

## Remittance Instructions Transportation Security Administration (TSA) Security Fees

Air carriers subject to TSA September 11<sup>th</sup> Security Fees must initiate monthly payments to TSA as per regulation 49 C.F.R. 1510 **Invoices will not be sent.** If you are unable to use any of these methods, please contact the Office of Revenue by sending an email to [TSA-Fees@tsa.dhs.gov](mailto:TSA-Fees@tsa.dhs.gov) or by phone at 571-227-2323 for additional payment assistance.

**OPTION 1:** Paying via Pay.Gov secure Internet remittance platform, using direct withdrawal from a bank account (ACH Debit in U.S. dollars). This option is provided free of charge to air carriers. **These instructions are updated to reflect changes to Pay.Gov effective September 2014.**

It is imperative that during this process you do not use the "BACK" button in the Internet ICON bar. Please follow the links provided during the process.

1. Go to [pay.gov](http://pay.gov). If you do not have a username or password, please contact Rose Kline at the email address listed above, with the following information: Full Name, Position Title, Air Carrier Name, Air Carrier Mailing Address, E-mail address, phone number (including extensions), and fax number. You will not be able to access the private forms with a self-enrollment.
2. Login using your assigned username and password (it is case sensitive and located in the upper right hand corner of the screen).
3. From the options listed, select "**My Forms, Private**" and then select "**Continue to the Form**" for "**September 11<sup>th</sup> Security Fee**".
4. Accepted Payment Methods "**ACH Direct Debit**", select "**Continue to Form.**" (Please ensure your banking institute authorizes a direct debit from your account.)
5. Enter carrier name, point of contact information (name, phone number and e-mail address), select payment month/year from the drop down menu and enter your amount.
6. The 'Reference Number' field should remain blank until TSA provides specific population information to air carriers.
7. Click "**Submit Data**" button at the bottom of the page.
8. Enter account holder name; Account type (select either Business Checking, Business Savings, Personal Checking, or Personal Savings); Routing Number; Account Number then select "**Review & Submit Payment.**"
9. Review Payment Summary and Authorization, **check** the box for the authorization and disclosure statement, and then click on "**Submit Data**" button.
10. Click "**Print a Copy**" for your records.
11. If processing another payment, click "**Return to Available Forms**". If not processing another payment, click "**Logout**" in the upper right hand corner. Upon successful payment processing you will receive an e-mail notification from the Pay.Gov Administration Office.

**OPTION 2:** Paying via Wire Transfer/Domestic Fed Wire. You, as the sender of a wire transfer, must provide the sending bank with the information for the boldfaced items numbered **1, 5, 7, 9 and 10**. The sending bank supplies information for items numbered 2, 3, 4, 6 and 8.

1. **Receiver's ABA Number: 021030004** - This is the routing symbol for the US Treasury at the Federal Reserve Bank in New York.
2. Type Subtype: provided by the sending bank.
3. Sending Bank's ARB Number: provided by the sending bank.
4. Sending Bank's Reference Number: provided by the sending bank.
5. **Amount:** Provide the dollar amount of the transfer. Ensure that the amount is punctuated with commas and a decimal point (example: \$1,000,000.00). Be sure to account for any fees imposed by your bank to process the transaction.
6. Sending Bank's Name: provided by the sending bank.
7. **Receiver's Name: TREAS NYC** - Ensure that the sending bank enters this abbreviation. It must be used for all wire transfers to the Treasury Department.
8. Product Code: normally CTR, or as provided by sending bank
9. **Beneficial (BNF) Agency Location Code: 70110001** - Ensure that the sending bank enters this eight-digit number as shown. This is the Agency Location Code for the Transportation Security Administration.
10. **Reason for Payment: "September 11th Security Fee" "Month", "Year", "Amount" and "Carrier Name"**. This information is required to ensure that your wire transfer is properly credited to your account.

**OPTION 3: Only available for fees less than \$1,000.00.** Check drawn on US bank or money orders can be mailed to:

**United States Department of Homeland Security  
Transportation Security Administration  
P.O. Box 530262  
Atlanta, GA 30353-0262**

**Overnight Address:**

**Bank of America  
United States DHS/TSA  
Lockbox Number 530262  
1075 Loop Road  
Atlanta, GA 30337-6002**

Please be sure to include proper remittance advice including **carrier name, fee, month, and year**. TSA processes all check through Electronic Check Processing. If you send us a check, it will be converted into an electronic funds transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours, and will be shown on your regular account statement. You will not receive your original check back. We will destroy your original check, but we will keep the copy of it.

*If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to 2 times. **All banking fees are the responsibility of the carrier.***

**OPTION 4: International WIRE Instructions.** Funds must be remitted in U.S. Dollar value and all banking fees are the responsibility of the carrier and shall not be deducted from the amount owed to TSA.

**International Wire Instructions:**

Receiver:

**TREAS NYC  
NEW YORK, NY US**

**32A:** Val Date/Currency/Interbank Settled Amount

Date: **MM/DD/YYYY**

Currency: **US Dollar**

Amount: USD amount (**\$XXXXX.XX**)

**50K:** [Ordering Customer-Name & Address]

Customer Name  
Customer Address  
Customer Address  
Customer Country

**57D: //FW021030004**

**TREAS NYC/FUNDS TRANSFER DIVISION**

**59:** 8 digit Agency Location Code (**ALC 70110001**)

**70:** RFB/Add'l Reference Info (**TSA AY Fee for Month/Year**) **AND** **ALC# 70110001**

**71A:** Details of Charges

**OUR**

**Note: Line 57 D must be in the exact format above.**

**Line 59 must contain the 8 digit Agency Location Code (ALC) account number of the beneficiary or the payment will be returned/rejected.**

**Line 70 should contain information the agency needs to credit the payment (Reference For Beneficiary)**

**Line 71A must be "OUR" to insure fees are not deducted from the amount remitted.**

Please be sure to include proper remittance advice including **carrier name, fee, month, and year**.