

Pay.gov Online Payment Form Instructions for Pro-Se Filers

# Table of Contents

About online payments through Pay.gov	3
Debit card payment instructions	4
ACH payment instructions	8
PayPal payment instructions	. 12

### Current link to filing fees below: Filing fees

## About

The United States Bankruptcy Court for the Western District of Oklahoma uses Form payments offered through Pay.gov, a program of the U.S. Department of the Treasury, Bureau of the Fiscal Service. Pay.gov allows individuals who are not registered CM/ECF filers to submit payments to the Court electronically by means of debit card, ACH (electronic payment from a bank account), or PayPal. Registered CM/ECF filers must continue to submit payments through the ECF system.

If you have any questions, contact the Clerk's Office at (405) 609-5700.

### **Debit Card Instructions**

[Note: credit cards are not accepted; only debit cards are accepted.]

To begin the payment, click here.

Once you click the link to begin, you will be brought to the information page.Click
"Continue to the Form" when you are ready to begin.

#### United States Bankruptcy Court for the Western District of Oklahoma



This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. <u>Please review</u> our privacy policy for more information.

2. The information with an asterisk (\*) is required to complete the payment. Please input the payer's information. Then enter the case information. If you are the debtor in the case and are making the payment with your debit card, enter your information in both sections. In the description field, enter what the payment is for. Then click "Continue". If you need help determining the total payment, contact the Clerk's Office at (405) 609-5700.

(-)	(2)	3	4	5
Before You Begin	Complete Agency Form	Enter Payment Info	Review & Submit	Confirmation
	United States Western Dist	Bankruptcy Court trict of Oklahoma		
ayer Information				
* First Name:	John MI	* Last Name: Doe		
* Telephone:	405-609-5700			
* Email:	Address@email.com			
ase Information				
* Case Number:	20-10001			
* Debtor(s) Name(s):	John Doe			
* Provide a brief desc	ription of the fee being paid:			
2nd Installment page	yment			
Example: Filing fe to Reopen, Amende	e, installment payment Ch.7/Ch.13/Ch ed Schedules	.11, copies (quantity), certificatio	n (quantity), Motion	
* Total Payment:	\$85.00			
	PDF Preview	Continue		

3. You are brought to the payment information screen. Select **"Debit card"** from the options below and click **"Next"**.

$\bigcirc$	$\bigcirc$	$\bigcirc$		
Before You Begin	Complete Agency Form	3 Enter Payment Info	4 Review & Submit	5 Confirmation
Delete red Degin	complete rigency round			Communication
Payment Information				
<sup>5</sup> ayment Amount \$85.00				
* I want to pay with my				
Bank account (ACH)				
PayPal account				
O Debit card			~	
Previous Return	to Form <u>Cancel</u>			Nex

#### United States Bankruptcy Court for the Western District of Oklahoma

4. Now, enter the billing information in the required fields. Once finished, click "Review and Submit Payment".

United States Bankruptcy Court for the Western District of Oklahoma

(1)	(⁄/	3	4	5
Before You Begin	Complete Agency Form	Enter Payment Info	Review & Submit	Confirmation
Please provide the payme	ent information below. Require	ed fields are marked with a	n *	
* Payment Amount				
\$85.00				
* Cardholder Name				
John Doe				
* Cardholder Billing Addre	255			
Billing Address 2				
City				
L				
Country				
United States		₹		
* State/Province				
Select State/Province		\$		

6

* Card Number				
MasterCard We Accept Debit	A			
* Expiration Date				
Select	\$	Select	\$	
What's this? Case Number				
20-10001 Debtor Name John Doe				
Payer Name				
John Doe				
John Doe Phone 405-609-5700				
John Doe Phone 405-609-5700 Email Address@email.com				

5. On the next screen, review all information for accuracy and submit the payment for processing. You must click the box to allow Pay.gov to execute the transaction and click submit payment. The payment will appear on your bank statement as "Courts/USBC-OK." Pay.gov will email a receipt to the email address that you listed in part 2.

### **ACH** Instructions

Another acceptable form of payment is ACH payment, which is an electronic draft through your bank. For this type of payment, you must have your bank's routing information as well as your account number. Pay close attention and double check all information you enter when using ACH payments.

#### NOTE: If we receive a returned item, you will be charged a \$53.00 returned item fee.

To begin the payment, click here.

1. Once you click the link to begin, you will be brought to the information page. Click **"Continue to the Form"** when you are ready to begin.



The information with an asterisk (\*) is required to complete the payment. Please input the payer's information. Then enter the case information. If you are the debtor in the case and are making the payment by ACH, enter your information in both sections. In the description field, enter what the payment is for. Then click "Continue". If you need help determining the total payment, contact the Clerk's Office at (405) 609-5700.

()	2	3	4	5
Before You Begin	Complete Agency Form	Enter Payment Info	Review & Submit	Confirmation
	United States Western Dist	Bankruptcy Court rict of Oklahoma		
ayer Information				
* First Name:	John MI	* Last Name: Doe		
* Telephone:	405-609-5700			
* Email:	Address@email.com			
ase Information	Allow an and the first house of the		C8	
* Case Number:	20-10001			
* Debtor(s) Name(s):	John Doe			
* Provide a brief desc	ription of the fee being paid:			
2nd Installment pay	/ment			
Example: Filing feature to Reopen, Amende	e, installment payment Ch.7/Ch.13/Ch d Schedules	.11, copies (quantity), certificatio	ئتا. on (quantity), Motion	
* Total Payment:	\$85.00			

**3.** You are brought to the payment information screen. Select **"Bank Account(ACH)"** from the options below and click **"Next"**.

Ø—	()	3	4	5
Before You Begin	Complete Agency Form	Enter Payment Info	Review & Submit	Confirmation
ayment Information				
ayment Amount \$85.00				
I want to pay with my				
Bank account (ACH)				
PayPal account				•
Debit card				
Previous	<u>cancel</u>			Ne

#### United States Bankruptcy Court for the Western District of Oklahoma

4. Now, select your account type, and enter your banking information in the required fields. Once you are finished, click "Review and SubmitPayment".

()		(3)	4	5
Before You Begin	Complete Agency Form	Enter Payment Info	Review & Submit	Confirmation
Please provide the payme	nt information below. Require	ed fields are marked with an	•	
\$85.00				
* Payment Date (mm/dd/y	ууу)			
12/21/2020				
Earliest Payment Date	Choose Payment Dat	e		
* Account Holder Name				
John Doe				
* Select Account Type				
Personal Checking		÷		
	And a second sec			

* Routing Number	
* Account Number	
* Confirm Account Number	
Case Number 20-10001	
Debtor Name John Doe	
Payer Name John Doe	
Phone 405-609-5700	
Email Address@email.com	
Description 2nd Installment payment	
Previous Return to Form Cancel	Review and Submit Payment
We're here to help!	+

5. On the next screen, review all information for accuracy and submit the payment for processing. You must click the box to allow Pay.gov to execute the transaction and click submit payment. The payment will appear on your bank statement as "Courts/USBC-OK." Pay.gov will email a receipt to the email address that you listed in part 2.

## PayPal Instructions

The Court also accepts deposited funds from PayPal accounts. The option to "Pay Later" that is offered through PayPal will not be accepted. Only funds that you have deposited into your PayPal account will be allowed.

To begin the payment, click <u>here</u>.

1. Once you click the link to begin, you will be brought to the information page. Click **"Continue to the Form"** when you are ready to begin.

#### United States Bankruptcy Court for the Western District of Oklahoma



This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. <u>Please review</u> our privacy policy for more information.

2. The information with an asterisk (\*) is required to complete the payment. Please input the payer's information. Then enter the case information. If you are the debtor in the case and are making the payment through PayPal, enter your information in both sections. In the description field, enter what the payment is for. Then click "Continue". If you need help determining the total payment, please contact the Clerk's Office at (405) 609-5700.

(-)	2	3	4	5
efore You Begin	Complete Agency Form	Enter Payment Info	Review & Submit	Confirmation
	United States Western Dist	Bankruptcy Court rict of Oklahoma		
yer Information				
* First Name:	John MI	* Last Name: Doe		
* Telephone:	405-609-5700			
* Email:	Address@email.com			
e Information				
* Case Number:	20-10001			
* Debtor(s) Name(s):	John Doe			
* Provide a brief desc	ription of the fee being paid:			
2nd Installment pay	yment			
Example: Filing fe to Reopen, Amende	e, installment payment Ch.7/Ch.13/Ch d Schedules	.11, copies (quantity), certificatio	on (quantity), Motion	
* Total Payment:	\$85.00			
	205.0			

**3.** You are brought to the payment information screen. Select **"PayPalAccount"** from the options below and click **"Next"**.

Ø		3	4	5
Before You Begin	Complete Agency Form	Enter Payment Info	Review & Submit	Confirmation
Payment Information				
ayment Amount \$85.00				
' I want to pay with my				
Bank account (ACH)				
PayPal account				
Debit card				
Previous Return	to Form <u>Cancel</u>			Nex

### United States Bankruptcy Court for the Western District of Oklahoma

4. Now, you will be shown a prompt that lets you know that you are leaving the official Pay.gov website in order to visit PayPal. Click **"OK"**.

You are being redirected to Paypal, a non-government website, that may have different privacy policies tha	n Pay.gov. Click 'OK' to proceed.
	OK Cancel

5. Here you will be asked to log in to your PayPal account. Input your associated email address and the password then click Log In.

	Dowwith DowDol
	Pay with PayPai
With a	a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.
Email o	or mobile number
Passw	ord
Sta	y logged in for faster purchases   ?
	Log In
	Having trouble logging in?
	or
	Create an Account
incel and	return to Federal Reserve Bank of Cleveland

6. Once you have logged in, you will be presented with your payment information. Select your checking account that you wish to make the payment from and select Continue.



7. Now, you will be brought back to the Pay.gov website to complete the payment. Review all the information for accuracy and submit the payment for processing. You must click the box to allow Pay.gov to execute the transaction and click submit payment. Pay.gov will email a receipt to the email address that you listed in part 2.