

## Returning Funds to Department of Energy, Golden Field Office

Rev. 8/2/2023

There are five options for returning funds to the Golden Field Office for award refunds or other reasons, such as sale of assets. They include the following:

- Electronic Check via Pay.gov
- Credit Card
- ACH
- Fedwire
- Reverse draw to the Automated Standard Application for Payments (ASAP) if the original payment was made through ASAP.

Guidance for these options follows on the next pages.

\*NOTE: Payment by check may be an option in certain circumstances, but you need to contact GO Finance in the Financial Operations Office to determine if that can be done and, if so, for separate guidance.

If the awardee is paid through the ASAP system, it is best to return drawn funds back through ASAP. If they do not do that, the refund may not automatically post to the award. If that happens a manual authorization will be entered for the award in ASAP but only if it's period of performance has not already ended.

**When sending a refund, it is very important that the reason is noted on the payment, such as noting the award number or other reason for payment to ensure it is applied correctly.**

For any payments being made that are for the following reasons, they will not be applied back to the related award. Instead, they will be applied to miscellaneous receipts. So, the reason needs to be noted on the payment.

- Sale of an asset, such as vehicles
- Reimbursement for a damaged asset
- Restitution
- Refunds for AARA funding
- Interest reimbursements

For any questions regarding refunds, please contact GO Finance at [finance@ee.doe.gov](mailto:finance@ee.doe.gov).



**Department of Energy**  
1000 Independence Ave, SW  
Washington, DC 20585

**GENERAL PAYMENT INSTRUCTIONS**  
**TAX ID # 53-0197006**

Below are remittance instructions for payments to DOE by electronic check, credit card, ACH, or wire. Please include a description of the payment (provide a brief explanation; or reference grant, contract, or bill number) with payment and correspondence. **Submit remittances to [AR@hq.doe.gov](mailto:AR@hq.doe.gov).**

**Pay.gov: Electronic Check or Credit Card (dollar limit 25,000):**

<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 (Bank Account - - Debit or Credit Card). Complete the required\* fields and click the Review and Submit Payment button. To receive an email confirmation, enter you email address. Please include the cc: [AR@hq.doe.gov](mailto:AR@hq.doe.gov) to ensure the Department of Energy accounts received team is aware of your payment.

**WIRE:**

Federal Reserve Bank of NYC (TREAS NYC)  
33 Liberty Street, New York, NY 10045  
ABA Number: 021030004  
Beneficiary: DOE 89000001

**ACH:**

US Treasury  
401 14th ST SW, Washington, DC 20227  
ABA Number: 051036706  
DOE'S Account Number: 800303059000

Unlike commercial banks, Treasury does not have bank officers to sign bank forms, does not provide bank letters with a bank seal, and does not provide a bank statement. The funds are being sent directly to Treasury. It is the responsibility of each federal agency to validate their account information with their customers/remitters.

If further verification is required, they may call the Credit Gateway Customer Care (1-877-815-1206) to verify if the account # and ABA routing number are valid. Callers to Credit Gateway Customer Care must provide the account number (and account name). For security reasons, Customer Care will not offer any information on the account. They can only tell the caller if the account number provided is valid or not.

The Department of Energy does not accept payments for FERC, NRC, Bonneville Power, Southeastern Power, Southwestern Power or Western Area Power.



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1000 Independence Ave, SW  
Washington, DC 20585

**Instructions for Remitters Sending Payments  
In US Dollars Via Electronic Transfer  
2020**

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:

Fedwire Field Tag	Fedwire Field Name	Required Information
{1510}	Type/Subtype	<b>1000</b>
{2000}	Amount	<i>Enter payment amount</i>
{3400}	Receiver ABA routing number	<b>21030004</b>
{3400}	Receiver ABA short name	<b>TREAS NYC</b>
{3600}	Business Function Code	<b>CTR</b> (or CTP)
{4200}	Beneficiary Identifier (account number)	<b>89000001</b>
{4200}	Beneficiary Name	<b>DEPARTMENT OF ENERGY</b>
{5000}	Originator	<i>Enter the name of the originator of the payment</i>
{6000}	Originator to Beneficiary Information <b>This field has 4 lines available for text</b>	<i>Enter information to identify the purpose of the wire, to assist DOE in identifying the payment</i> <b>This field has 4 lines available for text</b>

**Submit remittances to [AR@hq.doe.gov](mailto:AR@hq.doe.gov)**

The Financial Institution Address for Treasury's Routing Number is:  
Federal Reserve Bank of New York  
33 Liberty Street  
New York, NY 10045

**ACH Remittance Express Data Sheet**  
**US Department of Energy**  
**2018**

Data Element Name	Content	Size	Position
Record Type Code	<b>6</b>	1	01-01
Transaction Code	<b>22</b>	2	02-03
<b>Receiving ABA</b>	<b>051036706</b>	8	04-11
<b>Account Number</b>	<b>303059</b>	17	13-29
Payment Amount	\$\$\$\$\$	10	30-39
Identification Number	<b>Include contract #, agreement #, etc.</b>	15	40-54
Receiver Name	<b>USDOE-TREAS</b>	22	55-76
Discretionary Info	blank	2	77-78
Addenda Indicator	<b>1</b> (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	<b>7</b>	1	01-01
Addenda Type Code	<b>05</b>	2	02-03
Payment Related	<b>*Include other beneficiary information</b>	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](mailto:carol.fuster@hq.doe.gov)

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

Frequently Asked Question | Step-by-Step Guide

# **HOW DO I RETURN A PAYMENT?**

# 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
  - Federal Agencies receive notifications
  - Account Statement Inquiry
  - Account Settlement Report
  - Cannot be credited to Closed Accounts\*

	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	

# 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 <i>(indicates this is an account number or use 9 to indicate this is other information)</i>
* {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} /06	35	Address3	Recipient Organization's Address - Line 3



# Fedwire Form for Making Payments to ASAP

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Insert the original payment information into the following the form. Run the Payment Request Status Inquiry to obtain original payment information. Give this completed form to your Financial Institution's wire room. The Financial Institution will make the Fedwire transaction to ASAP and the Regional Financial Center will manually classify the money back to the appropriate ASAP account.

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

# 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 displays the ASAP.gov web application interface. At the top left is the ASAP.gov logo. A horizontal navigation bar contains the following links: Home, Enrollments, Payment Requests, Agency Functions, Reports, Inquiries, Help, and Log Off. The 'Payment Requests' link is selected, and a dropdown menu is visible with the following options: 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. The 'Return ACH Payment' option is highlighted. In the main content area, there is a notification that says '121 notifications awaiting review' with a link to 'view'. Below this, there is a section titled 'Broadcast Messages' containing a list of 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 0 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.

# 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
<a href="#">APASAPSITPO-4</a>	Open	\$20,010.00		Incorrect ASAP Account Used ▾	OI812	
1-1-1	Open	\$20,010.00	10,000.99			

\*Asterisk denotes required field.

# 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
APASAPSIPO-4	Open	\$20,010.00		Incorrect ASAP Account Used *	01812	
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.



# Hours & Contact Information

## **ASAP.gov Hours of Operations:**

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

## **Create Accounts and Authorizations:**

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

## **Payments:**

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

## **Help Desk :**

- [kfc.asap@fiscal.treasury.gov](mailto:kfc.asap@fiscal.treasury.gov) or 855.868.0151 (option 2, option 3)
- 7:30 am – 6:00 pm Eastern (Monday - Friday)

## **Public Website:**

- Automated Standard Application for Payments: [www.ASAP.gov](http://www.ASAP.gov)
- News and Information: [www.Fiscal.Treasury.gov/ASAP](http://www.Fiscal.Treasury.gov/ASAP)