

## NBL Program Office Payment Instructions

The NBL Program Office accepts the following payment types: credit and debit cards, check, electronic check (ACH), and wire payments in USD. Instructions for each of these methods are listed below. Please note there are separate instructions (#3) for international (non-US bank) wire payment. Please contact NBL Sales at [NBLSales@science.doe.gov](mailto:NBLSales@science.doe.gov) or by phone at 630-252-2767 with questions or comments.

### 1. TO PAY BY CHECK:

Checks should be made payable to the US Department of Energy NBL Program Office, or US DOE NBL Program Office. Payment by check may be mailed to the following address.

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

US Department of Energy Payment  
Attn: Government Lockbox  
U.S. Bank Mail Code #SL-MOC2GL  
1005 Convention Plaza  
St. Louis, MO 63101

### 2. TO PAY BY CREDIT CARD OR ELECTRONIC CHECK (ACH):

Below are instructions for making electronic check or credit card payments to DOE. Please choose the method most convenient for you.

*Please include "NBL Program Office" and our Invoice Number (ex: M20NANBL000) or Order Number (ex: 20-021) in the 'Additional Comments' box on the forms first page.*

Once payment is sent, email [AR@hq.doe.gov](mailto:AR@hq.doe.gov) to ensure the Department of Energy Accounts Receivable team is aware of your payment.

Option 1: Electronic Check payment (dollar 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. Include "NBL PO" and our invoice number or order number in the "Additional Comments" field. 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](mailto: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 (dollar 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 Debit or Credit Card and click on the Next button. Include "NBL PO" and our invoice number or order number in the Additional Comments field. 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.

### 3. TO PAY BY WIRE FROM A FOREIGN (non-US) BANK:

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

**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 NBL PO 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).

|                                   |                                                                              |
|-----------------------------------|------------------------------------------------------------------------------|
| <b>Bank Name:</b>                 | TREAS NYC<br>NEW YORK, NY US                                                 |
| <b>Bank Address:</b>              | Federal Reserve Bank of New York<br>33 Liberty Street<br>New York, NY 10045  |
| <b>SWIFT Code:</b>                | FRNYUS33                                                                     |
| <b>IBAN:</b>                      | None                                                                         |
| <b>Routing Number:</b>            | //FW021030004<br>TREAS NYC/FUNDS TRANSFER DIVISION                           |
| <b>Beneficiary:</b>               | US Department of Energy                                                      |
| <b>Beneficiary Address:</b>       | 1000 Independence Ave SW<br>Washington, DC 20585                             |
| <b>Beneficiary Account:</b>       | 89000001                                                                     |
| <b>Payment Details (Line 70):</b> | DOE 89000001<br>NBL Program Office<br>NBL Invoice number (ex: "M20NANBL000") |

**Note:** For a USD payment you must include our ALC (89000001) or the payment will be returned.

The payment details section allows up to 4 lines of information, 35 characters per line. Please include "NBL Program Office" and the NBL Invoice Number here so we can identify the payment.

**Detail of Charges (line 71a):** Include the following text: "Our"

#### 4. 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:

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

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