

United States Department of the Interior
Office of Natural Resources Revenue

How to Use the “ONRR Oil and Gas Initial ROW/RUE Rental Payments” Form on Pay.gov

You may pay first-year rent on Pay.gov, by Fedwire or Automated Clearing House (ACH), or by check. You may *not* pay first-year rent using a credit card.

Important Facts about Timing Your Payments

A direct debit authorization must be received before 8:55 pm Eastern Time if settlement is to occur on the next business day. ACH payments require overnight batch processing by the banking industry, which delays the receipt of funds and deposit information by ONRR. National holidays also affect the timing of payment batch processing. **Make sure to time your transaction to meet our payment deadlines or you may be subject to late payment interest charges.**

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Frequently Asked Questions (FAQ)

Why can't I use a credit card to pay first year rent?

First year rental payments are now made directly to ONRR—not to BSEE or BOEM—and **ONRR does not accept credit card payments**. According to 30 CFR 1218.51, you must make payments to ONRR electronically to the extent it is cost effective and practical. Electronic payment methods include Pay.gov, Fedwire, and ACH. ONRR encourages payors to use Pay.gov to ensure accuracy and timeliness—using Pay.gov enables ONRR to match money with reports/invoices easier and faster. And Pay.gov is free, secure, and web-based.

What is Pay.gov?

Pay.gov is a free, secure, web-based electronic option to make royalty, invoice, and ROW/RUE rental payments to ONRR. Pay.gov is available 24 hours a day, seven days a week (holidays included) for customers to submit payments. (**Note:** Collection transactions are processed according to ACH schedules. Read the boxed message above.)

Is there a limit to how much I can pay on Pay.gov?

Yes, each payment must be less than \$100,000,000.00.

What if my bank won't allow Pay.gov to withdraw funds from my account?

Give your bank the Pay.gov Agency ID number for the ONRR ROW/RUE form, which is 1417000105. That will allow your bank to recognize and allow Pay.gov withdrawals for ONRR.

Do you have any other helpful hints about Pay.gov?

A couple of good resources are available on the Pay.gov site.

- *Pay.gov User Guide*: In the **Public Resources** menu on the left side of the Pay.gov home page, find the **Information** section and click [Documentation](#) > [Pay.gov Documentation Website](#) > [Agency Guides to Pay.gov](#) > *Pay.gov User Guide* (pdf). The Guide contains valuable information, such as how to delete a payment once it is submitted, and how to track the status of your payment.
- Pay.gov FAQ: There is a [Frequently Asked Questions](#) link at the bottom of every page on the Pay.gov web site, including form pages. Each FAQ contains lists of questions, arranged by type, with links to the answers. Each FAQ also has a link to contact [Pay.gov Customer Service](#) if you have additional questions or concerns about the web site.

If I pay by check, what is the procedure?

Make your check payable to ONRR, put your ONRR Payor number and ROW/RUE information on the check, or include it with the payment, and mail it to:

Office of Natural Resources Revenue
PO Box 25627
Denver CO 80225-0627

If you need to send a payment overnight via FedEx or UPS, address it to:

Office of Natural Resources Revenue
Document Processing, Room A-614
Building 85, Denver Federal Center
6th Avenue and Kipling Parkway
Denver Colorado 80225

If I pay by check or Fedwire, how do I provide BSEE/BOEM with a confirmation of payment?

If you send a check, include a receipt with the following information: ROW or RUE number, Segment number, company information, ONRR Payor number, payment information, and an **email address** where ONRR can send you a dated, signed receipt. Designate the payment as “First Year ROW/RUE Rental.” ONRR will date stamp the receipt and email it to you and to BSEE/BOEM.

If you pay via Fedwire (<http://www.onrr.gov/FM/PayInfo.htm>), include the ROW/RUE number, ONRR Payor number, designate it as “First Year ROW/RUE Rental,” and notify nancy.bruce@onrr.gov when you make the payment.

Can I follow up to make sure my payment is received by ONRR?

Nancy Bruce at nancy.bruce@onrr.gov will email a receipt to the email address you provide with your payment when it arrives. **It would be a good practice to email Nancy to let her know your payment is coming.**

“ONRR Oil and Gas Initial ROW/RUE Rental Payments” Form Instructions

1. Open the pay.gov web site.

If you are ready to make a payment that qualifies for using Pay.gov, open the web site at www.pay.gov.

2. Why you may want to register.

Find “Should I Register?” If you register, the pay.gov web site will maintain a history of your payments and save your banking information so you don’t have to input it for every new payment. You are not required to register in order to make payments through Pay.gov, and you can register at any time in the future. To register, click the [Click here to Register](#) link to set up a user name and password.

3. Open the correct payment form.

In the Search Public Forms field in the left-hand column, type “ONRR” and click the Go button. Select “ONRR Oil and Gas Initial ROW/RUE Rental Payments” from the list.

4. Complete the form and click Submit Data.

If you have questions about your payment, or about filling out the form, refer to the detailed information and exclusions in the FAQ section above. (You will enter banking information on a subsequent page.)

5. Enter your banking information.

This page is where you enter banking information. (If you are registered on the Pay.gov site, this page will populate automatically.)

After entering your banking information, you have three options: continue with the payment, cancel the transaction, or return to the form page.

6. Authorize payment and agree to terms and conditions.

This page allows you to authorize your payment, and to enter an email address to receive payment confirmation from Pay.gov. You must agree to the terms and conditions on this page.


After you complete those actions, you have three options: submit the payment, cancel the transaction, or return to the form page.

7. Enter another payment or exit.

This page confirms your submission of a payment.

From this page, you can return to the ONRR Oil and Gas Initial ROW/RUE Rental Payments form and initiate another payment, OR you can return to the Pay.gov home page, OR you can exit from Pay.gov.

Initial ROW/RUE Rental Payment Example



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Oil and Gas Initial Rental for ROWs or RUEs Payment Form

**Required Field*

*Business Unit:

*Payor/Company Code: This is your ONRR Payor #

*Payor/Company Name:

*Payment Type: Select ROW or RUE

*Total Amount Paid: \$ \$15/mile—round up to next full mile

*Years Rental Paid: Select 1 or 5 yrs rent to pay

*Assigned ROW/RUE Number: Enter the OCS-G #

Location/Description:

*Area/Block:

Platform Depth/Acres:

If you have Pay.gov-related questions that are not answered above, please contact Nancy Bruce at nancy.bruce@onrr.gov or 303-231-3425.