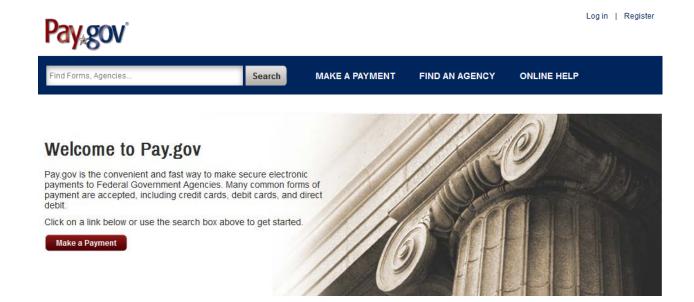


## **ONLINE CRIMINAL DEBT PAYMENTS**

Beginning May 1, 2014, debtors may make payments towards their criminal debt online using Pay.gov. Pay.gov is a secure government website that allows you to submit payments for your federal debt(s) electronically. Pay.gov is managed by the Department of Treasury, Financial Management Services.

#### PROCEDURE:

1. From the home page (www.pay.gov), click the "Log in" link at the top of the page using your username and password. If you do not have a username and password, refer to the *Pay.gov Self Enrollment* instructions. If you wish to proceed without logging in, go to step 2.



2. Locate the "Find Forms, Agencies..." search box at the top of the screen. Type **MOW** in the box and click Search.

NOTE: Do No Use the "United States Courts" link on the front page!

3. Your search results screen will display the *MOWD Criminal Debt Form* link. To access the form, click on "Continue to the Form."

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# Search Results for "MOW"



4. Follow the directions on the screen to proceed to the payment form. Complete the *Criminal Debt Payment* form. All fields must be completed. To locate your CCAM number, refer to your monthly payment coupon. If you are unable to locate your CCAM number, please contact the Clerk's Office of the U.S. District Court at (816) 512-5000 for assistance.

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Ext.

Home

Amount of this Payment: \$50.00

Kansas City

816-555-5555

- 5. After entering the amount of the payment, click Continue to be directed to the payment information page. As an enrolled pay.gov user, your payment accounts (savings, checking, credit card or debit card) will automatically populate. If you have not created a pay gov account or have not saved your account information to your profile, you may manually enter this information.
- 6. Users may choose to pay using one of two options, via bank account (ACH) or via plastic card (credit, debit or prepaid card). Select your payment method and enter your account information.

# Online Payment

Phone Number:

### Step 1: Enter Payment Information

This item is payable by the following payment methods:

- Bank Account (ACH)
- Plastic Card VISA





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- 7. When payment information has been entered, click *Continue with...Payment*. On the *Authorize Payment* screen, enter your email address to have a confirmation receipt sent to you.
- 8. Mark the check box authorizing the payment and click Submit Payment.

#### \*\*\*IMPORTANT\*\*\*

Allow the payment to process to completion. Do not use your browser buttons to move back to a previous screen; this may result in a duplicate payment being made. Duplicate payment will not be refunded unless it results in an overpayment of the criminal debt ordered.

If you do not receive a *Confirm Payment* screen, close the application and contact the court at (816) 512-5000 to confirm whether the payment processed.

- 9. After payment has been submitted, a *Confirm Payment* screen appears with your Tracking ID numbers. The Agency Tracking ID is your receipt number confirming payment.
- 10. If you have made an error in submitting your payment, please contact the Clerk's Office of the U.S. District Court at (816) 512-5000.

# **ADDITIONAL INFORMATION:**

Pay.gov User Guide

Revision date 07/24/14

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