



PAY.GOV: BACKGROUND INVESTIGATION (MANAGEMENT CONTRACTS) E-PAYMENT PROCESS INSTRUCTIONS

The National Indian Gaming Commission Background Investigation (Management Contracts) Payment Form 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, and type "NIGC" in the search field, then click on the magnifying glass to initiate a search. Click on **"Continue"** Under the "NIGC Background Investigation (Management Contracts) Payment Form" section. You may create an account if you prefer or click on **"Continue to the Form"** to reach the "NIGC Background Investigation (Management Contracts) Payment Form".
2. Enter the information as indicated. Fields marked with a red asterisk (*) are mandatory; the form will not process if you do not provide complete and correct information.
 - a. If you are ready to pay an invoice, click on the **"Check here to pay an invoice"** box. You may pay up to five invoices by clicking on "Add Another".
 - b. If you wish to make a prepayment, you can enter the amount in the **"Prepaid Amount"** box. The "Amount due to the National Indian Gaming Commission" field has a built-in formula to perform the necessary calculation.
3. 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.
4. If you have questions related to the form, please email them to 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.