

## Attachment 7

### **Fee Estimates and Billing Procedures for Collecting Processing Fees for Case-by-Case Mineral Materials Applications**

A Collections & Billing System (CBS) generated bill must accompany the written final estimate provided to the applicant. The CBS bill (**Courtesy Statement**) must be created using the appropriate suspense processing fee Commodity Subject Actions (CSA) in CBS, a clear description of the fee estimate, and any additional information pertinent to the bill. The applicant's billing name and address must be entered as the Customer when creating the bill and the BLM contact information must also be included.

#### **Mineral Material processing fees associated with competitive/non-competitive sales – step-by-step.**

##### **1. Requesting Processing Fee**

BLM issues a Courtesy Statement (CS) generated from CBS using the following CSA:

- a. Commodity – Mineral Materials
- b. Subject – PD Competitive/Non-Competitive Sale
- c. Action – Processing Fee \*XL6500DP (Temp Suspense)

Payment is applied to the CS

##### **2. No Payment Made for Initial Application**

If the applicant does not pay the CS, no further processing is done by the BLM program staff and no subsequent billing action is taken to collect the processing fees. Cancel the CS.

##### **3. Requesting Work Break Down Structure Code (WBS)**

When a payment is received, a Work Breakdown Structure (WBS) code for fund L5110 is requested through the State budget staff.

The National Operations Center (NOC) sets up the WBS in the Financial Business Management System (FBMS)

##### **4. Transferring Funds**

Once the WBS is set up in FBMS, funds are transferred in CBS from suspense to the L5110 with WBS using the Transfer/Reversal screen and the Transfer without Bill Reference button. The Courtesy Statement remains in paid status.

This CSA is used to transfer the funds.

- a. Commodity – Mineral Materials
- b. Subject – PD Mineral Material Competitive/Non-Competitive Sale
- c. Action – Processing Fee (\*XL5017AR) (5110)

Expenditures can be coded to the WBS.

**5. Processing time is six months or less**

If the processing time for a case is six months or less, or the bill is paid in full, only one CS is required.

**6. If Additional Funds are required for work six months or less**

If the BLM determines that funds in the WBS are insufficient to complete processing the Application, an Accounts Receivable Bill (AR) generated from CBS will be sent to the applicant requesting the new estimated amount required to continue processing the application.

The AR bill is created using the following CSA:

- a. Commodity – Mineral Materials
- b. Subject – PD Mineral Material Competitive/Non-Competitive Sale
- c. Action – Processing Fee (\*XL5017AR) (5110)

**7. No Payment Made When Additional Funds are Required**

If the applicant does not pay and all WBS funds have been expended, no further processing is done by the BLM program staff and no subsequent billing action is taken to collect the processing fees. The AR bill is canceled in CBS.

However, if the application is denied for non-payment, a new AR bill is created for processing the denial and closing the case.

**8. Processing takes longer than six months**

If the processing time for a case is estimated to be longer than six months and full payment is not received, subsequent AR bills are issued. Payment is applied to the AR bill and funds are added to the L5110 WBS balance.

Use the following CSA to create subsequent AR bills:

- a. Commodity – Mineral Materials
- b. Subject – PD Mineral Material Competitive/Non-Competitive Sale
- c. Action – Processing Fee (\*XL5017AR) (5110)

**9. Delinquent periodic AR bills**

If any periodic AR bills become delinquent, interest, administrative fees and penalties will accrue and Demand Letters will be sent as outlined in the Federal Claims Collections Standards (4 CFR II).

**10. If Funds remain in the WBS after processing is complete**

Once the case-by-case processing is complete, any overpayment \$1.00 or greater must be refunded to the applicant.

A Refund Approval Form citing a WBS signed by the specialist and the field manager, must be e-mailed to the State budget staff. The fillable form is located on the CBS Startup Page under the forms heading and is also included as an attachment for convenience.

The budget staff will complete the request form and forward to the NOC. The NOC must verify adequate funds are available in the WBS prior to authorizing and processing the refund in CBS.

Included with this attachment are a sample Courtesy Statement, an Accounts Receivable bill, and a list of sub-activity 5110 suspense actions from CBS.

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT <b>Courtesy Statement</b>	<b>Bill Number:</b> 2016XXXXXX
	<b>Date:</b> 04/18/2016
<b>Make Remittance Payable To DOI/BLM and Mail To:</b> IDSO PAYMENT CENTER 1387 S. VINNELL WAY BOISE, ID 83709-1657 (888)246-7523	
<b>Payor:</b> MINERAL MATERIAL COMPANY 7600 ANY STREET NAME ANY CITY, ST 83815-7763 US	Please include bill number on all remittances.

DATE	DESCRIPTION	AMOUNT
	INITIAL PAYMENT FOR MINERAL MATERIALS SALE  <b>REF NO: IDI 0XXXXX</b>	\$1,716.78
	BLM CONTACT: POINT OF CONTACT, (XXX)XXX-XXXX	
<b>AMOUNT DUE THIS BILL:</b>		<b>\$3,896.28</b>

- **Please return a copy of this COURTESY STATEMENT with payment or include the Bill Number on your remittance.**
- Payment can be made by cash, check, money order or credit card (VISA, MasterCard, Discover, and American Express) or by Electronic Fund Transfer (EFT) via automated clearing house (ACH) or wire transfer. Make checks or money orders payable to DOI/BLM. To pay by credit card, complete the credit card payment form (attached) and return to the billing office or call the office listed above to pay by phone. You may use debit cards with the VISA or MasterCard logo. To make an electronic payment, see attached document.
- Effective June 1, 2015 - credit card payments can only be accepted for amounts of \$24,999.99 or less.
- If the above name and address is incorrect, please contact the BLM office listed above

This Bill was generated by the automated BLM Collections and Billings System and is a paper representation of a portion of the official electronic record contained the

Information required when paying the BLM WITH CREDIT CARD																					
<b>Cardholder Name</b>																					
<b>Amount Paid</b> <small>(Effective 6/1/2015 amount cannot exceed \$24,999.99)</small>	\$																				
<b>Bill for Collection Number</b>																					
<b>Credit Card Type</b>	<table border="1"> <tr> <td>VISA</td> <td>MC</td> <td>DISCOVER</td> <td>AMERICAN EXPRESS</td> </tr> </table>	VISA	MC	DISCOVER	AMERICAN EXPRESS																
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<b>Credit Card Expiration Date</b>	<table border="1"> <tr> <td>MONTH</td> <td></td> <td>YEAR</td> <td></td> </tr> </table>	MONTH		YEAR																	
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<b>Phone Number (Required)</b>	( ) -																				
<b>Signature (Required)</b>																					
<p>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.</p> <p>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)</p>																					

(Cut here and return to BLM)

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

BLM Information your bank requires when paying the BLM ELECTRONICALLY(WIRE TRANSFER)	
FIELD NAME	REQUIRED INFORMATION
<b>Receiver DI Number/ Financial Institution</b>	021030004 / Treasury NYC
<b>Beneficiary Identifier/Account Number</b>	14110008
<b>Beneficiary Name</b>	Bureau of Land Management (BLM)
<b>Originator to Beneficiary Information</b>	BLM Bill Number /BLM s Office Name (Example Wyoming State Office)
<b>BLM Contact Information</b>	CBS Customer Service Desk at 303-236-6795
<b>Financial Institution Address</b>	TREASURY NYC 401 14 <sup>th</sup> Street SW Washington, DC 20327
<b>BLMs Tax ID#</b>	84-0437540
<p>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.</p>	

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT <b>Bill for Collection</b>		<b>Bill Number:</b> 2016XXXXXX
		<b>Date:</b> 03/14/2016
<b>Make Remittance Payable To DOI/BLM and Mail To:</b> SHOSHONE FIELD OFFICE 400 WEST F ST SHOSHONE, ID 83352 (208)732-7200		<b>Please include bill number on all remittances.</b>
<b>Payor:</b>	MINERAL MATERIAL COMPANY ANY STREET ADDRESS ANY TOWN, ST XXXXXX-XXXX US	

DATE	DESCRIPTION	AMOUNT
	ADDITIONAL FUNDS REQUIRED FOR MINERAL MATERIAL SALE  <b>REF NO: IDI 0XXXXXX</b>	\$34,410.00
	BLM CONTACT: POINT OF CONTACT, (208)XXX-XXXX	
<b>AMOUNT DUE THIS BILL:</b>		<b>\$36,939.52</b>

**DATE DUE:**

**04/13/2016**

- Payment is due within 30 days of date of receipt (certified receipt documentation).
- **Payment is due immediately upon receipt of this bill; however, payment must be received no later than the due date shown above.**
- **Please return a copy of this Bill for Collection with payment or include the Bill Number on your remittance.**
- Payment can be made by cash, check, money order or credit card (VISA, MasterCard, Discover, and American Express) or by Electronic Fund Transfer (EFT) via automated clearing house (ACH) or wire transfer. Make checks or money orders payable to DOI/BLM. To pay by credit card, complete the credit card payment form (attached) and return to the billing office or call the office listed above to pay by phone. You may use debit cards with the VISA or MasterCard logo. To make an electronic payment, see attached document.
- Effective June 1, 2015 - credit card payments can only be accepted for amounts of \$24,999.99 or less.

**Case-by-Case Processing Fees for Solid Minerals - Suspense Actions in CBS for Courtesy Bills**

<b>Commodity</b>	<b>Subject</b>	<b>Action</b>
<b>Mineral Materials</b>	PD Mineral Material Competitive/NonComp. Sale	Processing Fee (*XL6500DP) TEMP SUSP
<b>Mineral Materials</b>	Competitive Contract Renewal	Processing Fee (*XL6500DP) TEMP SUSP

*Please note - additional CSAs may be added to CBS. This attachment provides sample actions for use with case-by-case processing fee estimate bills.*