Pay.gov Instructions for OUTLEASE Payments

GSA customers can use Pay.gov to make payments to GSA using their credit card, debit card, paypal account, or amazon account. Pay.gov provides the customer the ability to make and monitor payments and collections online 24 hours a day by accessing the following web address:

https://www.pay.gov/public/home

It is important for customers to select the correct form to submit payments to GSA, Public Building Service (fund 192.X). You can access the forms by first Finding an Agency and selecting the GSA Finance Ft. Worth Payments Form. Within the form you will navigate three screens and won’t be able to progress to the next screen before all highlighted below required fields are correctly filled in.

- Before you begin it is recommended to create an account and login. You must be signed into your account to have access to the “Recurring Payment” option.

With an account you can:
- See the payments you made since you created an account.
- Store payment information so you don’t have to re-enter it.
- Copy a form you already submitted the next time you need to make a payment.
- Set up automatic recurring payments.

1. Find an Agency
2. GSA Finance Fort Worth (Region 7) Payment Form
3. Payment Information
4. Select Payment type then click “Next”

** Selecting Amazon or PayPal account will take you to their payment portal.

Enter month/period of payment. If paying for multiple months, only put one month per line

** Outlease Agreement # - 13-digit agreement #

Ex. GS-xxP-Oyy####

“xx” is region and “yy” the 2-digit state code
For technical issues with the form submission, please contact Pay.Gov as follows:

Pay.gov Customer Service
800-624-1373 (Toll Free, Option #2)
216-579-2112 (Option #2)

For questions concerning completion of the form, please send your inquiry to FW-miscellaneousAccountsReceivable@gsa.gov.

For specific questions regarding the Outlease, please contact your GSA Contracting Officer or Regional POC.