Pay.gov Instructions for Reimbursable Work Authorizations (RWA) 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

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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.

With an account you can:

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.	 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.
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Explore More Options Find an Agency Online Help Ceneral Services Administration (GSA) Bescription: Please use this form for PBS (192X) Miscellaneous Payments to GSA Finance in Ft. Worth, PBS Programs include Outleases, Claims, RWAs, and other. Form Number: PBS Payment Form Continue Billing/Service Period (mm/yyyy) Amount (\$) 1 0.00 2 0.00 3 0.00	2 Control Cont
4 0.00 5 0.00 6 0.00 Outlease Agreement Number 0.00 Outlease Agreement Number 0.00 NWA: RWA Number 0.00 Invoice/Bill/Claim/Statement Number 0.00 GSA Contact Name 0.00 First Name Last Name GSA Contact Name 0.00 GSA Region Number ✓ Comments ✓ For questions and comments about the content of this form, please email <u>fw-miscellaneousaccountsrec</u> For refunds, please contact your GSA/Billing agency representative	Account Holder E-Mail Address Payment Information Calam Calam Coher Select one Payment Type: Calam Coher Select Payment type then click "Next" ** Selecting Amazon or PayPal account will take you to their payment portal. Previous Return to Form Cancel

DEBIT/CREDIT CARD

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- Confirm Payment Amount, Cardholder and Billing Address are correct
- Recurring Payments can only be set up using Debit/Credit Cards

Cards	6 * Frequency of payments
* Card Number	Select
	Select
	* End scheduled payments when I have made
* Expiration Date	
Select	payments
* Security Code	Frequency Options
	o Weekly
What's this?	o Bi-Weekly
	 Monthly
Payment recurring ontions	• First and 15 th
	 15th and End of Month
Select Payment	
O I want to set up recurring payments recurring option	Once all your payment information is inputted, confirm all

** Only for recurring payments (Must be logged into your pay.gov account)

information is correct then select Review and Submit

* Confirm Em	ail Address:	

- Enter/confirm email address you'd like the confirmation sent • You may include additional email address in the CC: Field 0
- Check "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement." Then Submit Payment

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 RWA, please contact your GSA Contracting Officer or Regional POC.