

**U.S Environmental Protection Agency
Motor Vehicle and Engine Compliance Program
Certification Fee Filing Form**

Welcome to EPA's online Fee Filing Form.

OVERVIEW AND USAGE TIPS

What is this form for?

EPA charges a fee for processing applications for certification of vehicles and engines to be used or sold in the United States. Each payment of this fee must be accompanied by a form that explains what the fee is for and to which vehicles or engines it applies. A certification application will not be processed until the form has been received and the fee deposited to EPA's account. We hope that this online form will speed up this process and make fee payments more convenient. It does not replace the existing paper forms, but can be used as an alternative.

Who can use this form?

This site provides an online method of submitting a fee filing form as well as submitting the accompanying fee payment. Online fee payment is available to applicants who 1) have a credit card (Visa, Master Card, American Express, Diners Club/Carte Blanche, or Discover); or 2) have a checking or savings account that can be electronically debited through the Automated Clearing House (ACH). Most checking accounts held by banks in the United States can be electronically debited; exceptions include money market and passbook accounts. If in doubt, contact your financial institution. Credit card payments can be accepted from both international (overseas) and domestic manufacturers.

If you can not pay online, or prefer not to, you may still use this online method to submit the form only; you should follow up with an offline payment by the method of your choice. See below under Submit Data for a summary of offline payment procedures; for more detail, see EPA's fees website at <http://www.epa.gov/otaq/fees.htm> . You will be able to print and/or save electronically copies of your electronically submitted forms for future reference.

The existing paper forms, available for downloading at <http://www.epa.gov/otaq/fees.htm> , also remain valid. Simply print and fill out the form follow the directions for paying that are on the paper form.

What other forms are available online?

Online versions of the other fees processing forms are also provided at this website: Fee Correction, Fee Refund, and Miscellaneous Payments Due.

Information security and Confidential Business Data

Please read Pay.gov's General Legal Notices by following the link to "Notices & Agreement" at the bottom of the form. Also see the material in "Privacy and Security Policy" at the bottom of the form.

Where do I send comments/problems concerning this form?

Technical problems and comments about the website and using the form should be communicated to Pay.gov as explained in the "Contact Us" link at the homepage and bottom of

each form. Comments about the content and layout of the form should be communicated to your certification representative or by email to vallion.trina@epa.gov.

Navigating tips:

- This site supports Internet Explorer. Use of other browsers may cause problems.
- If you want to edit your entries on a form before sending it, but without clearing them using the Refresh key, you can do so, but if your cursor is inside a box you will need to type something in that box before you will be allowed to edit it or any of the previous boxes or selections.
- You can use the Refresh button to clear all of the boxes you have filled in. However, if you hit the Refresh button while your cursor is in one of the boxes, it will be necessary to type something in that box first before the button will operate.
- If you elect to pay offline, copy the form for your records and to remember how much you still need to pay before EPA can process your certification application.
- Do not use your browser's backspace key to return to previous pages. For instance, once the "Submit Data" button is selected, changes or modifications cannot be made by using the browser's backspace key. Corrections to submitted forms should be made through the Fee Correction Form.

Saving forms and payments for multiple engine families:

Pay.gov does not currently have the capacity to accept a single online payment for multiple engine families; one online form must be filled out for each engine family, and one online payment is made for each form for the amount shown on the form. Manufacturers can still pay offline with a single payment for multiple forms that are submitted online if they desire. Pay.gov makes it easy to fill out multiple forms online: manufacturers who register with Pay.gov may access submitted forms for 120 days, and can use such forms as templates for new applications. Manufacturers can also partially fill out a form and then save it for future completion and submittal by using the Save button at the bottom of the form.

To register with Pay.gov, go to the Pay.gov homepage and follow the "Start Self Enrollment" link. Thereafter, a registered user who logs in at the Pay.gov homepage will be taken to the User Center, which has a link to that user's "Saved & Submitted Forms". Following that link will take you to a list of saved and submitted forms; under the "Actions" heading for either a saved or submitted form there will be an icon of a spiral notebook; clicking on this icon will duplicate the form, which can then be edited and resubmitted for a different engine family. If submittal in this way results in an error message, it will be necessary to fill out a new, blank form instead. An error message may result from the fact that the currently used form has changed – for example, as a result of the annual updating of fee amounts.

Manufacturers who have not registered with Pay.gov and who want to submit more than one online fee filing form will need to go to the Public Forms list and start with a new, blank MVECP fees form for each new submittal. The backspace or a bookmark will not work.

Manufacturers can also save completed forms (in PDF format) to their own computer files.

DETAILED INSTRUCTIONS

Manufacturer Contact Information:

The manufacturer's name, a contact name, a telephone number, and an email address are mandatory. If you have a fax number, please put that down as well. The contact name, telephone number, and email address should provide EPA a means of contacting someone with knowledge of the fee filing form contents and payment. Foreign manufacturers: a U.S. contact may expedite resolution of certification fee payment issues in the event of any difficulty.

Calendar Year

Select from the menu the calendar year in which the complete certification application will be received by EPA. The fees due are determined by the calendar year in which the application is received, not the model year of the engine or test group. Certification applications that contain all required information and are received prior to January 1 of each calendar year are subject to the fees of the year that they are received by the Agency. Manufacturers who choose early payment of the certification fees applicable to engines expected to be certified during the coming year might overpay or underpay the required amount, depending on the completeness of the application. These overpayments and underpayments will need to be corrected using the Correction Form, Refund Form, or Miscellaneous Payments Form.

Test Group or Engine Family Name:

This field must be filled in for all form submissions.

Enter your engine family or test group name where indicated.

Naming conventions: The engine family name must be twelve digits long: the first digit is the model year; digits 2 through 4 are the manufacturer code; digit 5 is the engine family type code (see next paragraph); digits 6 through 9 are the displacement in liters (e.g., 05.7; the decimal point counts as a digit and the leading zero is written in) or cubic inches (e.g., 0350). Digits 10 through 12 are unique identifiers chosen at the manufacturer's discretion. If you do not have a manufacturer code, you must first fill out a Manufacturer Code Entry Form (see <http://epa.gov/otaq/cfeis.htm>).

The only exception to these rules is when the applicant chooses to pay for an engine family that has not yet been determined and submits the form filled in with a "placeholder" name. In this case, digits 1 through 4 are the same as above; digits 5 through 8 are the word "fees"; and digits 9 through 12 are the consecutive number of the manufacturer's placeholder family. Once the engine family/test group name has been identified, submit an "MVECP Fee Correction Form", also available at Pay.gov online, to replace the placeholder name with the name that is on the certification application.

This online form is not currently set up for marine IMO/Annex certifications using international engine family names that do not correspond to EPA engine family name conventions. However, zeros may be used after entering the correct IMO engine family name so that there are 12 characters in total. To do this it will be necessary to check the box that says "Check here if IMO/Annex Engine Family".

Engine family type code (digit 5 of engine family name): The following codes should be used. For any questions, contact your certification representative:

- A California only medium duty engine family or test groups
- B 1) Test group consisting of:
Both light-duty vehicle (LDV) and light-duty truck (LDT); or
Both LDV and medium-duty passenger vehicle (MDVP); or
2) Large nonroad spark-ignition (SI) engine
- C Highway motorcycle engine family
- E Evaporative family
- G Locomotive engine family
- H Heavy-duty highway engine family or test group
- K Complete heavy-duty highway or locomotive vehicle tested on chassis dynamometer
- L Large compression-ignition (CI) nonroad family
- M Marine engine family; includes IMO
- N Nonstandard family type
- R Evaporative/Refueling family
- S Small nonroad SI family
- T Light-duty truck engine family or test group
- V Light-duty vehicle engine family or test group
- X Off-highway motorcycles (OHMC) and all-terrain vehicles (ATVs)
- Y Snowmobiles

Model Year restrictions: Any fee filing form received for a model year older than the prior model year (i.e., older than MY-1) will not be accepted by the form. For example, in 2005 a fee filing form and payment for revision of an MY2003 engine family will not be accepted. (Instead, the manufacturer or ICI must apply for a 2005 certificate and pay at least the minimum \$750 reduced fee). There are only limited circumstances under which a MY-1 engine family fee filing form will be accepted. Examples are end of the year reconciliation of reduced fee payments, and certification applications/payments within the 120 day window for “mod and test” vehicles under 40 CFR 86.1509. EPA reserves the right to deny the certification modification in other instances. If there are any other issues, contact your certification representative.

Certification Request Types:

Please select the appropriate certification request type: **On-Highway or Nonroad.**

On-Highway Certification Types:

Please select the appropriate on-highway certification request type. The form will automatically look up the corresponding fee that applies to your engine family or test group for the Calendar Year selected earlier.

Nonroad Certification Types:

Please select the appropriate nonroad certification request type. The form will automatically look up the corresponding fee that applies to your engine family or test group for the Calendar Year selected earlier.

Fee Payment Information:

Do you qualify for a reduced fee?

If you qualify for a reduced fee enter “Yes”; if not, enter “No” and proceed to “Payment Details”. Generally speaking, if one percent of the estimated aggregated retail sales values of the vehicles is less than the normal fee amount for the relevant engine category, you may save money by using the reduced fee provisions; see 40 CFR 85.2406 for additional details (available online under Fees Final Rule at <http://www.epa.gov/otaq/fees.htm>). Reduced fee submissions should be supported by a reduced fee calculation and relevant supporting information available to EPA at the time of application review. EPA may require submission of the full fee payment if accurate valuation data are not available.

– Are you an Independent Commercial Importer?

If you qualify for a reduced fee and are an Independent Commercial Importer (ICI), indicating “Yes” on the pull-down menu will open up four fields to be filled in. If you answer “No”, the fields will not open up; go on to “Has A Certificate Been Issued?”

-- Reduced Fee: Independent Commercial Importers: If you are an ICI, a “Yes” answer will open fields requiring you to fill in the VINs of all the vehicles to be covered by the reduced fee certificate, and covered make(s) and model(s) and the year(s) of the engine(s) or vehicle(s). List all the VINs and other information that apply in the appropriate boxes, separated by commas.

– Reduced Fee: Has the certificate been issued?

If a certificate has already been issued for this engine family or test group, enter “Yes”; if not, enter “No”. Whenever an additional vehicle is to be covered by a reduced fee certificate, the manufacturer/ICI must apply for a revised certificate (notify the certification representative, usually by letter) that will accurately reflect the number of vehicles covered and submit a fee filing form (along with payment). ICIs must list the added VIN number(s) and other vehicle information. See 40 CFR 85.2406 for additional details (available online at <http://www.epa.gov/otaq/fees.htm>).

– Reduced Fee: Enter the number of vehicles or engines:

Enter the number of vehicles/engines covered by this fee filing form (if adding vehicles or engines to an existing certificate, indicate the number added).

– Reduced Fee: What is the total retail value of the engine or vehicles covered?

Enter the total retail value in dollars of all the vehicles and engines covered by this fee filing form and payment. Do not use commas or a dollar sign. Total retail value means the aggregated projected retail sales price based on projected sales according to the latest information available at the time of the fee payment. For alternative fuel conversions, use the aggregated projected retail value added to the vehicle or engine by the conversion. For ICIs, the aggregate projected retail cost of the entire vehicle or engine must be computed, not just value added by the conversion. For further information, see the certification fees regulations (available online at <http://www.epa.gov/otaq/fees.htm>). The information upon which this calculation is based should be available to EPA at the time of certification review.

Payment Details:

Amount Owed:

The form will automatically calculate the amount owed and populate this field with the correct amount. The field will be yellowed out, indicating that it can not be edited. If you disagree with the amount calculated, contact EPA.

Payment Type:

Select one of the five payment options listed: Online ACH, Online Credit Card, Offline ACH, Offline Wire, or Offline Check. If paying offline by check, enter the check number.

– For offline payments:

Before submitting, please print or save a copy of the form for your own records, and to remember the amount to be paid, by printing from the PDF version after selecting the PDF Preview button. (The form can also be saved as a computer file by using the “Save A Copy” icon on the Adobe taskbar.)

Submit Data

If paying online has been selected, pushing this button will take you to a plastic card or an ACH debit summary page for submission of payment. Please make sure all information is correct before submitting. Once the “Submit Data” button is selected, changes cannot be made. As stated earlier, the browser’s backspace key cannot be used to make modifications to the form.

After payment is made, a Payment Confirmation will appear that can be copied for your records. A payment summary will also be sent automatically to your email address. The Payment Confirmation lists the engine family along with the other payment information; the summary sent to your email address does not. It is a good idea to make a copy of the Payment Confirmation.

If payment offline was selected, pushing the Submit Data button will take you back to the forms list; payment will be the responsibility of the manufacturer/ICI according to the instructions at <http://www.epa.gov/otaq/fees.htm>. Those instructions are summarized below. Before submitting, please make a copy of the form for your own records, and to remember the amount to be paid, by printing from the PDF version after selecting the PDF Preview button. The form can also be saved as a computer file by using the “Save A Copy” icon on the Adobe taskbar.

– To pay offline by check, after submitting the form online: Make the check payable to “U.S. Environmental Protection Agency”. Write “MVECP fee” and the engine family or test group name on the check, or, if the check is for multiple test groups or engine families, write “MVECP for ___ engine families/test groups” (edit number as appropriate). Mail the check to:

Environmental Protection Agency
Motor Vehicle and Engine Compliance Program
P.O. Box 954472
St. Louis, MO 63195-4472

If using a private shipping service such as Federal Express (or other service), send checks to

US BANK
Government Lock Box Division
Mail Station SLMOC1GL, Operations Center
1005 Convention Plaza
St. Louis, MO 63101-1200

– To pay offline by wire, after filing the form online: Electronic Funds Transfer wire payments through the New York Federal Reserve Bank are the only wire transactions normally accepted for certification fee payments. Fedwire payments are not normally accepted. EFT/wire transactions must be arranged with the manufacturer's bank. The bank will need the following information:

The EPA location code is 68010099.
The ABA# is 021030004.

The manufacturer must submit the following information in the EFT/wire message field (maximum 80 columns):

Description: "EPA MVECP FEE"
Standard Engine Family or Test Group Name (s)
Corporate Name.

– To pay offline by Automated Clearing House Electronic Funds Transfer (EFT/ACH) after filing the form online: To set up an EFT/ACH payment method, the manufacturer should contact its bank, which will make arrangements with the US Bank. At this time, the US Bank can only receive EFT/ACH payments from banks in the United States. The bank will need the following EPA routing and account information:

RDFI- US Bank
Routing Transit # 081000210
Receiving Account # 1001091030
Account Name: U.S. Environmental Protection Agency (EPA)

The manufacturer must submit the following information:

Description: "EPA MVECP FEE"
Standard Engine Family or Test Group Name (s)
Corporate Name.