



Recurring Criminal Debt Payments in Pay.gov

Last Revised: 7/16/2013

Summary:

Pay.gov allows debtors to create recurring criminal debt payments when paying by a checking account or savings account, also known as ACH payments. Recurring payments helps to keep payments on-time and eliminates the need to send payments each month as it is done automatically.

References:

[Pay.gov User Guide](#)

Contact:

Financial Services Department (612) 664-5000

Creating Recurring Payments:

1. Pay.gov supports recurring payments for ACH direct debits from a checking or savings account. The customer enters and confirms the transaction data, such as a set amount to be paid each month.
2. Once the recurring payment details have been set, the transaction will proceed automatically according to the established payment interval until all payments have been made.
3. Users who are not logged in to Pay.gov with an account created through self-enrollment or an account created at the request of an agency may not make recurring payments.
4. The user has the option of making a one-time payment or making multiple payments on the ACH payment screen under "Scheduled Payment Options." If the user selects *Multiple Payments*, the recurring payments window is shown.

Scheduled Payment Options

One Time Payment

Multiple Payments

Scheduled Payment Amount: \$150.00

Frequency of Scheduled Payments:

Weekly Payments made each week after the first direct debit on 07/01/2005.

Bi-Weekly Payments made every two weeks after the first direct debit on 07/01/2005.

Monthly Payments made on the 1st of each month after the first direct debit on 07/01/2005.

Quarterly Payments made on the 1st of every third month after the first direct debit on 07/01/2005.

Total Number of Payments: 4 *

5. The user may then select the frequency of scheduled payments (weekly, bi-weekly, monthly, or quarterly) and the total number of payments to be made. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date, including weekends and some holidays, the payment will occur the next day the depository is open.



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- Users have the option, through their profile settings, of choosing whether or not to receive email reminders of pending recurring payments.

Cancelling Recurring Payments:

If a recurring payment is cancelled, all future scheduled payments in the series are cancelled.

A recurring payment may be cancelled from the pending ACH payments list or from the transaction search in the Collections Control Panel (CCP). Both options are located in the User Center.

Cancelling a recurring payment using the Pending ACH Payments list:

- Select *Pending ACH Payments list* on the User Center screen.
- View the list of pending payments.
- Select the payment you wish to cancel from the list.
- Click the "Cancel" radio button.

Pay.Gov Tracking ID	Agency Tracking ID (Remittance ID)	Amount	Payment Interval	First Payment Date (MM/DD/YYYY)	Cancel
24TH1P10	74005406753	\$150.00	Monthly	07/01/2005	<input type="radio"/>

Cancel Selected Payments

- Click the "Cancel Selected Payment" button. If there is a payment in process at the time you cancel the recurring payment, a warning message will be shown in a popup box, notifying you that all future payments in the recurring payment series will be cancelled; however, the payment currently in process will not be cancelled.
- Click the "OK" button on the popup window to confirm cancellation.
- The payments list will be redisplayed along with the message "The transaction with Pay.gov tracking ID xxxxxx has been cancelled" to confirm the cancellation.
- Click the *User Center* link to return to the User Center.

Cancelling a recurring payment using the Search Transactions screen in the CCP:

- Enter the Pay.gov tracking ID to locate the payment on the Search Transactions screen in the CCP.
- The payment details will be displayed.
- Click the "Cancel" link to cancel the payment. If there is a payment in process at the time you cancel the recurring payment, a warning message will be shown in a popup box, notifying you that all future payments in the recurring payment series



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will be cancelled; however, the payment currently in process will not be cancelled.

4. If required, the payment can be confirmed to have been cancelled by clicking on the *View History* link. The payment status will be *cancelled*.

View Transaction History		Return to Search Page	
Transaction History			
Transaction Type: ACH Debit - CCP			
Event Date (MM/DD/YYYY)	Collection Event Tracking ID	Status	Amount
06/30/2005	22205163	Recurring	\$200.00
06/30/2005	22205164	Cancelled	\$200.00