

# United States Bankruptcy Court District Of Arizona



## HOWTO PAY FILING FEES ELECTRONICALLY

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ONLINE PAYMENT PROGRAM WITH PAY.GOV

## 2 INTRODUCTION & TABLE OF CONTENTS

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- The following pages will provide information regarding online payments by answering the following questions: What? Who? How? and Contact Information
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### 3 WHAT?

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- The District of Arizona Bankruptcy Court is pleased to announce that commencing on October 1, 2022, new electronic payment methods processed through Pay.gov\* will be available for **Self-Represented Parties**.
- There are 3 new methods of payments:
  - Automated Clearing House (ACH) Direct Debit payments
  - Debit Cards
  - PayPal Debit

\*Pay.gov is operated by the U.S. Department of Treasury and is a web-based application that allows you to make online payments to government agencies by debit from your personal or business checking or savings accounts.

## 4 WHO?

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- The Online Payment Program is for self-represented parties (commonly known as Pro Se).
- This payment program is **NOT** intended for use by registered ECF Filers (attorneys or limited filers) \*The only exceptions are for copy requests or certified copy requests.
  - ECF Filers should continue to make payments of fees directly in ECF when filing a document with the Court.
- The following are **NOT** accepted through the Online Payment Program:
  - Chapter 13 plan payments to the trustee
  - Chapter 11 quarterly fees
  - Any and all fees that are not specifically identified as acceptable in this document

## 5 HOW?

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- If you do not know the amount of the fee due or require additional information to make your payment, please contact the Financial Help Line at 602-682-4215.
  - **Submissions for incorrect amounts may be returned unprocessed and have a negative impact to a case.**
- Users must be able to describe the type of document and the total amount to be paid (e.g., case number, case name, installment payment).
- Click the **Online Payment Form** link to pay the following types of fees via electronic draft from your bank account (ACH), Debit Card, or PayPal Debit:
  - Petition filing fee installment payments
  - A request for a copy of court documents
  - A request for certified copy of document(s)

## 6 HOW?

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- Once you select a payment type (ACH, Debit Card or Paypal Debit), enter the appropriate information requested on the screen.
  - ACH payment - account number & routing number
  - Debit Card & PayPal - card number, expiration date & possibly the 3-digit security number

## 7 CONTACT INFORMATION

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- If you are unsure whether you qualify to use the Online Payment Program, have questions regarding exact amounts for fees, or questions regarding submitted fees call:
  - Financial Help Line at 602-682-4215
  - Business hours are Monday – Friday from 8:30 A.M. – 4:00 P.M.
    - Closed on all National Holidays