="text"/>	
Requestor Reference Number:	<input type="text"/>	

*Asterisk denotes required field.

<input type="button" value="Continue"/>	<input type="button" value="Help for this Step"/>
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Return Payment via ASAP.gov | Step 3

Step 1 of 4 (continued)
Select Payment

A return payment has already been initiated for one or more of the payments found based on your search criteria. Only one return payment is allowed per original payment drawn from ASAP.

Select one of the following:

	Payment Amount	Settlement Date	Requestor Reference Number	Payment Type	View Banking Data
<input type="radio"/>	\$30,020.00	03/14/2016	WEBB-2016031116	Individual	
<input checked="" type="radio"/>	\$20,010.00	03/14/2016	WEBB-2016031116	Individual	

Continue


Cancel

Help for this Step

Return Payment via ASAP.gov | Step 4

Step 2 of 4
Enter Return Payment Amount

Enter the following :

Recipient Organization						
Agency Location Code/Region :						
Account ID	Account Status	Payment Amount	* Return Amount	* Return Reason	* Return Reference Number	View Banking Data
APASAPSIPTO-4	Open	\$20,010.00		Incorrect ASAP Account Used	0I812	
1-1-1	Open	\$20,010.00	10,000.99			

*Asterisk denotes required field.

Continue


Cancel

Help for this Step

Return Payment via ASAP.gov | Step 5

Step 3 of 4
Review Return Payment Amount

Enter the following :

Recipient Organization :						
Agency Location Code/Region :						
Account ID	Account Status	Payment Amount	* Return Amount	* Return Reason	* Return Reference Number	View Banking Data
APASAPSIPTO-4	Open	\$20,010.00		Incorrect ASAP Account Used ▾	OI812	
1-1-1	Open	\$20,010.00	10,000.99			

*Asterisk denotes required field.

Submit

Cancel

Help for this Step

Return Payment via ASAP.gov | Step 6

Step 3 of 4 (continued) ACH Debit Agreement

ACH Debit Transaction Information	
Bank ABA Number :	
Bank Account Number :	
Debit Amount :	\$10,000.99
Requested Settlement Date :	03/15/2016

By entering your name and title below and clicking "I Agree", you are authorizing the U.S. Department of the Treasury, Financial Management Service (Treasury) to originate an Automated Clearing House (ACH) debit to your organization's Financial Institution account identified above in the specified amount for credit to Treasury's account. Such authorization is limited to this debit transaction for the amount specified. By clicking "I Agree" you acknowledge this transaction is governed by Treasury regulations governing participation in the ACH Network, and that you are authorized to bind your organization, or the entity whom you are representing, to the terms of this authorization and do so.

* First Name : * Last Name :
* Job Title :

*Asterisk denotes required field.

(Step 4 shows your Confirmation Number)

Hours & Contact Information

ASAP.gov Hours of Operations:

- Inquiries: 8:00am - 11:59p eastern (Monday-Friday)

Create Accounts and Authorizations:

- Online: 8:00am - 9:00pm eastern (Monday-Friday)
- Batch: 24 hours a day

Payments:

- Fedwire Payments (same day settlement) 8:00am - 5:45pm eastern
- ACH Payments (next day settlement) 8:00am - 11:59pm eastern

Help Desk:

- kfcasap@fiscal.treasury.gov or 855.868.0151 (option 2, option 3)
- 7:30am - 6:00pm eastern (Monday- Friday)

Public Website:

- Automated Standard Application for Payments: www.ASAP.gov
- News and information: www.Fiscal.Treasury.gov/ASAP