



**INSTRUCTIONS FOR PAYMENT OF REGISTRATION FEES IN U.S. DOLLARS VIA  
AUTOMATED CLEARING HOUSE (ACH)**

The following are instructions for registration **renewal** when the registrant is located **within** the United States, or its territories, to provide to their banking institution to make registration fee payments. The originating account must be the registrant's account and not a third party's.

**Provide the following banking information to your financial institution**

Company Name: *(insert the first 16 positions of the Registrant's legal business name)*

Company ID: 9 *(insert the date (mm/dd/yyyy) of incorporation or establishment as listed in block 6 of the DS-2032)*

Company Entry Description: ITARREGFEE

Settlement Date: *(insert effective date of electronic payment)*

Receiving Company ABA: 0510-3670-6

Receiving Company Name: CREDIT GATEWAY – ACH RECEIVER

Account Number: 540034

Amount: *(insert payment amount)*

Individual Ident Number: *(insert PM/DDTC Registration Code)*

Individual Name: Dept of State PM/DDTC

Company Discretionary Data: *(insert Registrant's point of contact)*

Addenda Data: *(insert the first 80 positions of the Registrant's legal business name)*

**Note**

1. The registrant must provide the above information to their banking institution, either physically or electronically, depending on their banking configuration.
2. Information provided above **must be** submitted verbatim with the exception where *(insert...)* appears. In such fields, the registrant will provide the requested information.
3. Field sizes noted above include spacing, punctuation, characters, and numbers.
4. Company ID field **must** begin with the number 9. After which, without inserting a space, insert the registrant's date of incorporation or date of establishment as listed in block 6 of the DS-2032. The date format is mm/dd/yyyy.
5. Insert the name, up to 20 positions, of the person to contact at the telephone number provided in block 4 of the DS-2032 if additional information is needed.

### **Example**

Company Name:	The American Co
Company ID:	901/01/2010
Company Entry Description:	ITARREGFEE
Settlement Date:	July 6, 2010
Receiving Company ABA:	0510-3670-6
Receiving Company Name:	CREDIT GATEWAY – ACH RECEIVER
Account Number:	540034
Amount:	\$3,250
Individual Ident Number:	M-9999
Individual Name:	Dept of State PM/DDTC
Company Discretionary Data:	Jane E. Doe
Addenda Data	The American Company Incorporated

### **Explanation**

In the example above, the registrant (The American Company Incorporated, PM/DDTC registration code M-9999) registration fee is \$3, 250. The registrant's name was abbreviated (The American Co) because the field limit for Company Name is 16 positions. The American Company was incorporated on January 1, 2010.

Whereas the registrant made the payment on July 2<sup>rd</sup>, the effective payment date is July 6<sup>th</sup> which is the first business day following the federal holiday, July 4<sup>th</sup>. Jane E. Doe is the registrant's point of contact if additional information is needed.