



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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(923JWeaver)
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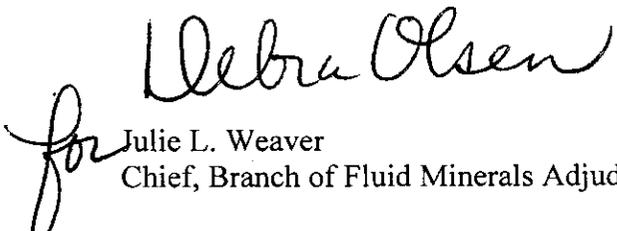
April 26, 2012

INFORMATION NOTICE Limitations on Credit Cards

The following changes will take place regarding credit card usage at the BLM Wyoming oil and gas auctions, effective June 30, 2012: This policy will be fully implemented in the August 7, 2012 sale.

- Individual transactions will be **limited to \$49,999.99**. This limit has been lowered from the current amount of \$99,999.99 and now applies only to credit card transactions.
- You may not split the individual transactions greater than \$49,999.99 into two or more transactions over one or multiple days.
- We will **not** accept multiple cards from the same company for one transaction, but will accept a card from different companies limiting each transaction to no more than \$49,999.99.
- You may pay for your oil and gas lease parcel using credit cards or a personal or cashier's check. Cash is not accepted.
- If you would like to utilize Automated Clearing House (ACH) payments or Fed Wire payments for the balance bonus payment, the instructions are attached. Please contact our Accounting Office at 307-775-6136 if you need assistance.

Please direct any questions you may have about this change to me at (307) 775-6176.


for Julie L. Weaver
Chief, Branch of Fluid Minerals Adjudication

Attachment

1 – Information Bulletin OC-2012-025 (9 pp)

Distribution

SD

ASD

District Managers

Field Office Managers

DSD, Minerals and Lands

Chief, Branch of Fluid Minerals, Lands, and Appraisal

Chief, Branch of Fluid Minerals Adjudication

Accounts

Public Information Desk

OEA

Premier Data Services

WO-310, attn. Atanda Clark



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047

April 3, 2012

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

EMS TRANSMISSION: 04/03/2012
Information Bulletin No. OC-2012-025

To: All Bureau of Land Management Offices
From: Acting Director, National Operations Center
Subject: Revised Financial Management Service (FMS) Limitations on Credit and Debit Card Transactions

This information bulletin (IB) notifies all Bureau of Land Management (BLM) offices of the revised FMS policy on the transaction dollar-value limit to collect revenue using credit and debit cards for agencies using the Card Acquiring Service. The revised policy lowers the maximum dollar amount for a credit card transaction and eliminates the maximum dollar amount limit for a debit card transaction.

Effective June 30, 2012, the new limit for credit or debit card payments to the BLM is \$49,999.99. This amount is being lowered from the current amount of \$99,999.99 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.

Additionally, smaller dollar amounts are not to be aggregated for one or multiple days to bypass this requirement. Cardholders cannot be required to pay any part of the fees which the financial institution charges, directly or indirectly, through any increase in price or otherwise.

Once this policy is in effect, the FMS will reject credit card transactions greater than \$49,999.99 and may hold the BLM liable by charging the cost of any noncompliant transactions in accordance with United States Department of the Treasury Financial Manual (TFM) volume 1, part 6, chapter 8000; section 8080, Cash Management.

Please notify BLM customers of the change, in writing, when possible. All participants are encouraged to use alternative forms of payment prior to June 30, 2012, if possible.

Supplemental notices should be sent to applicable bidders or customers to encourage them to utilize other forms of payment for amounts greater than \$49,999.99. The FMS highly encourages alternative payment methods for collections and payments, which include Automated Clearing House (ACH) payments or Fed Wire payments. Instructions for ACH and Fed Wire payments are attached.

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 have any questions, concerning this IB, please contact Esther Velasquez, Chief, Collections and Billings Section at 303-236-6332; Sally Cresci, Accountant, Collections and Billings Section at 303-236-0144; or the Collections and Billings System Customer Service Desk at 303-236-6795.

//Signed/dkr/4-3-2012//

Signed by
Deborah K. Rawhouser
Acting Director, National Operations Center

Authenticated by
William J. Mills
Records Administrator

6 Attachments

- 1 - TFM Announcement A-2012-02 (2 pp.)
- 2 - ACH Instructions (1 p.)
- 3 - ACH Authorization Form (1 p.)
- 4 - ACH Implementation (1 p.)
- 5 - ACH Information (1 p.)
- 6 - FedWire Transfer Information (1 p.)

Distribution

OC-110, William J. Mills



Treasury Financial Manual

A-2012-02 February 2012

Announcement

Subject: Limitations on Credit and Debit Card Collection Transactions

1. Purpose

This Treasury Financial Manual (TFM) announcement notifies agencies of the revised Financial Management Service (FMS) policy on the transaction dollar-value limit to collect revenue using credit and debit cards for agencies using the Card Acquiring Service. The revised policy, which will be effective June 30, 2012, lowers the maximum dollar amount allowed for a credit card transaction and eliminates the maximum dollar amount limit for a debit card transaction.

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. FMS has an agreement with a financial agent that serves as the acquiring bank and provides card acquiring processing services.

Large-dollar card transactions are costlier for the Federal Government than small-dollar transactions. FMS 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 1.5-percent fee for a \$200,000 transaction would cost the Federal Government \$3,000, while a 1.5-percent fee for a \$200 transaction would cost the Federal Government \$3. Paying high fees for accepting credit card transactions is not in the Federal Government's best interest.

Recent legislation enacted by Congress reduces the interchange costs associated with accepting debit card transactions. The legislation also allows Federal agencies to set a maximum credit card transaction amount, as well as a minimum credit card transaction amount not greater than \$10. To reduce the fees that the Federal Government incurs for credit card processing, FMS is further limiting the dollar value allowed for credit card transactions. When collecting large-dollar transactions, agencies should use other less expensive electronic alternatives. FMS does not allow agencies to set a minimum credit or debit card transaction amount.

3. Policy on Credit Card Collection Transactions Effective June 30, 2012

Agencies must limit their credit card collections so that individual transactions are no more than \$49,999.99. This limit has been lowered from the current amount of \$99,999.99 and now applies only to credit card transactions. If the agency's cashflow includes individual credit card transactions greater than \$49,999.99, then the agency should use other electronic collection alternatives for those transactions. Available electronic alternatives include Automated Clearing House debits or credits and Fedwire transactions.

FMS will instruct its acquiring processor to reject any credit card transaction greater than \$49,999.99.

Agencies may not split individual transactions greater than \$49,999.99 into two or more transactions over one or multiple days. Splitting a transaction violates the credit card network and FMS rules. 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 limit of \$49,999.99 will be rejected.

Agencies must change any regulations, policies, or other procedural documents to reflect this policy. Additionally, this policy should be reinforced in agency communications with customers.

FMS will revisit this policy periodically to review the maximum transaction dollar-value limit as well as its application on a cashflow, program, agency, or other basis. FMS will be evaluating various applications of this policy with selected agencies in order to guide any future changes to this policy.

Agencies may not establish a minimum transaction amount as a condition for honoring a card. This applies to credit and debit card transactions. FMS may allow or establish a minimum transaction amount in certain circumstances for system security reasons or to meet an agency business or operating need.

4. Agency Compliance

FMS and its acquiring processor will monitor agency compliance with this requirement and will provide assistance to agencies not in compliance or that request guidance. FMS may charge the agency the cost of any noncompliant transactions in accordance with TFM Volume I, Part 6, Chapter 8000: Cash Management, Section 8080.

Contact the FMS Card Acquiring Service if assistance is needed to evaluate and/or implement other collection alternatives (see paragraph 6).

5. Authorities

The authority for this announcement is based upon 31 U.S.C. § 3301-3303 and 15 U.S.C. § 16930-2

6. Effective Date

This announcement is effective immediately.

7. Inquiries

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

Instructions to Customers Using Remittance Express (REX)

Your Federal agency trading partner is asking you to be making payments electronically through the REX Program. REX is an Automated Clearing House (ACH) electronic funds transfer system. To begin making payments through this program, you need to talk with your financial institution about the following:

- Is the financial institution capable of originating ACH payments?
- What systems are available for you to use in initiating electronic payments?
- Use of correct standardized format.

The following instructions, along with the REX Financial Institution Authorization Sheet, REX Information Sheet, and the REX Program Implementation Data Sheet will assist you in setting up the ACH authorization at your financial institution and requesting ACH payment to the Bureau of Land Management (BLM) REX account at the Federal Reserve Bank of Richmond, Virginia.

1. REX Financial Institution Authorization Sheet. Fill out this form and submit the form to your financial institution. This form enables you to certify the ACH at your financial institution for current and future ACH transactions.
2. REX Information Sheet. Submit this form to your financial institution. This form provides your financial institution with BLM's ACH account information.
3. REX Program Implementation Data Sheet. This will assist the financial institution in completed the ACH transaction.
4. Payment Information. Obtain payment identification information from the BLM. Provide payment identification information to your financial institution. This should be included in the following ACH fields:

Identification number (up to 15 characters)
BLM State and Office Code, (and Bill Number, if a bill was issued)

*example NV0502004123456
(no spaces)*

Addendum record (up to 80 characters)
BLM State and Office Code
BLM contact name and phone number
Bill number or casefile number
Federal Account symbol
Payment description

5. For ACH assistance, contact the BLM Collections and Billings System Customer Service Desk at 303-236-6795 or email to blm_oc_cbs_customer_service@blm.gov.

Remittance Express (REX)
Financial Institution Authorization Certificate

This form has been designed to assist you in providing an authorization to your financial institution so it can make Automated Clearing House (ACH) payments on your behalf. This form should accompany an REX Implementation Data Sheet and an REX Information Sheet. The record format contained in the Data Sheet will be important to your financial institutions and/or to your company's ACH origination unit

Remitter Company Information

Company Name:	
Address:	
City:	
State:	
Zip Code:	
Social Security Number or Taxpayer Identification Number:	
ACH Coordinator at financial institution:	
Telephone Number:	
Financial Institution Name:	
Financial Institution Account Name:	
Financial Institution Account Number: (specify Savings or Checking)	

The financial institution named is authorized to initiate ACH credits and accept ACH return items for me in conjunction with the United States Department of the Treasury's REX Program.

Company Official Signature

Date

Company Official Name (Printed)

Title

Company Name

Remittance Express
 Program Implementation Data Sheet/Request for Payment
 to the Bureau of Land Management (BLM)

This form has been designed to help you in providing complete and accurate data to your financial institution so it can make Automated Clearing House (ACH) corporate payments on your behalf. Shown below is the ACH CCD+ format, along with the associated Addenda Record Format. (Other ACH corporate payment formats are also acceptable.)

ACH CCD+ Format

Data Element Name	Contents	Size	Position
Record Type Code	'6'	1	01-01
Transaction Code	'22'	2	02-03
Receiving American Bankers Association	'05103670'	8	04-11
Check Digit	'6'	1	12-12
Account Number	'312051'	17	13-29
Payment Amount	\$\$\$\$\$\$\$\$cc	10	30-39
Identification Number	*BLM State and office code, bill number, no spaces	15	40-54
Receiver Name	*Bureau of Land Mgt DOI'	22	55-76
Discretionary	*optional	2	77-78
Addenda Indicator	'1' (addenda present) '0' (no addenda)	1	79-79
Trace Number	Assigned by your bank	15	80-94

*The BLM billing office will provide specific data for these fields.

Addenda Record Format

Data Element Name	Contents	Size	Position
Record Type Code	'7'	1	01-01
Addenda Type Code	'05'	2	02-03
Payment Related	* Information	80	04-83
Sequence Number	Addenda number starting at 0001	4	84-87
Addenda Trace Number	Same as last seven numbers of detail trace number	7	88-94

*The BLM billing office will provide specific instructions for payment-related information that is to be included in this field.

Electronic Funds Transfer Payments
(Automatic Clearing House (ACH) Information)

This is the essential information your customer will need to pay the Bureau of Land Management (BLM) electronically. The ACH method costs less than a WIRE transfer.

However, the BLM is not notified of ACH payments through the CASHLINK system. Have the customer either notify you or send an email to Collections and Billings System (CBS) Customer Service upon ACH transmittal. Customer Service then can go into CASHLINK and search for the payment by the amount.

- BLM's Account Number: 312051
- ACH American Bankers Association Number: 051036706
- ACH Account Key: 599
- Agency Location Code: 14110008

BLM's Bank Address:

051036706
CASHLINK-ACH RECEIVER
5700 RIVERTECH COURT
RIVERDALE, MD 20737
301-887-6600

- BLM's Address: Bureau of Land Management
Denver Federal Center, Building 50
P.O. Box 25047 (5th and Main Streets)
Denver, CO 80225-0047
- BLM Contact Name: BLM_OC_CBS_Customer_Service
- BLM Contact Phone: 303-236-6795
- E-mail: BLM_OC_CBS_Customer_Service@blm.gov
- BLM Tax ID # 84-0437540

**Electronic Funds Transfer Payments
(Wire Information)**

The United States Department of the Treasury (Treasury) Fedwire Deposit System (FDS) is a computer-to-computer link between the Treasury and the Federal Reserve Bank of New York (FRBNY). This system provides the capability for: (1) automated receipt and processing of fund transfers and (2) computer-assisted generation of funds transfers between Treasury, FRBs, and other banks utilizing Fedwire.

The Collections and Billings System (CBS) Customer Service is notified automatically by CASHLINK of any FEDWIRE payment the Bureau of Land Management (BLM) receives. Customer Service will locate the recipient of the money via email, if the customer provides the information (bill # / office code or BLM name). If no information is given by the customer, the CBS Customer Service will send out a mass message to users to locate the correct office.

This is the essential information your customer will need to pay BLM electronically. (WIRE)

<u>FIELD NAME</u>	<u>REQUIRED INFORMATION</u>
• AMOUNT	\$9,999,999.99 (enter your amount here)
• SENDER REFERENCE	(Sender fills this in. BLM's Bill Number and/or BLM's Office Code)
• RECEIVING FINANCIAL INST	021030004 (BLM's ABA#)
• BENEFICIARY	TREASURY NYC
• ORIGINATOR TO	14110008 (BLM's Account No.)
• BENEFICIARY INFO	(Sender fills this in. Additional remarks to further identify this payment.)
• BLM CONTACT	BLM_OC_CBS_Customer_Service
• BLM PHONE	303-236-6795
• e-mail	<u>BLM_OC_CBS_Customer_Service@blm.gov</u>
• Treasury NYC	
401 14th Street SW	
Washington DC 20327	*BLM Tax ID # 84-0437540