Returning Funds to Department of Energy, Golden Field Office

Rev. 2/14/2024

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

- Pay.gov
- Fedwire
- ACH
- Online Bill Pay
- FedNow ($500,000 limit)
- Check Remittance
- 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.

Electronic payments are the preferred method for general refunds going back to awards. Payments being made for the following reasons cannot be applied back to the related award. They must be applied to miscellaneous receipts. So, the reason needs to be noted on the payment. For these scenarios, it is best to send the payment by check to GFO for tracking.

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

For any payments submitted by check, they need to be made out to the U.S. Department of Energy. It is best to send them to the Golden Field Office to have on record rather than sending them directly to headquarters. The following is the GFO remittance address:

U.S. Department of Energy
Golden Field Office
Attn: Financial Operations Office
15013 Denver West Parkway, RSF-DOE
Golden, CO 80401

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 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 questions regarding refunds, please contact GO Finance at 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. 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 .

1. **Pay.gov:** The following payment options are available in Pay.gov. Electronic Check, Pay Pal (dollar limit $10,000), Amazon Pay (dollar limit $10,000), and Credit Card (dollar limit $25,000). To access Pay.gov, navigate to 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. Complete the required* fields and click the Review and Submit Payment button. To receive an email confirmation, enter your 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.

BELOW ADDRESSES ARE TO BE USED FOR PROCESSING OF ASSOCIATED PAYMENT TYPE ONLY.
*NOT a mailing address for check payments. These addressees will NOT forward checks to DOE.

2. **Fedwire Payment Instructions:**
   Federal Reserve Bank of NYC (TREAS NYC)
   33 Liberty Street, New York, NY 10045*
   ABA Number: 021030004
   Beneficiary; DOE 89000001

3. **ACH Instructions**
   US Treasury Credit Gateway
   33 Livingston Ave, St. Paul, MN 55107*
   ABA Number: 051036706
   DOE'S Account # 800303059000

4. **Online Bill Pay Instructions** - Access through payer's bank account.
   US Treasury Credit Gateway
   33 Livingston Ave, St. Paul, MN 55107*
   ABA Number: 051036706
   DOE'S Account # 8000001004

5. **FedNow Instructions:** (dollar limit $500,000) - FedNow is a Federal Reserve service designed to help make payments fast and convenient. Your bank or credit union must sign up through the Federal Reserve for this instant payment service. Look for the FedNow app on your financial institution's website.
   US Treasury Credit Gateway
   33 Livingston Ave, St. Paul, MN 55107*
   ABA Number: 021736081
   DOE'S Account # 889000001003

US Department of Energy: UEI SAM: SUWNFSEM8P15 UEI DUNS: 087689394

6. **Check Remittance Address.** If unable to take advantage of above services, you may mail your check to:

   DOE Address:
   US Department of Energy
   CF-11 Attn: Accounts Receivable Team
   PO Box 500
   Germantown, MD 20875-0500

   DOE FedEx Address:
   US Department of Energy
   CF-11 Attn: Accounts Receivable Team
   19901 Germantown Road
   Germantown, MD 20874

Department of Energy
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	**1000**
{2000}	Amount	*Enter payment amount*
{3400}	Receiver ABA routing number	021030004
{3400}	Receiver ABA short name	**TREAS NYC**
{3600}	Business Function Code	**CTR** *(or CTP)*
{4200}	Beneficiary Identifier (account number)	**89000001**
{4200}	Beneficiary Name	**DEPARTMENT OF ENERGY**
{5000}	Originator	*Enter the name of the originator of the payment*
{6000}	Originator to Beneficiary Information – **This field has 4 lines available for text**	*Enter information to identify the purpose of the wire, to assist DOE in identifying the payment* **This field has 4 lines available for text**

Submit remittances to 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	6	1	01-01
Transaction Code	22	2	02-03
Receiving ABA	051036706	8	04-11
Account Number	303059	17	13-29
Payment Amount	$$$$$	10	30-39
Identification Number	Include contract #, agreement #, etc.	15	40-54
Receiver Name	USDOE-TREAS	22	55-76
Discretionary Info	blank	2	77-78
Addenda Indicator	1 (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	7	1	01-01
Addenda Type Code	05	2	02-03
Payment Related	*Include other beneficiary information	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

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

ACH FORMATS:	
CCD – Cash Concentration or Disbursement	The format and information can support one addendum record.
CTX – Corporate Trade Exchange	This format supports multiple (up to 9,999) addendum records.
PPD – Prearranged Payment and Deposit	With or without addenda.
Addendum Record	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 (indicates this is an account number or use 9 to indicate this is other information)*
*	{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

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	*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	

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

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: 03/ 09/ 2016	Through: 03/ 14/ 2016	
*Payment Amount:	From: 1	To: 500	

Enter one or more of the following (optional):

Recipient ID:	**Find**
Agency Location Code/Region: /	**Find**
Account ID:	
Requestor Reference Number:	

*Asterisk denotes required field.

Continue   **Help for this Step**

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
○	$30,020.00	03/14/2016	WEBB-2016031116	Individual	🔍
●	$20,010.00	03/14/2016	WEBB-2016031116	Individual	🔍

Continue   Cancel   Help for this Step

Return Payment via ASAP.gov | Step 4

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**
APASAPSITPO-4	Open	$20,010.00		Incorrect ASAP Account Used	OI812	🔍
1-1-1	Open	$20,010.00	10,000.99			

*Asterisk denotes required field.

[Continue] [Cancel] [Help for this Step]

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**
APASAPSITPO-4	Open	$20,010.00		Incorrect ASAP Account Used ▾	OI812	🔍
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.

[I Agree]   [Cancel]   [Help for this Step]

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 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
- News and Information: www.Fiscal.Treasury.gov/ASAP