Automated Clearing House (ACH)
Payments For Printing Related Services

U.S. Government Printing Office (GPO)
Finance and Administration
Overview

- **What is Pay.gov?**
  - Pay.gov is a website provided by the Department of Treasury that can make secure payments to Federal Agencies.

- **What type of payment can be made through Pay.gov to GPO?**
  - Bank account payments for printing and related services.

- **When would an agency use Pay.gov to pay GPO?**
  - If the preferred payment method is a check and the agency received a GPO Form 400 Invoice; the agency simply accesses the Pay.gov website and electronically transfers the funds from the bank to GPO.
Benefits of Using Pay.gov

- Secure
- Allows for setup of recurring billing payments
- Saves in processing costs
- Reduction in errors
- Improved cash management
- Convenient and reliable
- Four (4) Easy Steps
- Environmentally friendly
- Eliminates paper checks, envelopes, and postage
The GPO Form 400 is mailed to agencies and used to initiate payment to GPO.

Information on this invoice is used to complete the GPO Form 4053.
Making Payments to GPO Using Pay.gov

- Log on to **https://www.pay.gov/**
- Click on the ‘FIND AN AGENCY’
Click on the letter ‘G’

- General Services Administration (GSA)
- General Services Administration (GSA) Federal Acquisition Service (FAS) ITS
- General Services Administration Foundations
- General Services Administration OGGO
- Government Accountability Office
- Government Printing Office

Select ‘Government Printing Office’
GPO Form 4053, GPO ACH Payment Form for Printing Related Services is used to pay for printing related services only and not to be used for payments to Superintendent of Documents-Subscription and Sales.

Form Number: GPO Form 4053

- Click on the ‘Continue to the Form’ button
 Click on the ‘Continue to the Form’ button

 Note: You may also bookmark this page at https://www.pay.gov/public/form/start/64817097
Step 1: Completing the GPO Form 4053

ACH Payment Form for Printing Related Services

The following information is required to ensure your account is properly credited:

Contact Name: 
Contact Email Address: 
Contact Telephone: 
Agency Name: 
Billing Address Code (EAC): (Example 553155)

Invoice Number: Invoice Amount: 
Invoice Number: Invoice Amount: 
Invoice Number: Invoice Amount: 
Invoice Number: Invoice Amount: 
Invoice Number: Invoice Amount: 
Invoice Number: Invoice Amount: 
Invoice Number: Invoice Amount: 
Invoice Number: Invoice Amount: 

* Invoice number is at least 7 numeric characters and can contain one alpha character

Total Payment: 

For questions regarding coordination of ACH payment email: ACHCustomerSupport@gpo.gov
GPO Form 4053 (Rev. 5/14)
Completing the GPO Form 4053 (Breakdown)

The following information is required to ensure your account is properly credited:

- Enter Contact Name
- Enter Contact Email Address
- Enter Contact Telephone
- Enter Agency Name
- Enter Billing Address Code (BAC) as it appears on the GPO Form 400 Invoice
Completing the GPO Form 4053 (Breakdown)

The following information appears on the GPO Form 400 Invoice and is required to ensure your account is properly credited.

- Enter Invoice Number as it appears on the GPO Form 400 Invoice
- Enter Invoice Amount for each invoice line
- You can enter up to 7 invoice line items per GPO Form 4053
- Total Payment will automatically calculate
- Click PDF Preview or
- Click Continue
Step 2: Entering Payment Info

- Payment Amount: Automatically populates from the GPO Form 4053
- Payment Date: Automatically populates next business date
- Account Holder Name: Same as Contact Name on GPO Form 4053
- Select Account Type: Choose-
  - Business Checking
  - Business Savings
  - Personal Checking
  - Personal Savings
Entering Payment Info (Breakdown)

- **Routing Number**: As it appears on the check
- **Account Number**: As it appears on the check
- **Confirm Account Number**: 38728566

*Routing Number*
031100209

*Account Number*
38728566
## Entering Payment Info (Breakdown)

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>John Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC</td>
<td>999999</td>
</tr>
<tr>
<td>Invoice Number 1</td>
<td>1632511</td>
</tr>
<tr>
<td>Invoice Number 2</td>
<td>1632511</td>
</tr>
<tr>
<td>Invoice Number 3</td>
<td></td>
</tr>
<tr>
<td>Invoice Number 4</td>
<td></td>
</tr>
<tr>
<td>Invoice Number 5</td>
<td></td>
</tr>
<tr>
<td>Invoice Number 6</td>
<td></td>
</tr>
</tbody>
</table>

- **Contact Name**: Automatically populates from GPO Form 4053
- **BAC**: Automatically populates from GPO Form 4053
- **Invoice Numbers**: Automatically populates from GPO Form 4053
- Confirm information is correct then click on the ‘Review and Submit Payment’ button
Step 3: Review & Submit

GPO ACH Payment Form for Printing Related Services

Before You Begin → 1 Complete Agency Form → 2 Enter Payment Info → 3 Review & Submit → 4 Confirmation

Please review the payment information below. Required fields are marked with an *

Payment Information
- Payment Type: Bank account (ACH)
- Payment Amount: $77.43
- Payment Date: 11/20/2014
- Contact_Name: John Doe
- BAC: 999999
- Invoice_Number_1: 1632511
- Invoice_Number_2: 1632511
- Invoice_Number_3:
- Invoice_Number_4:
- Invoice_Number_6:
- Invoice_Number_7:

Account Information
- Account Holder Name: John Doe
- Routing Number: 031100209
- Account Number: **********8566

- Review all information for accuracy
Review & Submit (Breakdown)

- Check the box if you would like to receive an email confirmation
- Email address will automatically populate
- Enter additional email addresses that you wish to receive a copy

Authorization and Disclosure Statement

- Check the box to accept terms of the Authorization and Disclosure Statement
- Click the ‘Submit Payment’ button
Step 4: Confirmation

Payment Confirmation - GPO ACH Payment Form for Printing Related Services

Your payment is complete
Pay.gov Tracking ID: 3FOTT111
Agency Tracking ID: 120022009065
Form Name: GPO ACH Payment Form for Printing Related Services
Application Name: Printing Related Services

Payment Information
Payment Type: Bank account (ACH)
Payment Amount: $77.43
Transaction Date: 11/18/2014 03:52:25 PM EST
Payment Date: 11/20/2014
Contact Name: John Doe
BAC: 959999
Invoice Number 1: 1632511
Invoice Number 2: 1632511
Invoice Number 3:
Invoice Number 4:
Invoice Number 5:
Invoice Number 6:
Invoice Number 7:

Account Information
Account Holder Name: John Doe
Routing Number: 03100209
Account Number: **********8066

Email Confirmation Receipt
Confirmation Receipts have been emailed to:
jd@gpo.gov

Register today!
Thank you for your payment! Please consider registering for a Pay.gov account today. Having a Pay.gov account provides you the ability to:

- Manage your payments
- See your payment history
- Receive and pay bills electronically
- See your form and bill history
- Store payment account data which speeds up the payment process
- Create recurring transactions if your agency supports it

If you would like to register today, please click the Register for a Pay.gov account button below. Note: If you register within 30 minutes, you will see this payment in your payment history.

[Register for a Pay.gov account]

Need Help?
Printing Related Services
Contact: ACH Customer Support
Email: Click to email
Phone: 202-512-0632
Need Help?

For help with the submitting payments to GPO or to learn more about ACH Payments to GPO-

- ACH Customer Support
  - 202-512-0632
  - Email: ACHCustomerSupport@gpo.gov

For help with the Pay.gov website contact-

- Pay.gov Customer Service
  - 800-624-1373 (Toll free, Option #2)
  - 216-579-2112 (Option #2)
  - Email: pay.gov.clev@clev.frb.org