



United States Department of the Interior



BUREAU OF LAND MANAGEMENT
Nevada State Office
1340 Financial Boulevard
Reno, Nevada 89502-7147
<http://www.blm.gov/nv>

In Reply Refer To:
3120
NV923

May 20, 2015

INFORMATION NOTICE

The following information updates information provided on page 5 (Section titled “Method of payment”) of the Notice of Competitive Oil and Gas Lease Sale dated March 6, 2015, for the competitive oil and gas lease sale to be held June 9, 2015.

On March 4, 2015, the attached Information Bulletin (IB) No. OC-2015-019, containing changes to allowable methods of payment to the Bureau of Land Management (BLM), was issued by the BLM National Operations Center. The requirements described within the IB are applicable to payments received in conjunction with oil and gas lease sales held by BLM Nevada, including the upcoming June 9, 2015 competitive oil and gas lease sale. **Effective immediately, there is a prohibition on the use of multiple credit card payments for a single obligation due to the Federal Government. Also effective immediately, BLM Nevada will accept electronic funds (wire) transfer payments and payments through BLM’s Automated Clearing House. Effective June 1, 2015, no individual credit card payment transaction may exceed \$24,999.99.**

This limit has been lowered from the previous payment transaction limit of \$49,999.99. The reason for the lower limit is to reduce the fees that the Federal Government incurs for credit card processing. Any credit card transaction greater than \$24,999.99 will be rejected, regardless of whether the credit card transaction represents a single payment or a bundled payment – i.e., the payment of more than one bill, debt, or other obligation due to the Federal Government. **Because this requirement goes into effect on June 1, 2015, BLM Nevada will not accept an individual credit card payment transaction over \$24,999.99 in association with the upcoming June 9, 2015 competitive oil and gas lease sale.**

Effective immediately, customers who owe an amount on a bill, debt, or other obligation due to the Federal Government are prohibited from splitting the total amount due into multiple credit card payments. An amount owed that exceeds the maximum dollar amount for a credit card payment transaction may not be split into two or more payment transactions in the same day by using one or multiple credit cards. Additionally, an amount owed that exceeds the maximum dollar amount for a credit card payment transaction may not be split into two or more transactions over multiple days by using one or more credit cards.

The Section titled "Method of payment," on page 5 of the Notice of Competitive Oil and Gas Lease Sale for the lease sale to be held June 9, 2015, is hereby modified, as follows.

Method of payment: You may pay by personal check, certified check, money order, Electronic Funds Transfer (EFT), Automated Clearing House (ACH), or credit card (Visa, MasterCard, American Express or Discover Card only). We cannot accept cash. If you plan to make your payment using a credit card, you should contact your bank prior to the sale and let them know you will be making a substantial charge against your account. ***Please note, we will not accept credit or debit card payments for an amount greater than \$24,999.99. We also will not accept aggregated smaller amounts to bypass this requirement.*** An amount owed that exceeds the maximum dollar amount for a credit card payment transaction may not be split into two or more payment transactions in the same day by using one or multiple credit cards. Additionally, an amount owed that exceeds the maximum dollar amount for a credit card payment transaction may not be split into two or more transactions over multiple days by using one or more credit cards. The BLM does not have Personal Identification Number (PIN) equipment for the purpose of processing PIN authorized debit cards. All debit card transactions will be processed as credit cards and the dollar value limits will apply. If you pay by check, please make your check payable to: **Department of the Interior-BLM**. If a check you have sent to us in the past has been returned for insufficient funds, we may ask that you give us a guaranteed payment, such as a certified check. If you pay by credit card and the transaction is refused, we will try to notify you early enough so that you can make other payment arrangements. ***However, we cannot grant you any extension of time to pay the money that is due the day of the sale.***

Please note that under regulation 43 CFR 3120.5-2 (b), the winning bidder for a parcel sold at a competitive oil and gas lease sale shall submit on the day of the sale the minimum bonus bid of \$2 per acre, the first year's rental, and a processing fee (currently \$155.00 per parcel). The minimum monies owed the day of the sale for a winning bid are monies owed to the United States, whether or not a lease is issued (43 CFR 3120.5-3 (a)). **Any submitted payment which is declined by the associated financial institution does not constitute the payment required under 43 CFR 3120.5-2 (b).** If the required payment is not made on the day of the sale, any winning bid associated with the payment will be rejected for noncompliance with the regulations, no lease associated with the payment will be issued, the land will be reoffered at a future competitive lease sale, and the BLM will issue a bill for the monies owed. If payment is not received by the bill due date, a demand letter will be sent to the winning bidder that will include additional fees. If payment is not received as requested by the demand letter, the United States will pursue collection by all available methods, and when appropriate, collect late fees, civil penalties, interest, administrative charges and penalties on past due amounts. "All available methods" include, but are not limited to, referral to collection agencies and credit reporting bureaus, salary or administrative offset, offset of Federal and State payments, including goods or services, Federal and State tax refund offset, and retirement payment offset. Debts may be sent to the Internal Revenue Service for inclusion as income to you on form 1099C, Cancellation of Debt. (Federal Claims Collection Act of 1966, as amended; Debt Collection Improvement Act of 1996; and 31 CFR 285, Debt Collection Authorities Under the Debt Collection Act of 1966.)

Please address any questions you may have regarding the information in this Notice to me at the letterhead address or you may contact me by phone at 775-861-6539.



Elaine Guenaga
Acting Chief,
Branch of Fluid Minerals Adjudication

Attachment

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
National Operations Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047
<http://www.blm.gov/noc>

March 4, 2015

In Reply Refer To:
1372 (OC-621) P

EMS TRANSMISSION: 03/05/2015
Information Bulletin No. OC-2015-019

To: All Bureau of Land Management Offices

From: Acting Director, National Operations Center

Subject: Revised Bureau of the Fiscal Service Limitations on Credit Card Transactions

This information bulletin (IB) notifies all the Bureau of Land Management (BLM) offices of the revised Fiscal Service policy on the transaction dollar value limit to collect revenue using credit cards for agencies using the Card Acquiring Service. The revised policy lowers the maximum dollar amount for a credit card transaction and clarifies the policy for splitting transactions. Effective June 1, 2015, the new limit for credit or debit card payments to the BLM is \$24,999.99. This amount is being lowered from the current amount of \$49,999.99 to reduce the cost of the transaction fees associated with these large dollar transactions. Transaction fees for large dollar credit and debit card transactions are costly to the Federal Government because fees are calculated as a percentage of the dollar value of the transaction.

The BLM does not have Personal Identification Number (PIN) equipment for the purpose of processing PIN authorized debit cards. All debit card transactions will be processed as credit cards and the dollar value limits will apply.

Effective immediately, customers are prohibited from splitting the total amount due into multiple payments. Splitting an amount owed into several payment transactions violates the credit card network and Fiscal Service rules. An amount owed that exceeds the Fiscal Service maximum dollar amount may not be split into two or more payment transactions in the same day by using one or multiple cards. Additionally, an amount owed that exceeds the Fiscal Service maximum dollar amount may not be split into two or more transactions over multiple days by using one or more cards.

For a customer that attempts multiple transactions on the same day with the same credit card, those transactions that cause the total charge to exceed the maximum dollar amount will be rejected by the card processor.

Please notify BLM customers of the change, in writing, when possible. All participants are encouraged to use alternative electronic forms of payment prior to June 1, 2015, if possible. Supplemental notices should be sent to applicable bidders or customers to encourage them to utilize other forms of electronic payment for amounts greater than \$24,999.99. The Fiscal Service highly encourages the use of Automated Clearing House (ACH) payments or Fed Wire payments. Instructions for ACH and Fed Wire payments are attached.

If you have any questions concerning this IB, please contact Esther Velasquez, Section Chief, Accounts Receivable Section at 303-236-6332; Jacquelyn Grenfell, Accountant, Accounts Receivable Section at 303-236-6588; or the Collections and Billings System Customer Service Desk at 303-236-6795.

//Signed/M. Nielsen//03/04/2015

Signed by:
Mark Nielsen
Acting Director, National Operations Center

Authenticated by:
Charlene Lucero
Records Manager

2 Attachments

- 1 – [Treasury Financial Manual Announcement No. A-2014-04](#) (3pp)
- 2 – [ACH, Credit Card, and FedWire Form](#) (1p)



Treasury Financial Manual

Announcement No. A-2014-04

July 2014

To: Heads of Government Departments, Agencies, and Others Concerned

Subject: Limitations on Credit Card Collection Transactions and Policy for Splitting Transactions

1. Purpose

This Treasury Financial Manual (TFM) announcement notifies agencies of the revised Bureau of the Fiscal Service (Fiscal Service) policy on the transaction dollar-value limit to collect revenue using credit cards for agencies using the Card Acquiring Service. The revised policy, which will be effective June 1, 2015, lowers the maximum dollar amount allowed for a credit card collection. This announcement also clarifies the policy for splitting transactions, which will be effective immediately.

2. Background

When participating in the Card Acquiring Service, agencies may accept credit and debit cards for the provision of goods and services, assessed fees, fines, and other monies due to the Federal Government. Fiscal Service has an agreement with a financial agent that serves as the acquiring bank and provides card acquiring processing services.

Large-dollar credit card transactions are costlier for the Federal Government than small-dollar transactions. Fiscal Service incurs a variety of fees for each transaction, the largest of which is an interchange fee based on a percentage of the dollar value of the transaction. For example, a 2.0-percent fee for a \$100,000.00 transaction costs the Federal Government \$2,000.00, while a 2.0-percent fee for a \$1,000.00 transaction costs the Federal Government \$20.00. Paying high fees for accepting credit card transactions is not in the Federal Government's best interest.

To reduce the fees that the Federal Government incurs for credit card processing, Fiscal Service is limiting the dollar value allowed for credit card collections. When collecting large-dollar transactions, agencies should use other, less expensive electronic alternatives (see Section 3 below).

3. Policy on Credit Card Collection Transactions Effective June 1, 2015

Agencies must limit their credit card collections so that an individual payment transaction does not exceed \$24,999.99. This limit has been lowered from the previous payment transaction limit of \$49,999.99. If the

agency's cashflow includes individual credit card transactions greater than \$24,999.99, the agency should use other electronic collection alternatives for those transactions. Available electronic alternatives include debit cards, Automated Clearing House (ACH) debits or credits, Fedwire transactions, and the Intra-Governmental Payment and Collection (IPAC) System.

Fiscal Service will instruct its acquiring processor to reject any credit card transaction greater than \$24,999.99. The \$24,999.99 limit applies regardless of whether the credit card transaction represents a single payment or a bundled payment—i.e., the payment of more than one bill, debt, or other obligation due to the Federal Government. Multiple transactions by a customer to a single agency in one day may be aggregated and treated as a single transaction. Transactions that would result in the aggregate exceeding the maximum dollar amount will be rejected (see *Policy on Splitting Transactions Effective Immediately* in Section 4 below).

Debit card transaction amounts remain unlimited due to the lower associated fees.

At a future date, Fiscal Service reserves the right to further reduce the maximum transaction-dollar value limit in order to achieve additional savings for the Federal Government. Fiscal Service may also revisit the application of this policy on a cashflow, program, agency, or other basis.

Upon the effective date of the new maximum dollar amount, TFM Volume I, Part 5, Chapter 7000 will be revised.

4. Policy on Splitting Transactions Effective Immediately

Customers who owe an amount on a bill, debt, or other obligation due to the Federal Government are prohibited from splitting the total amount due into multiple payments. Splitting an amount owed into several payment transactions violates the credit card network and Fiscal Service rules. An amount owed that exceeds the Fiscal Service maximum dollar amount may not be split into two or more payment transactions in the same day by using one or multiple cards. Additionally, an amount owed that exceeds the Fiscal Service maximum dollar amount may not be split into two or more transactions over multiple days by using one or more cards.

5. Agency Compliance

For a customer that attempts multiple transactions on the same day with the same credit card, those transactions that cause the total charge to exceed the maximum dollar amount will be rejected by the acquiring processor. Agencies are responsible for working with their customers that are splitting transactions to avoid violation of compliance with the Fiscal Service maximum transaction dollar amount.

Agencies must change any regulations, policies, or other procedural documents to reflect these policies. Additionally, these policies should be reinforced in agency communications with customers. These communications should reference collection alternatives to credit card payments.

Fiscal Service and its acquiring processor will monitor agency compliance with this requirement and will provide assistance to agencies not in compliance or that request guidance. Agencies are responsible for working with their customers to maintain compliance with these policies.

Contact the Fiscal Service Card Acquiring Service if assistance is needed to evaluate and/or implement

other collection alternatives.

6. Authorities

The authority for this announcement is based upon 31 U.S.C. § 3301-3303, 31 U.S.C. § 3720, and 15 U.S.C. § 1693o-2.

7. Effective Date

This announcement is effective immediately.

8. Inquiries

Direct inquiries about this announcement or credit and debit card collections in general via email to CardAcquiringService@fiscal.treasury.gov.

Information required when paying the BLM WITH CREDIT CARD

Cardholder Name																					
Amount Paid (Effective 6/1/2015 amount cannot exceed \$24,999.99)	\$																				
Bill for Collection Number																					
Credit Card Type	<table border="1"> <tr> <td>VISA</td> <td>MASTERCARD</td> <td>DISCOVER</td> <td>AMERICAN EXPRESS</td> </tr> </table>	VISA	MASTERCARD	DISCOVER	AMERICAN EXPRESS																
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Credit Card Expiration Date	<table border="1"> <tr> <td>MONTH</td> <td></td> <td>YEAR</td> <td></td> </tr> </table>	MONTH		YEAR																	
MONTH		YEAR																			
Phone Number (Required)	() -																				
Signature (Required)																					

Information collected from this form may be subject to the requirements of the Privacy Act (5 U.S.C. 552a). This form is used solely as a method of payment for goods and or services provided to federal agencies, businesses and private individuals by the Bureau of Land Management. The information collected will be stored in a secure location with access limited to designated employees. Any information collected may be subject to disclosure, but will be handled in accordance with the Privacy Act and Freedom of Information Act (FOIA) requirements to ensure protection of personal privacy in the face of required disclosure. Information will not be shared with outside parties except as required by law.

It is a crime for any person knowingly and willfully to make any department or agency of the United States any false, fictitious or fraudulent statement or representations as to any matter within its jurisdiction. (Title 18 U.S.C. Section 1001)

(Cut here and return to BLM)

BLM Information your bank requires when paying the BLM ELECTRONICALLY (ACH)

FIELD NAME	REQUIRED INFORMATION
BLM's ACH Account Number	312051
ACH ABA Number	051036706
Company/Individual Name	BLM's Office Name (Example - Wyoming State Office) and BLM POC
Identification Number	BLM Bill Number
BLM's ACH Bank Address	CASH LINK-ACH RECEIVER 5700 Rivertech Court Riverdale MD 20737 301-887-6600
BLM's Address	Bureau of Land Management Building 50, Denver Federal Center, PO Box 25047 Denver, CO 80225-0047
BLM Contact Information	CBS Customer Service Desk at 303-236-6795

You are responsible for any fees your financial institution may charge you for the actual transfer of funds. Please verify additional fees charged by your financial institution are not deducted from payment.

BLM Information your bank requires when paying the BLM ELECTONICALLY (WIRE TRANSFER)

FIELD NAME	REQUIRED INFORMATION
Receiver DI Number/ Financial Institution	021030004 / Treasury NYC
Beneficiary Identifier/Account Number	14110008
Beneficiary Name	Bureau of Land Management (BLM)
Originator to Beneficiary Information	BLM Bill Number /BLM's Office Name (Example – Wyoming State Office)
BLM Contact Information	CBS Customer Service Desk at 303-236-6795
Financial Institution Address	TREASURY NYC 401 14 th Street SW Washington, DC 20327
BLM's Tax ID#	84-0437540

You are responsible for any fees your financial institution may charge you for the actual transfer of funds. Please verify additional fees charged by your financial institution are not deducted from payment.