

# IRS Federal Excise Tax (FET) Exemption Agreement User Fee – Payment Instructions

FET Agreement User Fees can be paid two ways:

- 1) Online - (**preferable fastest method**) for payments made with a US bank account
- 2) By Mail – only if no US bank account is available

## Online Payments

Online payments can be made through [Pay.gov](http://Pay.gov) (Home page Link) if payment is made from a US bank account.

Here is the direct link to the FET form (i.e. IRS Federal Excise Tax (FET) Exemption Agreement User Fee) in production at Pay.gov:

<https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=42627718>

You will need to enter the required information into this input form:

Please have the following information ready:

Applicant Name

Applicant EIN (if available)

Applicant e-mail address

Submitter Name (Applicant or Submitter on behalf of Applicant)

Submitter e-mail address

Number of FET Fees

At this point you can opt to submit or preview in pdf format (you can save the form)

When submitting Complete the transaction in three steps with the following information:

### Step 1: Enter Payment Information

Account Holder Name

Account Type\*

Routing Number

Account Number

Confirm Account Number

Check Number\*\*

\* drop down menu selection (personal checking, personal savings, business checking, business savings)

\*\* if applicable

Select “Continue with ACH Payment” button to continue to the next step.

### Step 2: Authorize Payment

Payment Summary

Account Holder Name:  
Payment Amount:  
Account Type:  
Routing Number:  
Account Number:

(Step 2 will display a summary of the information entered).

### **Email Confirmation Receipt**

To have a confirmation sent to you upon completion of this transaction, provide an email address.

You may also add an extra email to cc to. Please insert any other email address (es) you may also want to receive a confirmation. If multiple email addresses separate them with a comma.

Please note our office will automatically receive a confirmation.

### **Authorization and Disclosure**

Please check if agreeing to the authorization and disclosure language. If agreeing select "Submit" to process the payment

### **Step 3: Confirm Payment**

This step confirms payment. You can make a copy of the receipt for your records. If specified at Step 2, you should also get a confirmation by e-mail.

### **By Mail (please specify payment is for FET Agreement User Fees)**

If via regular mail, payment should be sent to the following address:

Internal Revenue Service  
Beckley Financial Center  
PO Box 9002  
Beckley, WV 25802

or,

If mailed overnight, please send to:

Internal Revenue Service  
Beckley Finance Center  
Attention: Deposit Room  
110 North Heber Street  
Beckley, WV 25801

Beckley will send our office confirmation that payment was received.

If opting for this form of payment please advise in advance accordingly.