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# ***Leasing Activities Information***

U.S. Department of the Interior  
Bureau of Ocean Energy Management  
Office of Renewable Energy Programs

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## **Instructions For Making Electronic Payments Bid Deposit, Bonus Bid Balance and Rental**

**(Updated December 27, 2016)**

If you submit bid(s) for an OCS Renewable Energy Lease Sale, please read and comply with the following:

(A) Complete within the required timeframe (as stated in the Final Sale Notice) a Bidder's Financial Form. Mail the completed, original form to the Renewable Energy Office as designated in the instructions.

(B) A Bidder's Financial Form must be completed for each lease sale you are eligible to participate in. This form establishes a designated authorized company representative to submit a bid deposit on behalf of the company and identifies the individuals who will participate in the sale auction. If this form is not completed and received by BOEM by the specified deadline, the company will be unable to participate in a lease sale.

(C) Third Party Error: You will not be held responsible for a late payment due to mechanical or systems failure of the Pay.Gov Website, Fedwire Deposit System, Federal Reserve Communications System, or the Automated Clearing House System.

- (1) You are held responsible for accurate Electronic Funds Transfer (EFT) payments. Your responsibility extends to any bank payment message coding error that prevents the payment from reaching the appropriate Office of Natural Resources Revenue (ONRR) account. You must immediately contact Ms. Kim Bearden at (303) 231-3574 or Ms. Del Clapp at (303) 231-3073 of the ONRR General Ledger, if a bank coding error is expected to prevent timely payment to ONRR.

### ***Bid Deposit Payment***

The OCS Final Sale Notice (FSN) mandates the use of these procedures in making payment of the bid deposit. Separate Pay.Gov bid deposit payments are required for each OCS Lease Sale in which you are eligible to participate. If you submit bid(s) for an OCS renewable energy lease sale, please read and comply with the following:

(A) A bid deposit can only be submitted by the authorized individual designated on the Bidder's Financial Form. This individual will be setup by Pay.Gov using the email address specified on the form. Upon email notification from a representative from ONRR, the authorized individual will setup an account with Pay.Gov and will be directly linked to the company. Once all of these steps are

completed, bidders may use the Pay.Gov form to submit a bid deposit. (This is a private form and is only accessible to individuals who have registered with Pay.Gov.)

- (1) A Bidder's Financial Form must be completed for each lease sale and mailed to the BOEM Office of Renewable Energy in Sterling, Virginia by the deadline specified in the FSN.

(B) Payment of the bid deposit amount as stated in the FSN must be made using the ONRR Renewable Energy Bid Deposit Form on Pay.Gov. All bid deposits must be submitted within the Pay.Gov system as outlined in the FSN.

- (1) One bid deposit payment must be made for all leases for which you intend to bid on in one OCS Lease Sale.
  - (a) Bid Deposit Amounts are as follows: \$450,000 (1 lease), \$900,000 (2 leases), \$1,350,000 (3 leases), \$1,800,00 (4 leases) or \$2,250,000 (5 leases)
- (2) All bid deposits must be submitted by the date designated in the FSN. The Pay.Gov bid deposit page will become inactive beyond that due date, and you will be unable to submit a bid deposit.
- (3) If the bid deposit exceeds the bidder's total financial obligation, the balance of the bid deposit will be refunded to the bidder using the ACH information furnished on the Bidder's Financial Form.

### ***Balance of the Bonus Bid Payment***

As specified in the FSN, BOEM requires the use of EFT procedures when submitting the payment of the balance of the bonus bid amounts. If you submitted a high bid and it is deemed to be acceptable by BOEM, please read and comply with the following:

The ONRR considers every successful high bid to be a legally binding obligation on the part of the bidder(s) to comply with all applicable regulations, including paying the bid deposit balance on all high bids. Payment of the balance of the bonus bid must be by EFT, payable to ONRR. You must use either the **Fedwire Deposit System (FI# 021030004)** or the **Automated Clearing House (ABA# 05103670)**. Pay.gov may not be used for payment of the balance of the bonus bid. The Program Manager of the Office of Renewable Energy Programs will advise you of bid acceptance. After notification, you must instruct your bank to make the EFT of the balance of the bonus bid payment to the appropriate United States Treasury account.

- (1) BOEM will issue three unsigned copies of the lease form to each winning bidder.
- (2) Your EFT payment of the balance of the bonus bid must be received in the appropriate United States Treasury Account no later than 6:00 pm Eastern Time, on the 10<sup>th</sup> business day after receipt of the lease forms by the successful bidder. Business day is a day on which the OCS Regional Office conducting the offering is open for business.

- (3) If your EFT payment is deficient in amount, that is, a partial payment, you will have two days after the ONRR notification of a payment deficit to correct the deficient payment. However, ONRR will assess an interest charge on such deficient payments pursuant to §30 CFR 1218.54 Late Payments.
  - (a) An interest charge shall be assessed on unpaid and underpaid amounts from the date the amounts are due.
  - (b) The interest charge on late payments shall be at the underpayment rate established by the Internal Revenue Code, 26 U.S.C. 6621(a)(2) (Supp. 1987).
  - (c) Interest will be charged only on the amount of the payment not received, and interest will be charged only for the number of days the payment is late.
- (4) Failure to pay by EFT, the balance of your bonus bid within the time specified above will result in forfeiture of your bid deposit amount and the authorized officer will not execute the lease.
- (5) One EFT payment for multiple leases is preferred. If there is not enough room in the beneficiary [Fedwire] or addendum [ACH] records to identify leases being paid off, supply lease numbers via fax (303) 231-3501, phone or email to: Brian Hoffman at [Brian.Hoffman@onrr.gov](mailto:Brian.Hoffman@onrr.gov), (303-231-3235) or Del Clapp at [Rose.Clapp@onrr.gov](mailto:Rose.Clapp@onrr.gov), (303-231-3073). If, however, there are simultaneous OCS renewable lease sales occurring, a separate payment must be made for each lease sale.

### ***First Year Rental Payments***

Pursuant to §30 CFR 585.500(c), BOEM requires the first year's rent be paid to ONRR following the schedule outlined in Addendum "B" of the lease:

- (1) First year's rent amount, as specified in Addendum "B" of the lease, will be due to ONRR within 45 calendar days of receipt of the lease copies. This payment must be made on the Pay.Gov website using the ONRR Renewable Energy Initial Rental Payment Form. This form can be found at the following [link](#).

Failure to pay rent within 45 calendar days, will result in assessed interest charges on late payments pursuant to §30 CFR 1218.54 Late Payments.

- (a) An interest charge shall be assessed on unpaid and underpaid amounts from the date the amounts are due.
- (b) The interest charge on late payments shall be at the underpayment rate established by the Internal Revenue Code, 26 U.S.C. 6621(a)(2) (Supp. 1987).
- (c) Interest will be charged only on the amount of the payment not received and interest will be charged only for the number of days the payment is late.

- (2) Subsequent rent payments shall be paid annually to ONRR pursuant to §30 CFR 1218.51. These payments shall be made by EFT (Fedwire or ACH) and are due on or before the anniversary date of the lease. EFT instructions can be found on ONRR's website at: <http://www.onrr.gov/FM/PayInfo.htm>.

**PAY.GOV ACH BID DEPOSIT PAGE INFORMATION**

*(This is the information necessary to complete the payment page for your Bid Deposit.)*

**Sample: Required Fields On Payment Page to Submit Your Bid Deposit**

<b>Account Holder Name</b>	Mr. John Doe
<b>Account Type</b>	Personal Checking/Personal Savings/Business Checking/Business Savings <i>(dropdown box with these 4 choices only)</i>
<b>Routing Number</b>	XXXXXXXXXX <i>(9 numbers)</i>
<b>Account Number</b>	XXXXXXXXXX
<b>Check Number</b>	XXXXXXXXXX

**UNITED STATES DEPARTMENT OF THE INTERIOR  
OFFICE OF NATURAL RESOURCES REVENUE**

**INSTRUCTION GUIDE FOR  
FEDWIRE DEPOSIT SYSTEM SALE PAYMENTS**

**BALANCE OF BONUS BID MESSAGE  
FORMAT**

<b>Fedwire Field Tag</b>	<b>Fedwire Field Name</b>	<b>Required Information</b>
{1510}	Type/Subtype	1000
{2000}	Amount	\$999,999.99
{3400}	Receiver ABA routing number	021030004
{3400}	Receiver ABA short name	TREAS NYC
{3600}	Business Function Code	CTR
{4200}	Beneficiary Identifier	14170001
{4200}	Beneficiary Name	Department of the Interior Office of Natural Resources Revenue Denver, Colorado
{5000}	Originator	XYZOO Wind Company 12345 Pleasant Avenue Broncoville, HI 704-555-9999
{6000}	Originator to Beneficiary Information - Line 1	SaleXXXXX, QualXXXXX, Leases AXXXX,
{6000}	Originator to Beneficiary Information - Line 2	AXXXX, AXXXX, AXXXX,
{6000}	Originator to Beneficiary Information - Line 3	AXXXX, AXXXX, AXXXX

Originator to Beneficiary – You may fax lease numbers to (303) 231-3501 if there are too many characters to fit.

**Sample: Message Format to Pay Balance of Bonus Bid**

<b>Amount of Wire</b>	\$999,999.99
<b>Receiver FI</b>	021030004
<b>Business Function</b>	CTR
<b>Beneficiary</b>	14170001 Department of Interior Office of Natural Resources Revenue Denver, CO
<b>Originator</b>	XYZOO Wind Company 12345 Pleasant Avenue Broncoville, HI 704-555-9999
<b>Originator to Beneficiary</b>	SaleATLW7, Qual99999, Leases A0508, A0509, A9999, A8999

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**INSTRUCTION GUIDE  
FOR  
AUTOMATED CLEARING HOUSE SALE  
PAYMENTS**

**ACH FUNDS TRANSFER MESSAGE  
FORMAT (CCD)**

The following form is designed as an aid for the OCS lease sale bidders in providing complete and accurate data to their banks for the payment of the balance of the bonus bid amounts. The following payment record format is for an ACH CCD+ (Cash Concentration and Disbursement plus Addendum).

**Payment Record Format**

Data Element Name	Contents
Bank Name	CASH LINK-ACH RECEIVER
City, State	Riverdale, Maryland
RTN (Routing Number)	051036706
Receiver Name	Office of Natural Resources Revenue
Account Number	220037
Record Type Code	6
Transaction Code	22
Addenda Indicator	'1' [This indicates an Addenda Record is attached; you <i>must</i> attach an Addenda Record.]



## **Addenda Record Format for Balance of Bonus Bid**

- 1- OCS Lease Sale Number, example 'SALEATLW2'
- 2- Company OCS Qualification Number, example 'QUAL99999'
- 3- Lease Serial Numbers, example 'Leases A0508\*A0509'

The following is an example of the "Payment Related" addenda record field:

**SALEATLW7\*QUAL99999\*LeasesA0486\*A0487**

*The asterisks (\*) are a separator and are required items.*

If your bank is following NATCHA Format, it may require additional information; this information is acceptable. Any questions call the ONRR Point of Contact.