



Pay.Gov Frequently Asked Questions

This section provides answers to a number of questions agencies commonly ask about Pay.gov, its services, the Application Fee and its relation to the Medicare Enrollment Form.

Q: Why do I have to pay a Medicare enrollment application fee?

A: Section 6401(a) of the Affordable Care Act (ACA) requires the Secretary to impose a fee on each “institutional provider of medical or other items or services and suppliers.” The fee is to be used by the Secretary to cover the cost of screening and to carry out screening and other program integrity activities associated with provider enrollment processes, including those under section 1866(j) and section 1128J of the Social Security Act. The application fee is currently \$560 for CY2017; however, based upon provisions of the ACA this fee will vary from year-to-year based on adjustments made pursuant to the Consumer Price Index for Urban Areas (CPI-U). The application fee is to be imposed on institutional providers that are newly-enrolling, re-enrolling/revalidating, or adding a new practice location.

CMS has defined “institutional provider” to mean any provider or supplier that submits a paper Medicare enrollment application using the CMS-855A, CMS-855B (except physician and non-physician practitioner organizations), or CMS-855S or associated Internet-based PECOS enrollment application.

Q: How much is the application fee?

A: Please consult the CMS webpage regarding Medicare Application Fee information (<https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/MedicareApplicationFee.html>) for the current Medicare Application Fee amount. Based upon requirements set forth in Section 6401(a) of the ACA, this fee will vary from year-to-year based on adjustments made pursuant to the Consumer Price Index for Urban Areas (CPI-U).

Q: How do I pay my application fee when submitting a Medicare enrollment application, and what happens after I pay?

A: Institutional providers applying to participate in the Medicare program must first submit a completed CMS-855 application. A Medicare enrollment application can be submitted in one of two ways:

1. Electronically using Internet-based **PECOS** – Go to <https://pecos.cms.hhs.gov> to submit your Medicare enrollment application. While completing your enrollment application using Internet-based **PECOS**, you will be presented with an option to pay your Medicare Application Fee before submitting your enrollment application and you will be directed to the Medicare Application Fee pay.gov site. You can also select the “Pay Application Fee” link on the Internet-based PECOS log in page. You may also pay the application fee through Pay.gov by visiting (www.pay.gov). (Also see section below entitled Pay.gov) Once you are on Pay.gov, type “CMS” in the search box under “Find Forms, Agencies...” and click the

“Search” button. Find the “CMS Medicare Application Fee” section and select the “Continue to the Form” button. Complete the form and submit payment as directed. You will get a confirmation screen indicating that payment was successfully made. This confirmation screen is your receipt and should be printed for your records. We strongly recommend that this receipt be mailed to the Medicare contractor along with the Certification Statement for the enrollment application. CMS will notify the Medicare contractor that the application fee has been paid. The Medicare contractor will process the provider enrollment application in the order in which it was received. Normal processing timeframes apply to your provider enrollment application.

2. Complete the paper Medicare enrollment application (CMS-855) – Once you have completed the CMS-855 paper application, you should promptly pay the application fee through Pay.gov by visiting (www.pay.gov). (See section below entitled Pay.gov for more information.) Once you are on Pay.gov, type “CMS” in the search box under “Find Forms, Agencies...” and click the “Search” button. Find the “CMS Medicare Application Fee” section and select the “Continue to the Form” button. Complete the form and submit payment as directed. You will get a confirmation screen indicating your payment was successful. This confirmation screen is your receipt and should be printed for your records. We strongly recommend that this receipt be mailed to the Medicare contractor along with the completed CMS-855 application. CMS also notifies the Medicare contractor that your application fee has been paid. The Medicare Contractor will process your provider enrollment application in the order in which it was received. Normal processing timeframes apply to your provider enrollment application.

Q: Are both my Medicare enrollment application and fee processed by the same agency?

A: No. Your Medicare application is processed by the Medicare contractor via the Provider Enrollment, Chain and Ownership System (PECOS). The application fee, paid electronically by check, debit card, or credit card, is processed through Pay.gov.

Q: Who can I contact if I have problems submitting my application fee?

A: You should use the Help Tools available on the Pay.gov site for questions specific to the payment processing. Other questions regarding payment policies and procedures may be sent to the Medicare provider and supplier enrollment e-mail account at Dpse_admin@cms.hhs.gov.

Pay.gov

Q: What is Pay.gov?

A: Pay.gov is operated by the U.S. Department of the Treasury and is a web-based application that allows you to make online payments to government agencies by electronic check, credit card or by debit from your checking or savings account.

Q: I'm not comfortable with making payments online. Can I mail in my payment or pay over the phone?

A: No. Do not mail application fee payments. Pay.gov cannot accept payments by mail or phone. Please note that all fees must be paid via Pay.gov and that paper checks submitted outside of the Pay.gov process will not be accepted.

Q: Is Pay.gov secure?

A: Yes. Pay.gov uses 128-bit SSL encryption to protect your transaction information while you're logged in to Pay.gov. In addition, any account numbers you set up in your profile are encrypted

before being stored in our database. When you access your profile, any account numbers you have entered will be masked on-screen; each account number in your profile will be displayed as a group of asterisks followed by the last four digits of the account number.

Q: What is an "ACH" payment?

A: ACH stands for "Automated Clearing House" and refers to an electronic debit from a checking or savings account, commonly known as a direct debit. This is the option you use to submit checks electronically by entering in your routing, account, and check number.

Q: How quickly is my ACH payment processed?

A: ACH payments submitted by 8:55 PM Eastern Standard Time will settle in your account the following business day.

Q: What are the accepted credit card types?

A: Pay.gov accepts Visa, MasterCard, American Express, and Discover.

Q: How quickly is my credit card payment processed?

A: Credit card payments submitted by midnight Eastern Standard Time will settle in your account the next business day.

Q: What is the payment processing schedule for Pay.gov?

A: The Pay.gov site is available 24 hours a day, 7 days a week (holidays included) for users to submit payments, with the exception of a maintenance window every Sunday from 2:00 AM to 6:00 AM Eastern Standard Time. ACH payment processing follows the Federal Reserve holiday schedule; payments will not settle on the holidays listed below. Credit card payments will be processed the next business day as determined by the settlement agent.

Holiday	2016	2017	2018	2019	2020
New Year's Day	January 1	January 2	January 1	January 1	January 1
Birthday of Martin Luther King Jr.	January 18	January 16	January 15	January 21	January 20
Washington's Birthday	February 15	February 20	February 19	February 18	February 17
Memorial Day	May 30	May 29	May 28	May 27	May 25
Independence Day	July 4	July 4	July 4	July 4	July 4*
Labor Day	September 5	September 4	September 3	September 2	September 7
Columbus Day	October 10	October 10	October 8	October 14	October 12
Veterans Day	November 11	November 11*	November 12	November 11	November 11
Thanksgiving Day	November 24	November 23	November 22	November 28	November 26
Christmas Day	December 26	December 25	December 25	December 25	December 25

* Saturday

Q: How do I know my payment was successful?

A: At the end of submitting your payment, you will see a confirmation screen indicating your payment was successful. This confirmation screen is your receipt and should be printed for your records. You will also receive a copy of this receipt in your email account if you provided an email address along with your credit card or bank account information.

Q: How will the transaction appear on my bank or credit card statement?

A: Pay.gov transactions will usually appear with the description “CMS Medicare application fee.” If you're not sure what a particular payment is, the first point of contact should be your financial institution. They can help identify the payment history.

Q: What do I do if I entered the wrong amount?

A: CMS has pre-populated the field for the correct payment amount for the specific calendar year.