How To Pay GPO

GPO assists you in determining the most **economical and efficient method** for your communications project. Let us help you make your financial arrangements through IPAC, deposit account, credit card, ACH, or direct billing.

What are Obligation Documents?

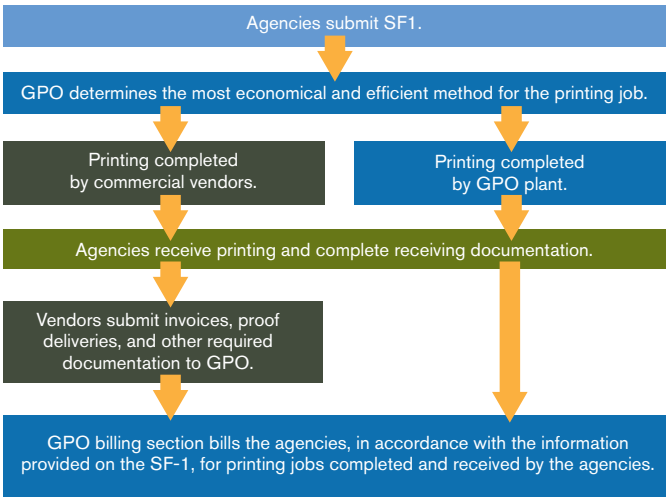
- Standard Form 1 (SF-1)
- GPO Form 2511 Print Order
- SPA Work Order Form 4044
- Deposit Account (Printing and Binding) Form 4045

Forms revised in January 2014. Revisions were made due to:

- **National Security —** To improve GPO processes concerning handling classified and sensitive but unclassified materials, in addition to other instances regarding the handling of Personally Identifiable Information (PII).
- **Customer Focus —** To improve the billing processes by collecting more comprehensive billing information up front.
- **Changing Technology —** To update the printing specification section based on current technologies.
- **Mandatory Initiative —** To comply with Department of Treasury Bureau of the Public Debt requirement in order to ensure timely processing.

To view the latest obligation forms and instructions on how to complete them go to: **www.gpo.gov/customers/sfas1.htm**

GPO Billing Process



What information is required on the obligation documents to ensure my agency is invoiced in a timely manner?

To be invoiced in a timely manner, it is important to properly complete the 'BILLING INFO Component TAS/BETC' box on the obligation document. These fields are:

- Billing Address Code (BAC)
- Agency Location Code (ALC)
- Appropriation Chargeable/Obligation No.
- Purchase Card Indicator Box
- Purchase Card No.
- Expiration Date
- Name As It Appears on Purchase Card
- Phone No. of Cardholder
- Treasury Account Symbol (TAS)
- Business Event Type Code (BETC)
- Line of Account/Document Reference Number

What are the different payment methods that my agency can use to pay GPO?

Intra-governmental Payment and Collection (IPAC)

- IPAC is an electronic Internet-based collection and payment system. It facilitates intra-governmental transfer of funds, with related descriptive data, from the buyer's account to the seller's account on a real-time basis.
- IPAC is similar to a checking account where the Department of Treasury functions as the bank.
- GPO process IPAC transactions four times a month (5th, 10th, 15th, and 20th), these dates may vary when dates fall on the weekend or holidays. GPO usually does not IPAC past the 20th.

Deposit Account

- Deposit Accounts allow customers to maintain control of funds at the appropriation level and eliminate invoices from GPO.
- Funds are deposited into the account at the time of account establishment using either the IPAC system or by submitting a check with your Form 4045.
- GPO will assign a Deposit Account number. This number will serve as the BAC number on your obligation documents.
- Customers replenish funds into the account as necessary to maintain desired account balance.

- Allows customers to monitor transactions by logging into **https://depositaccounts.gpo.gov** which are updated daily to show all activity such as; deposits, itemized charges for all completed printing orders, transfers between accounts, etc.
- Customers may open multiple Deposit Accounts. This is advantageous when multiple funding authorities are used. In addition, funds can be transferred between accounts.

Purchase Card

- Ensure when paying via purchase card that you clearly check the 'Purchase Card Indicator Box' on your obligation document.
- Although the payment method is purchase card, customers must include the agency's BAC. This is required in order for GPO to enter the procurement in our data processing system.
- Provide the complete purchase card number, expiration date, name as it appears on the card, and a contact phone number of cardholder.
- If you indicate 'Call for Card No.' please complete the remaining purchase card fields so that GPO may contact the appropriate person to obtain the purchase card number. The order will not be processed until the obligating funds are identified.
- Purchase card transactions are processed through **Pay.gov**.

Direct Billing

- Payments made via check.
- GPO issues invoice via mail.
- Checks are to be made payable to the USGPO. Mailed to: U. S. Government Publishing Office, Finance Disbursement Office, 732 North Capitol Street, NW, Washington, DC 20401.
- In order for proper processing, include the GPO invoice number for which payment is to be applied and the invoice dollar amount, or simply send a photocopy of the invoice, in which payment is being made, along with the check.

Automated Clearing House (ACH)

- Direct payment via interbank clearing of electronic payments.
- Payments are processed through **Pay.gov**.
- Log in **https://www.pay.gov/public/home** and complete the GPO ACH Payment Form.
- Eliminates the need for paper checks.
- It's easy to use- simply enter the GPO Form 400 invoice number, your account number, routing number and payment amount.
- Receive immediate email confirmation of payment.

How do I set up a Deposit Account?

- Complete GPO Form 4045, Deposit Accounts (Printing and Binding). **www.gpo.gov/customers/sfas1.htm**
- Check the 'Establishing a New Deposit Account' box and enter the 'New Deposit Account Amount $_____'.
- If using IPAC to transfer funds into the account enter the ALC along with agency's TAS-BETC.
- If paying by check, make checks payable to the USGPO, and mail it with the Form 4045.
- DOD Customers: There is a 'Special Note' field requiring MIPR information.
- Complete the fields for Agency Requestor's Information and Agency Finance Point-of-Contact Information.
- If your finance office requires Line of Accounting or any other pertinent billing information that must appear on the invoice, enter this information in the 'Additional Information' field.
- Once form is completed and signed, email the Form 4045 to: **arc@gpo.gov**.

How do I establishing a new Billing Address Code?

- Complete the Billing Address Code (BAC) Request, GPO Form 4046. **www.gpo.gov/customers/sfas1.htm**
- Indicate the method of payment that will be used to pay invoices charged to the new BAC, either IPAC or Non-IPAC (check or credit card).
- Ensure that all fields are completed properly, including ALC for IPAC, TAS-BETC, Agency Requestor's Information, Agency Finance Point-Of-Contact, and, if required, Line of Accounting.
- The form must be signed by the individual who is authorized by the agency to request a new BAC, include the title of the authorizing individual.
- Email the digitally scanned form to the Commercial Billing Section at **requestnewbac@gpo.gov**.
- GPO will contact the agency within 3 business days with the new BAC.