

**United States Department of the Interior  
Minerals Management Service  
Instructions and Examples For  
Automated Clearing House  
CCD+ FORMAT**

You have the ability to remit your payment through the Automated Clearing House (ACH) network using the CCD+ format. Your bank will prepare the ACH transaction based on your instructions, and then your bank will transfer it to the MMS bank. The ACH payments require overnight batch processing by the banking industry.

ACH CCD + payments for MMS must be sent to the following bank and account:

Bank Name:	Mellon Bank
City, State	Pittsburgh, PA
Routing Transit Number:	043000261
Receiver Name:	Minerals Mangement Service
Account Number:	911-4258

Please contact General Ledger with questions regarding ACH Payments at 303-231-3345, or 303-231-3123.

**A single ACH transaction is required for each item you remit.** Each ACH transaction contains an addenda record using an MMS proprietary record layout. The following examples demonstrate how remittance data is formatted in the 80-character portion of the ACH addenda record.

You are required to prepare a separate report and payment for each payor code. As well as, prepare a **separate report and payment for your Federal and Indian leases.**

## ACH PAYMENT EXAMPLES

The following are examples of ACH payments for the Report of Sales and Royalty Remittance (Form MMS-2014), Invoice Documents, and Rent Documents; as well as, specific information about the data fields for these (3) different addenda record types.

### Report of Sales and Royalty Remittance (Form MMS-2014)

The following illustrates six payment addenda records for two different payor codes and five Form MMS-2014 documents. The first payor code will remit separate reports and payments for the Federal and Indian leases. The second payor code will remit a report and payment for the Federal lease, and two additional, separate reports and payments for the Indian leases. Each addenda record requires a separate ACH payment transaction.

```
NTE*PMT**A*10871*****F*00079400**94051238*\
NTE*PMT**A*10871*****I*00079401*530*94051239*\
NTE*PMT**A*10871*****I*00079401*538*94051240*\
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NTE*PMT**A*10872*****F*00079402**94051241*\
NTE*PMT**A*10872*****I*00079403*630*94051242*\
NTE*PMT**A*10872*****I*00079404*471*94051243*\
```

Indian reports may contain line entries for different allottee/tribes; therefore, multiple distributee codes are used. **Each distributee code requires a separate ACH payment transaction.** Refer to the attached distributee code list for a cross-reference to the Indian allottee agencies/tribes.

You can pay the yearly rental obligation using the Form MMS-2014. You may choose to include the MMS assigned lease number, thereby enabling the lease number to appear on the ACH Payment for your benefit.

```
NTE*PMT**A*10872*054*001373*0**F*00079403**94051243*\
```

**ACH CCD+ Addenda Record Format For**  
**Form MMS-2014 Payment Data Fields**

Field	Data field name	Contents	Field Inclusion	Length (characters)
1	Start Segment	NTE*PMT	M	7,7
	Field Separator	*	R	1,1
2	Field Separator	*	R	1,1
	Payment Type	A	R	1,1
	Field Separator	*	R	1,1
3	Payor Number	Alphanumeric	R	5,5
	Field Separator	*	R	1,1
4	MMS Lease Number:			
4a	Lease-Prefix	Numeric (No)	O	3,3
	Field Separator	*	R	1,1
4b	Lease-Serial	Alphanumeric	O	6,6
	Field Separator	*	R	1,1
4c	Lease-Suffix	Alphanumeric	O	0,2
	Field Separator	*	R	1,1
	Field Separator	*	R	1,1
5	Federal/Indian Indicator	F or I	R	1,1
	Field Separator	*	R	1,1
6	Payor Assigned Document Number (PAD #)	Alphanumeric	R	1,8
	Field Separator	*	R	1,1
7	Indian Distributee Code	Numeric (NO)	O	3,3
	Field Separator	*	R	1,1
8	Payment Reference Number	Alphanumeric	R	1,10
	Field Separator	*	R	1,1
9	End Segment	\	R	1,1

**INVOICE DOCUMENT**

The following illustrates payment addenda records for one payor code to pay Federal and Indian Invoice Documents separately.

NTE\*PMT\*\*D\*10871\*INT\*987654321\*F\*\*94051244\*\
 NTE\*PMT\*\*D\*10871\*IOR\*876500022\*I\*550\*94051245\*\

**ACH CCD+ Addenda Record**  
**Format For Invoice Payment Data Fields**

Field	Data field name	Contents	Field Inclusion	Length (characters)
1	Start Segment	NTE*PMT	M	7,7
	Field Separator	*	R	1,1
2	Field Separator	*	R	1,1
	Payment Type	D	R	1,1
	Field Separator	*	R	1,1
3	Payor Number	Alphanumeric	R	5,5
	Field Separator	*	R	1,1
4	Document Type	Alpha	R	3,3
	Field Separator	*	R	1,1
5	Document Number	Numeric	R	9,9
	Field Separator	*	R	1,1
6	Federal/Indian Indicator	F or I	R	1,1
	Field Separator	*	R	1,1
7	Indian Distributee Code	Numeric	O	3,3
	Field Separator	*	R	1,1
8	Payment Reference Number	Alphanumeric	R	1,10
	Field Separator	*	R	1,1
9	End Segment	\	R	1,1

**RENT DOCUMENT**

The following illustrates payment addenda records for three different payor codes to pay four Federal lease rentals. **Indian lease rentals are not reported on the Rent Document type.**

NTE\*PMT\*\*B\*16770\*WYW\*054321\*\*20020601\*64000\*R\*94051244\  
 NTE\*PMT\*\*B\*16770\*COC\*012346\*\*20020501\*129600\*R\*94051245\  
 NTE\*PMT\*\*B\*16880\*NMSF\*032145\*\*20020501\*48000\*R\*94051044\  
 NTE\*PMT\*\*B\*38760\*OCS-G\*19899\*\*20020701\*4320000\*R\*0601199801\  
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**ACH CCD+ Addenda Record**  
**Format For Courtesy Notice Payment Data Fields**

Field	Data field name	Contents	Field Inclusion	Length (characters)
1	Start Segment	NTE*PMT	M	7,7
	Field Separator	*	R	1,1
2	Field Separator	*	R	1,1
	Payment Type	B	R	1,1
	Field Separator	*	R	1,1
3	Payor Number	Alphanumeric	R	5,5
	Field Separator	*	R	1,1
4	Agency Lease Number:			
4a	Lease-Prefix	Alphanumeric	R	1,4
	Field Separator	*	R	1,1
4b	Lease- Serial	Numeric (NO)	R	1,6
	Field Separator	*	R	1,1
4c	Lease-Suffix	Alphanumeric	R	0,2
	Field Separator	*	R	1,1
5	Due Date	Date	R	8,8
		(CCYYMMDD)	R	
	Field Separator	*	R	1,1
6	Amount Due	Numeric (N2)	O	2,10
	Field Separator	*	R	1,1
7	Payment Type	R (rent), B (bonus)	R	1,1
	Field Separator	*	R	1,1
8	Payment Reference Number	Alphanumeric	R	1,10
	Field Separator	*	R	1,1
9	End Segment	\	R	1,1

**ALPHABETICAL LIST OF INDIAN  
AGENCY / TRIBE DISTRIBUTEES CODES**

<u>Name</u>	<u>Distributee Code</u>
Alabama-Coushatta Tribe	072
Anadarko Agency Allotted	510
Arkansas Riverbed Escrow (Tribe)	035
Assiniboine-Sioux Tribe	233
Blackfeet Agency Allotted	515
Blackfeet Tribe	204 (Lockbox Pmt) *
Caddo Tribe	333
Cherokee Tribe	148
Cher, Choc, Chic Tribe	155
Cheyenne-Arapaho Tribe	370
Cheyenne River Agency Allotted	520
Cheyenne River Sioux Tribe	211
Chic, Choc Tribe	156
Chickasaw Tribe	149
Chilocco School (Tribe)	666
Chippewa Cree Tribe	286
Choctaw Tribe	150
Citizen Band of Potawatomi Tribe	476
Concho Agency Allotted	530
Cook Inlet Region, Inc (Tribe)	505
Creek Nation Escrow (Tribe)	511
Creek Tribe	151
Creek-Thlopthlocco Tribe	086
Crow Tribe	452
Crow Agency Allotted	532
Delaware Tribe	333
Ft. Belknap Agency Allotted	534
Ft. Berthold Agency Allotted	536
Ft. Peck Agency Allotted	538
Kiowa Tribe	080
Michigan Agency Allotted	545
Muskogee Area Allotted	550
Muskogee Area Cherokee Allotted	584
Navajo Tribe	341 (Lockbox Pmt) *
Navajo Area Allotted	560

**ALPHABETICAL LIST OF INDIAN  
AGENCY / TRIBE DISTRIBUTEES CODES**

<u>Name</u>	<u>Distributee Code</u>
Northern Ute Tribe or Ute Indian Tribe	471
Pawnee Tribe	272
Pawnee Agency Allotted	570
Pawnee Agency Ponca Allotted	572
Ponca Tribe	276
Rocky Boy's Agency Allotted	580
Sac & Fox Tribe	291
Seminole Tribe	152
Shawnee Agency Allotted	590
Shoshone/ Arapaho Tribes	667
Southern Ute Tribe	312 (Lockbox Pmt) *
Southern Ute Allotted	600
Turtle Mtn Agency Allotted	605
Uintah & Ouray Agency Allotted	620
Ute Mountain Agency Allotted	610
Ute Mountain Ute Tribe	328
Wichita Tribe	333
Wichita, Caddo, Delaware Tribes	333
Wind River Agency Allotted (Amoco Settlement)	631
Wind River Agency Allotted	630
Zuni Tribe	337

\*Tribal payment should be made to Tribes' lockbox bank.