

Pay.gov Instructions for OUTLEASE 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:

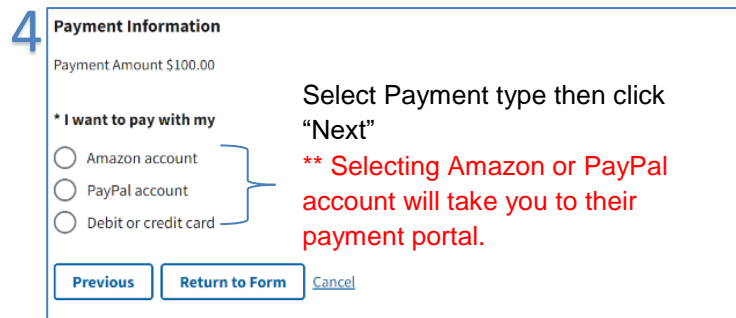
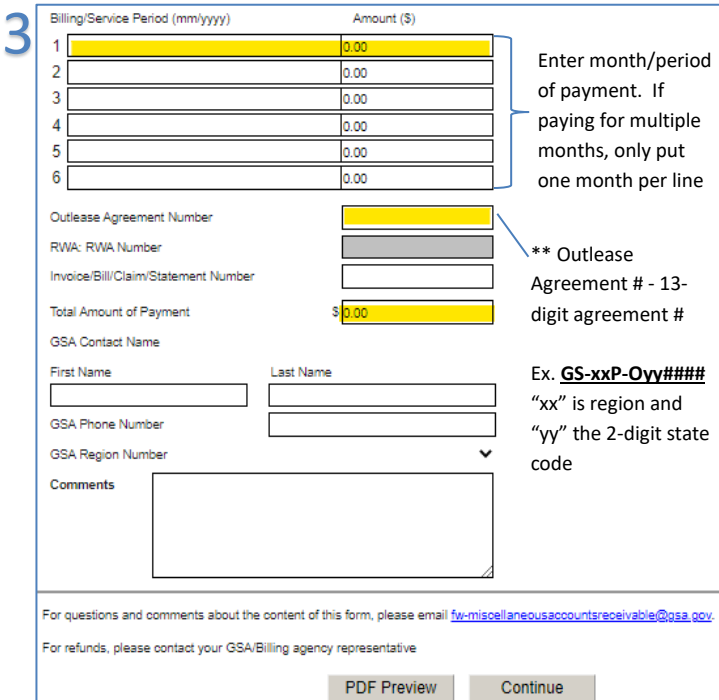
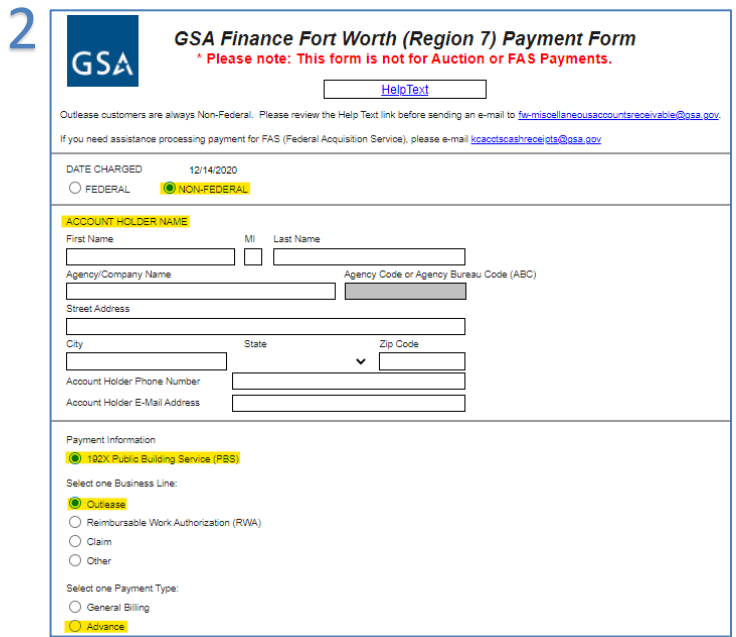
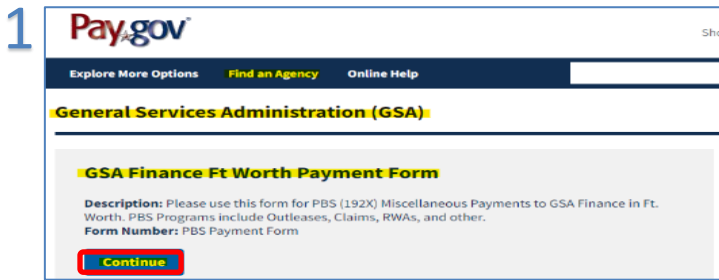
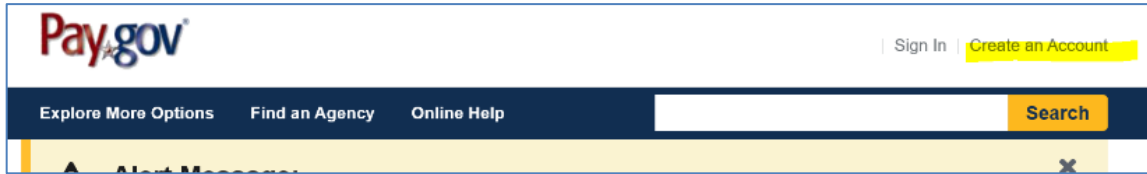
<https://www.pay.gov/public/home>

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.

- 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.

With an account you can:

- 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.




DEBIT/CREDIT CARD

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

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* Card Number



* Expiration Date
Select ... Select ...

* Security Code

[What's this?](#)

Payment recurring options

I want to make a one-time payment } Select Payment recurring option

I want to set up recurring payments }

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

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* Frequency of payments
Select ...

* End scheduled payments when I have made

payments

- Frequency Options
 - Weekly
 - Bi-Weekly
 - Monthly
 - First and 15th
 - 15th and End of Month
- Once all your payment information is inputted, confirm all information is correct then select Review and Submit

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* Email Address:

* Confirm Email Address:

CC:

You may enter multiple email addresses in this field. Separate email addresses with a comma.

* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement."

- Enter/confirm email address you'd like the confirmation sent
 - You may include additional email address in the CC: Field
- 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 Outlease, please contact your GSA Contracting Officer or Regional POC.