



## PAY.GOV: FEE E-PAYMENT PROCESS INSTRUCTIONS

The National Indian Gaming Commission NIGC Sample Quarterly Fee Worksheet is a PUBLIC FORM. Public forms are freely available to everyone. It is not necessary to self-enroll to make a payment using a public form. **However**, by self-enrolling and creating an account with Pay.gov, you can:

- See the payments you have made since you created an account
- Store payment information so you do not have to re-enter it
- Copy a form you already submitted the next time you need to make a payment

If you would like to have a record of the payments that you submit online, you should register and create an account.

1. Go to [www.pay.gov](http://www.pay.gov), and type "NIGC" in the search field, then click on the magnifying glass to initiate a search. Click on "**Continue**" Under the "NIGC Sample Quarterly Fee Worksheet" section. You may create an account if you prefer or click on "**Continue to the Form**" to reach the "NIGC Sample Quarterly Fee Worksheet".
2. Enter the information as indicated. Fields marked with a red asterisk (\*) are mandatory; and the form will not process if you do not provide complete and correct information; some fields have a drop box option such as for Fiscal Year-End and Payment Due Dates; some fields have a built-in formula to perform the necessary calculation. If a field requires a numerical response, you must place a zero (0) in the field in order to continue. The form will not allow you to continue if a field is blank.
3. The form calls for an **NIGC-ID number**. This number can be found on your quarterly fee statements. If you are not sure what your NIGC-ID is, please contact us.
4. **PLEASE BE SURE YOU HAVE THE CORRECT FISCAL YEAR AND PAYMENT DUE DATE ON YOUR FORM.** You need to select the Fiscal Year-End first in order to be able to select the Payment Due Date from the drop down list. The current Tier Two Rate can be obtained from [WWW.NIGC.GOV](http://WWW.NIGC.GOV).
5. Once you complete the form, click "**Continue**" to go to the next step in the payment process where you will need to provide your bank information as requested.

6. If you have questions related to the form, please email them to [fee.questions@nigc.gov](mailto:fee.questions@nigc.gov). If you have payment-related questions, please contact pay.gov Customer Service by phone at (800) 624-1373, option 2, or via email at [pay.gov.clev@clev.frb.org](mailto:pay.gov.clev@clev.frb.org).