

Instructions for Pay.gov

Payments can be paid directly from a bank account or by credit/debit card using Pay.gov. The Pay.gov Web Site allows remitters to make secure payments electronically to the SEC. It is an easy and convenient system that is available 7 days a week - 24 hours a day. SEC is currently accepting remittances for the following debt types through this portal:

- A. Disbursement and Civil Penalties. This option is only available to debtors where the judgment/order instructs them to remit payment to the Securities and Exchange Commission directly from a bank account. Credit cards payments are not available for this form type. Additionally, payments directed to the Courts or other third party entities cannot be accepted through this payment portal.
- B. FOIA and Certification
- C. Employee Debts (ex. student loan, salary debts)
- D. Travel Reimbursements by Non-Federal Sponsors (Host Pay)
- E. Travel Reimbursements by Employee (ex. travel overpayments)
- F. Administrative (ex. transit subsidy, jury duty, etc.)
- G. Vendor Overpayments (to be released in May/June 2012) – Organizations with current or former contracts with the SEC must use this form to reimburse the SEC for invoice overpayments.

1. Accessing Pay.Gov

Access the Pay.gov production website at <https://www.pay.gov>; the home page will be displayed (figure 1)

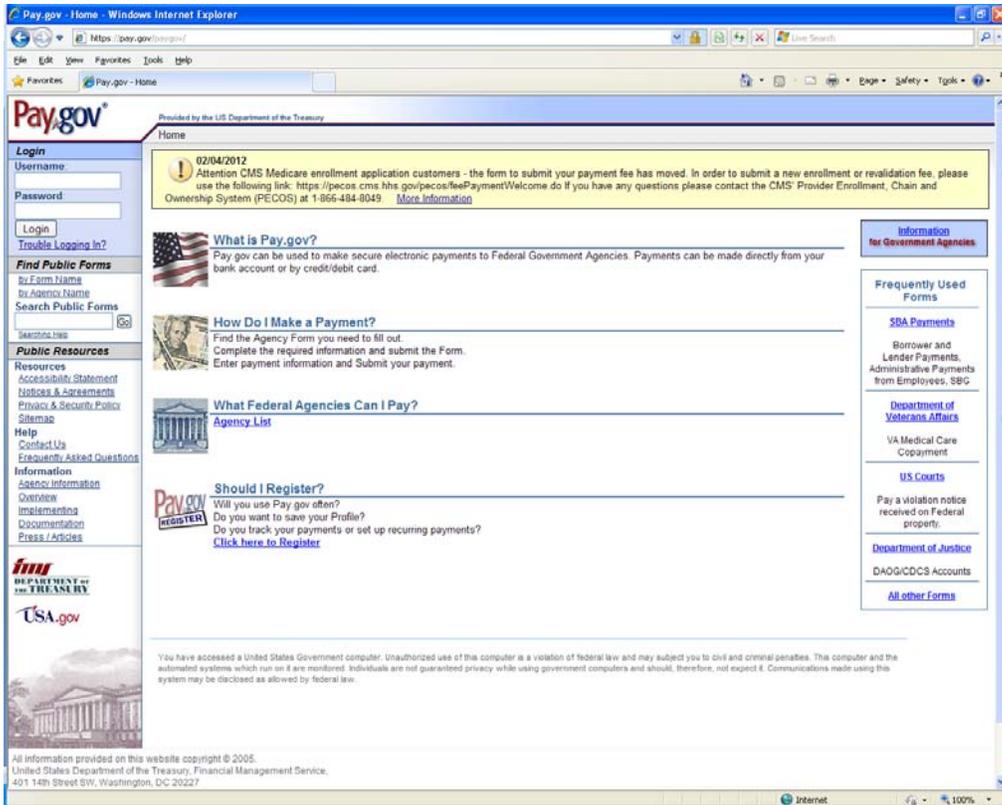
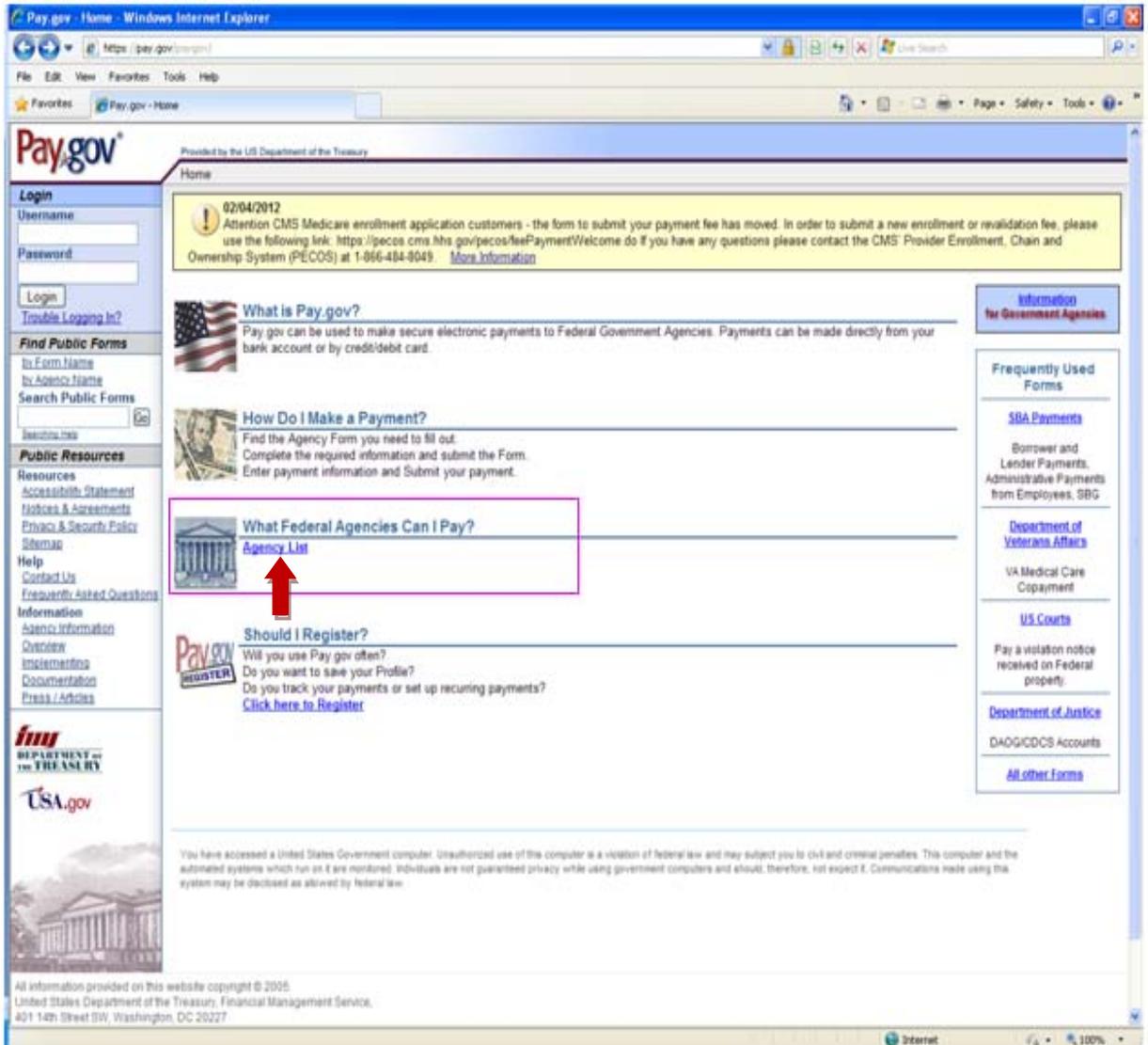


Figure 1

2. Search for SEC public forms

To locate the Securities and Exchange Commission take the following steps:

- A. Select the link "Agency List".



- B. The “Browse Forms by Agency” screen will load. This will allow users to search for all forms for any agency listed under that letter. Click on the “S” link under the A-Z Index of Government Departments and Agencies (Figure 2)

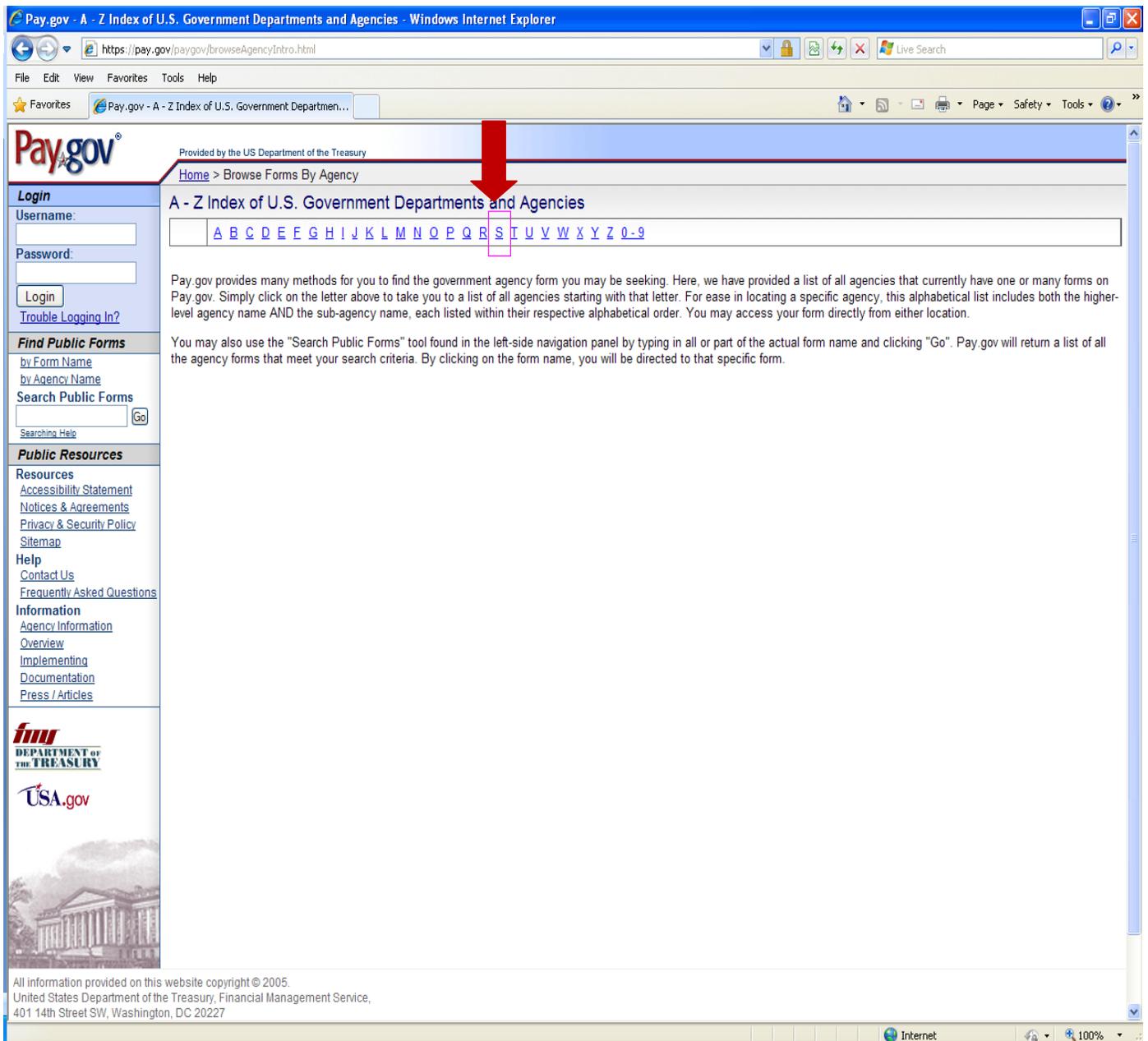


Figure 2

C. Select the Securities and Exchange Commission link (Figure 3).

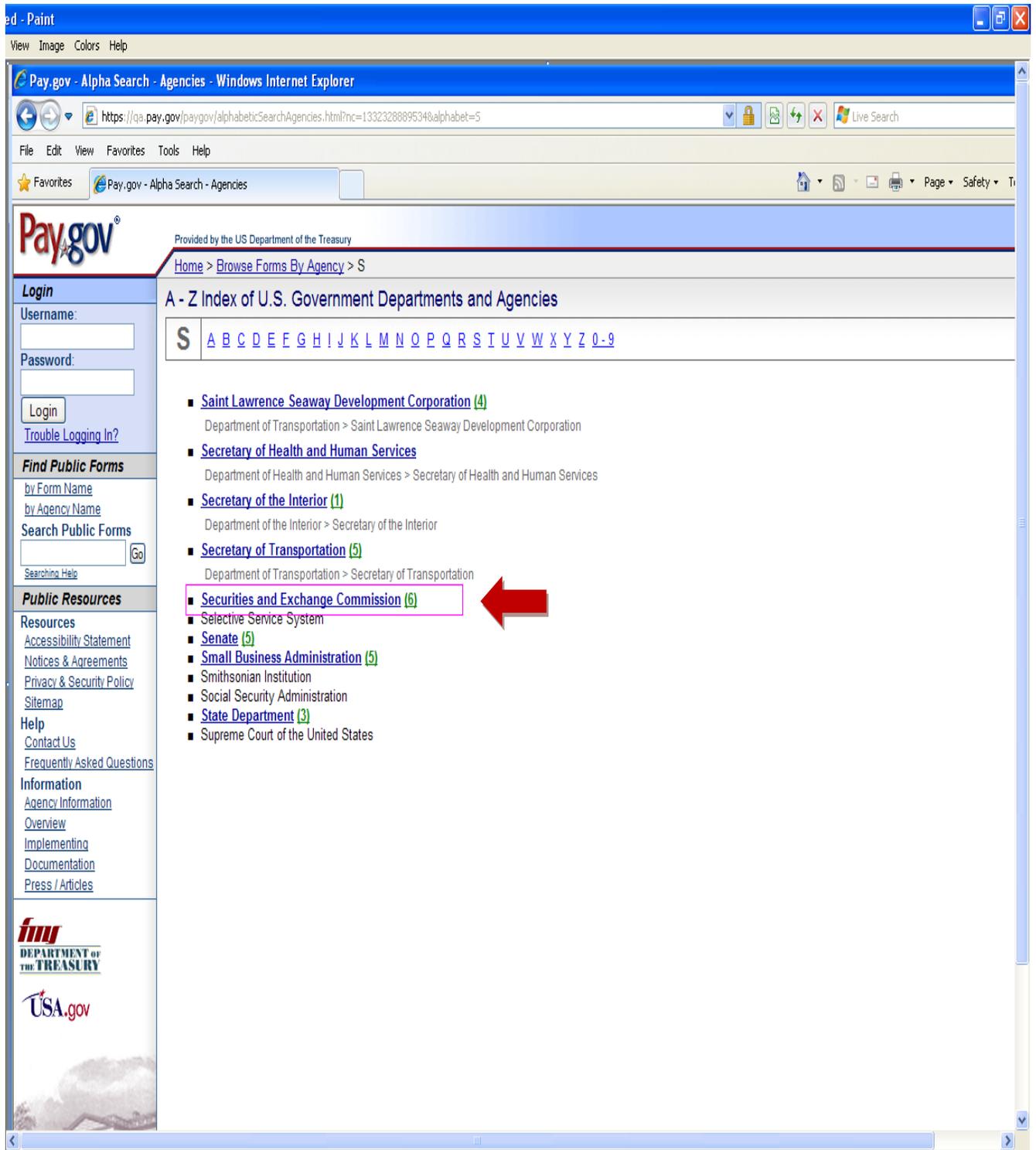


Figure 3

3. Selecting the Proper Payment Form

There are six forms available for submitting payments to the SEC. Choose from one of the following form names (Figure 4). The debt type as described below should determine the proper form for selection:

- A. SEC Administrative Collections – Use this form to remit payments for non-payroll SEC administrative debt including transit subsidy overpayments, building charges and jury duty refunds.
- B. SEC Current and Former Employee Collections – This form is used to remit payments for employee benefit and payroll related debt (e.g. student loans, salary overpayments)
- C. SEC Employee Travel Reimbursement – SEC employees must use this form to remit reimbursement for overpayment of official SEC travel expenses.
- D. SEC Enforcement Collections – The Division of Enforcement investigates possible violations of securities laws, recommends Commission action when appropriate, either in a federal court or before an administrative law judge, and negotiates settlements. When an Enforcement action results in an order to pay, the debtor may use this form to remit payment to the SEC. However, this option is only available to debtors where the judgment/order instructs them to remit funds to the Securities and Exchange Commission. **Payments directed to the Courts or other third party entities cannot be accepted through this payment portal.**
- E. SEC FOIA Collections – This form is used when a bill for FOIA or Certification processing services is received. The FOIA invoice number is a required field on this form.
- F. SEC Host Pay Collections – A Non-Federal Sponsor or Foreign Authority must use this form to reimburse the SEC for expenses incurred because of attending a sponsored meeting or event or providing technical assistance.

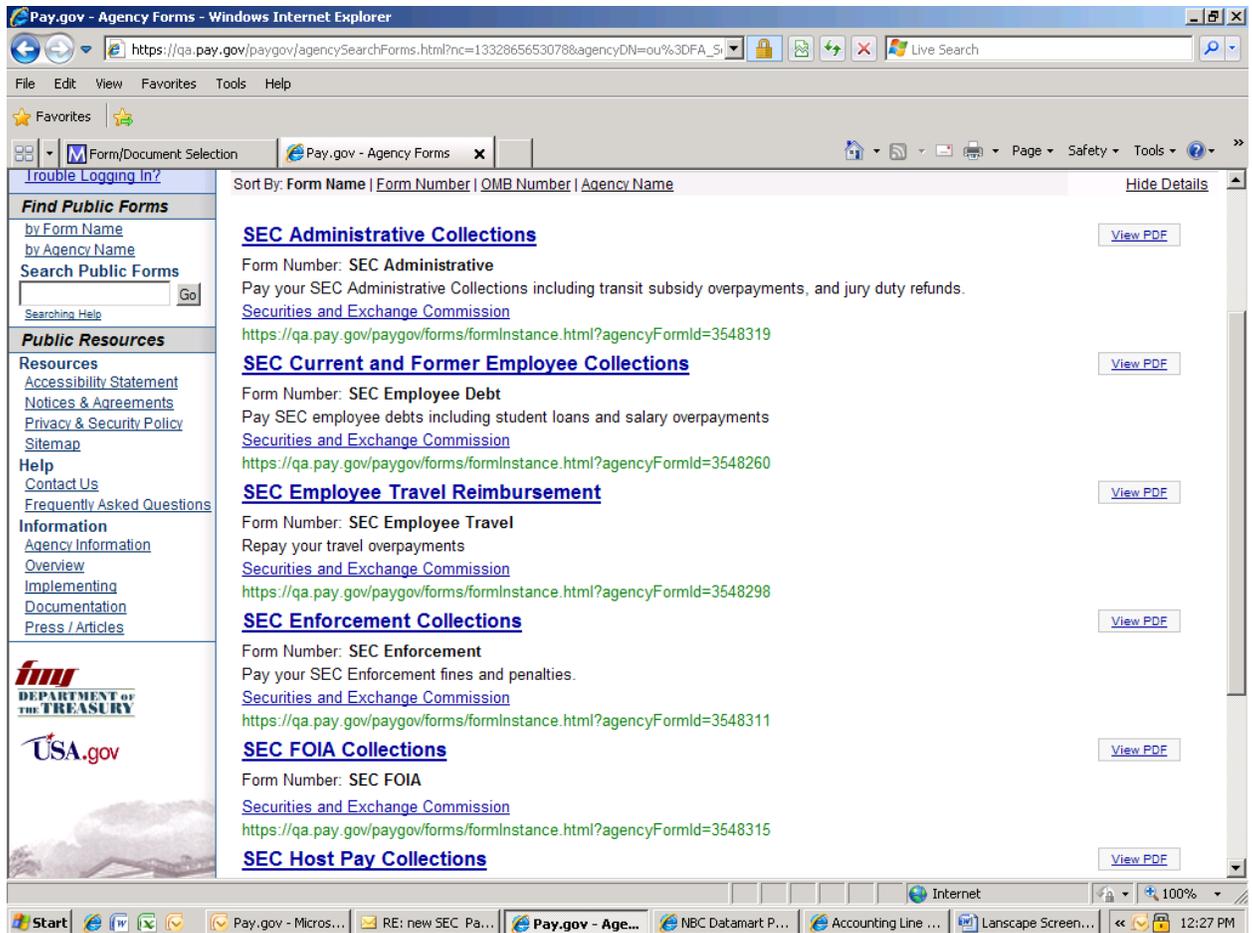


Figure 4

4. Entering Financial Information for ACH Debits

Enter all required fields as indicated by the red asterisks (*) on the screen shot below (Figure 5), and then click on the "Continue with ACH Payment" button to complete the transaction.

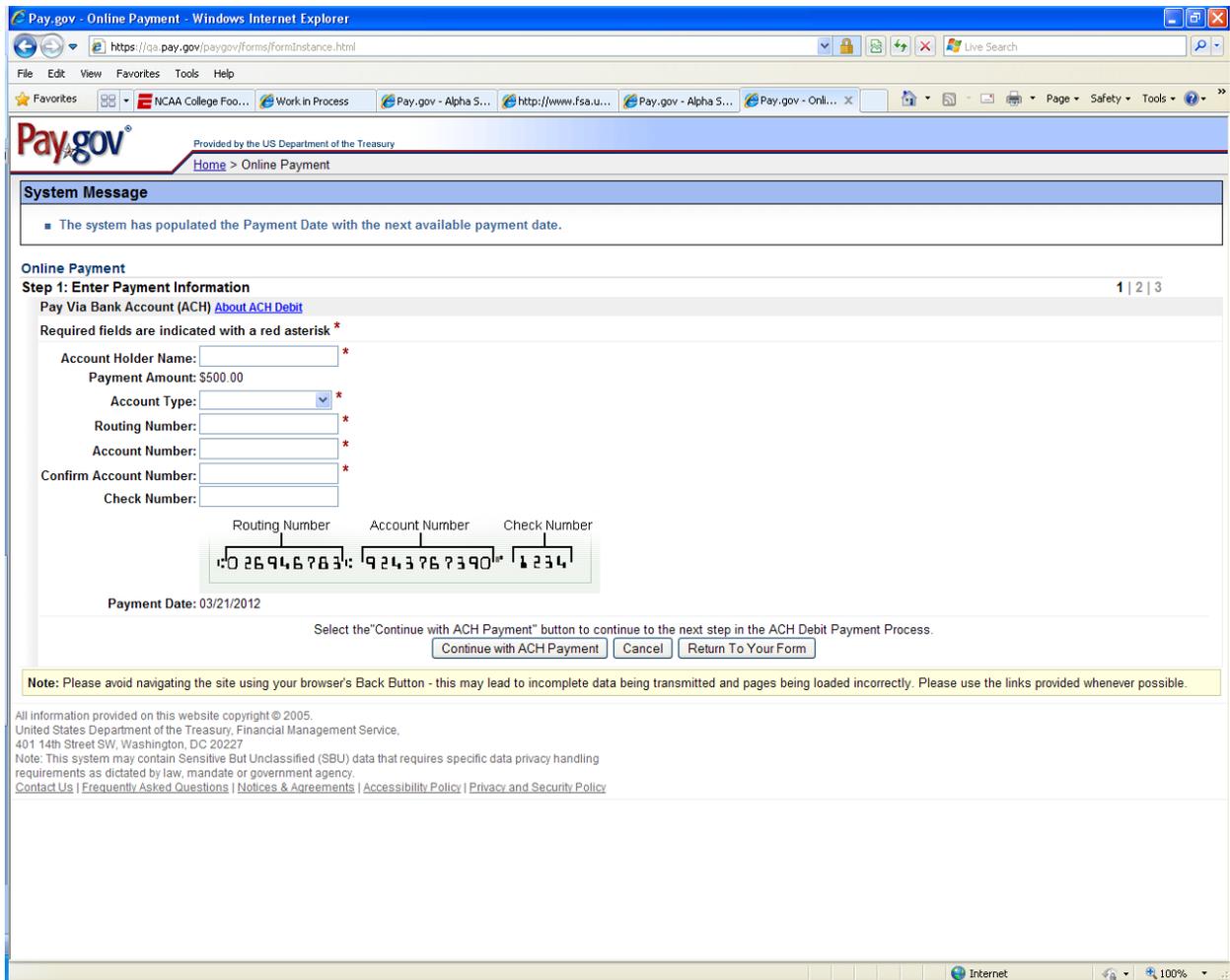


Figure 5

5. Entering Financial Information for Credit/Debit Card payments

Note: Plastic Card transactions are limited to \$ 49,999.99

Enter all required fields as indicated by the red asterisks (*) on the screen shot below (Figure 6) and then click on “Continue with Plastic Card Payment” button to complete the transaction.

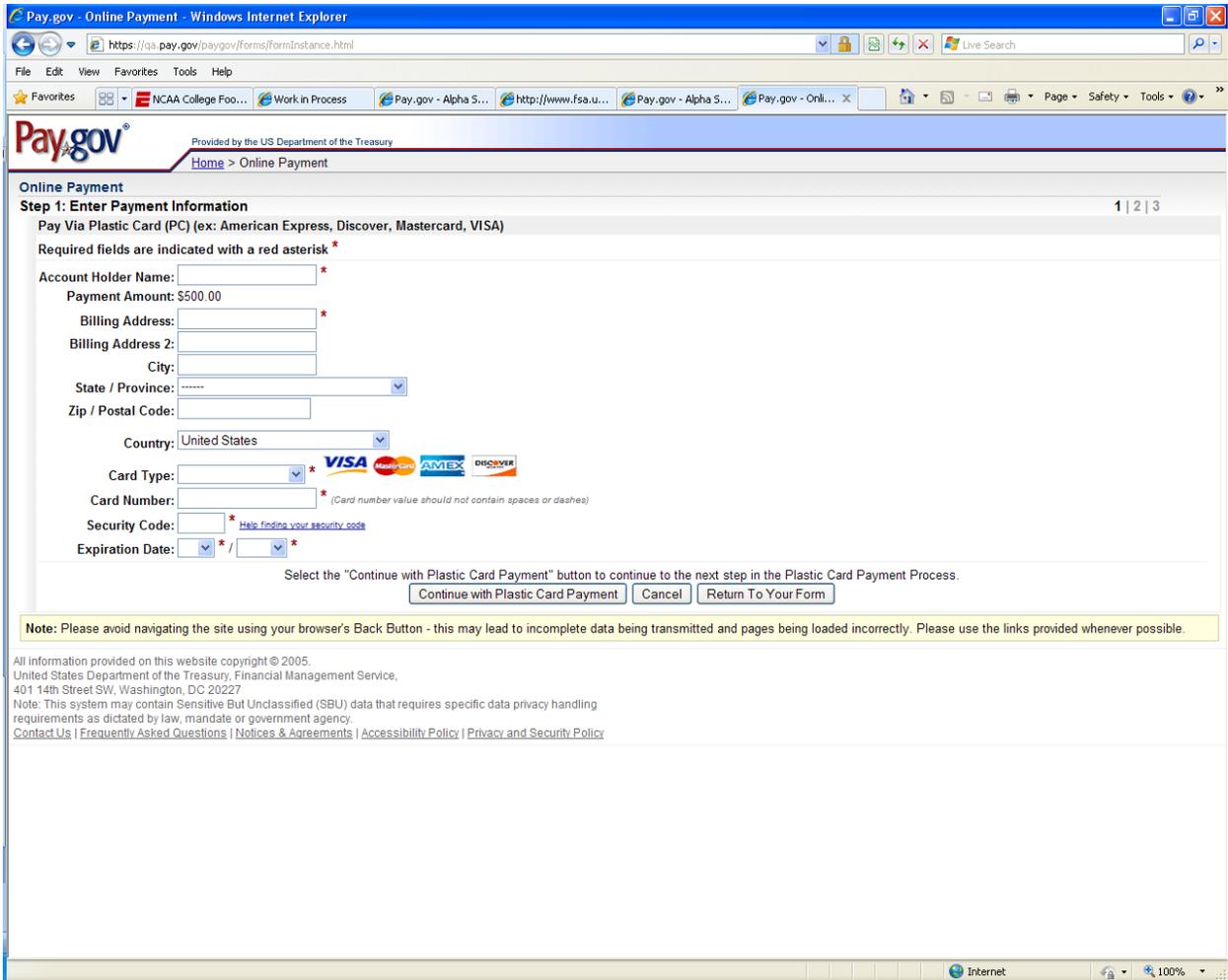


Figure 6