



## On-Line Criminal Debt Payments Through Pay.gov

*Last Revised: 7/31/2015*

### **Summary:**

Beginning August 1, 2015, debtors may make payments towards their criminal debt on-line using Pay.gov. Pay.gov is a secure Government website that allows you to submit payments for your federal debt(s) electronically. Pay.gov is managed by the Department of Treasury, Financial Management Services.

### **References:**

[Pay.gov User Guide](#)

### **Contact:**

Finance Department (203) 773-2426

### **Procedure:**

1. Login to Pay.gov using your username and password. If you do not have a username and password, refer to the *Pay.gov Self Enrollment* procedure.
2. After logging in, locate the *Search* box on the upper left side of the screen in the navigation bar. Type **CTD** in the search box and click *Search*.

3. Your search results screen should bring you to the *CTD Criminal Debt Form* link. To access the form, click on the *Continue to the Form* button on this screen and then again on the next screen.

#### Search Results for "CTD"

4. Complete the *Criminal Debt Payment* form. All fields must be completed. To locate your case number, refer to your Debtor Statement or Payment Coupon. If you are unable to locate your court case and defendant number, please contact the Clerk's Office at (203) 773-2140 for further assistance.



## On-Line Criminal Debt Payments Through Pay.gov

Last Revised: 7/31/2015

Defendant Type:  Individual  Business

Defendant Name:

Last: First: Middle Name: Generation:

Business: If payment is being made on behalf of a business, enter the legal entity name for the business.

Court Case and Defendant Number  :  CR000  -

(Enter Court Case Number as it appears on your payment coupon. See example to the right)

Account Number	
Name	
Court Number	X: XXCR000XXX-XXX
Payment Due Date	
Total Amount Due	
Amount Enclosed	

Self Payer  Third-Party Payer

Account Holder Name: Last:  First:

Address:

City / State / Zip:

Phone Number:  Ext:  Home

Payments exceeding \$5,000.00 require a Transaction ID. Amount of this Payment:

Transaction ID:

5. Enter the payment amount at the bottom of the form. **Payments are limited to \$5,000.00 per transaction.** If you are requesting to make a payment in excess of \$5,000, you must contact the Finance Department to obtain a Transaction ID authorizing the payment.
6. After completing the form, click *Continue* to be directed to the *Payment Information* page. As an enrolled Pay.gov user, your payment accounts (savings, checking, credit card or debit card) will automatically populate. If you have not created a Pay.gov account or have not saved your account information to your profile, you may manually enter this information.
7. Users may choose to pay using one of two options, a bank account (ACH) or a credit, debit or prepaid card. Select your payment method and enter your account information. When finished choosing click *Next*.
8. If paying by ACH, you may select your payment date, and whether you are making a one-time or recurring (multiple) payments. Payment by credit, debit or prepaid card allows a user to make a single payment only, which will post the next business day.
9. When payment information has been entered, click *Review and Submit Payment*.



## *On-Line Criminal Debt Payments Through Pay.gov*

*Last Revised: 7/31/2015*

10. On the *Authorize Payment* screen, mark the check box and enter your email address. A confirmation receipt will be emailed to you.
11. Mark the check box authorizing the payment and click *Submit Payment*.
12. After payment has been submitted, a *Confirm Payment* screen appears with your Pay.gov Tracking ID. This ID is your receipt number confirming payment.
13. If you have made an error in submitting your payment, please contact the Finance Department at (203) 773-2426.