

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

Welcome to EPA's online vehicle and engine (and evaporative and component) certification Fee Filing Form. This text was last updated on January 4, 2013.

**OVERVIEW AND USAGE TIPS**

What is this form for?

EPA charges a fee for processing applications by manufacturers for certification of vehicles and other types of MVECP families 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 families 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.

In October, 2008, EPA promulgated new regulations (40 CFR Part 1060) governing evaporative emissions for several categories of nonroad, SI engines (industry sector code "P" in the fifth digit of the family name). These regulations allow, and in some cases may require, separate certification by manufacturers of evaporative emission components, such as fuel lines and tanks. The application fee for such component certifications is \$241. We have added this category to the Fee Filing Form and to the Miscellaneous Payments Due Form.

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> .

The existing paper forms, available for downloading at <http://www.epa.gov/otaq/fees.htm> , also remain valid. Simply fill out the form and 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's web page. Also see the material in "Privacy and Security Policy" at the bottom of the form's web page.

### 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 [Fees@epa.gov](mailto:Fees@epa.gov).

### Navigating tips:

- See Frequently Asked Questions at the bottom of the form's web page for questions about supported browsers.
- 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.
- 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 back button 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 families:

Pay.gov does not currently have the capacity to accept a single online payment for multiple families; one online form must be filled out for each 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 or offline 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. Registered 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 "Click here to Register" 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 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 from the saved or submitted version – 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 back button 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 as it will appear on the certificate of conformity, 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. Email communications regarding this fee payment, including an EPA confirmation (in addition to the Pay.gov email, see below) if both the form and payment have been received either online or offline, will be sent to this email address.

### **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 family or test group.** Certification applications that contain all required information are subject to the fees of the year that they are received by the Agency. Manufacturers who choose early payment of the certification fees for families expected to be certified during the coming calendar 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 Due Form.

### **Test Group or Family Name:**

This field must be filled in for all form submissions.

Naming conventions: The 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 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). (For permeation families, see below.) Digits 10 through 12 are unique identifiers chosen at the manufacturer's discretion. If you do not have a manufacturer code, you must first register with EPA's certification system, Verify, and fill out a Manufacturer Code Entry Form (see <http://www.epa.gov/otaq/verify/mfr-code.htm>.)

This online form now provides a second family name space for the IMO family name for dual U.S./IMO marine certifications only. This second box only applies to marine families applying for dual certification. The IMO family name must follow all the normal EPA engine family naming conventions (see below). Only a single fee for both certificates is paid.

For Permeation families, the naming conventions for digits 6 through 9 are as follows:

TANK = EPA Fuel Tank Permeation Family  
CAPS = EPA Fuel Cap Permeation Family  
LINE = EPA Fuel Line Permeation Family  
MDRN = Marine Diurnal Family  
LDRN = Large SI Diurnal Family  
VSSL = Vessel Certification Family  
HHEQ = Handheld Equipment Certification Family  
NHEQ = Nonhandheld Equipment Certification Family

The only exception to these rules is when the applicant chooses to pay for a family or families that have 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 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.

Family type code (digit 5 of family name): On March 26, 2007, EPA published new guidance on EPA naming conventions, including some revised family type codes (now to be called “industry sector codes”). These naming conventions will go fully into effect beginning in model year 2009. For further information, see CISC-07-3, available at <http://www.epa.gov/otaq/cert/dearmfr/dearmfr.htm> . If you have any questions, 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 family or test group for the Calendar Year selected earlier. **If you need to pay some other amount, use the MVECP Miscellaneous Payments Due Form.**

#### **Nonroad Certification Types:**

Please select the appropriate nonroad certification request type. The form will automatically look up the corresponding fee that applies to your family or test group for the Calendar Year selected earlier. Off-road recreational vehicles with SI engines should select Recreational. **If you need to pay some other amount, use the MVECP Miscellaneous Payments Due Form.**

#### **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 family category, you may save money by using the reduced fee provisions; see 40 CFR §1027.120 for additional details (available online at <http://www.epa.gov/otaq/fees.htm> ). **There is no obligation to use the**

**reduced fee option if the full fee is less.** 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 family or test group, enter “Yes”; if not, enter “No”. This question is necessary because there is a \$750 minimum on the first payment. However, part (or all) of this amount can be refunded after the end of the model year if 1% of actual sales are less. Note that if the full fee is less than \$750, there is no obligation to pay the reduced fee. 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 §1027.120 for additional details (available online at <http://www.epa.gov/otaq/fees.htm> ).

**– Reduced Fee: Enter the number of vehicles, engines, or units:**

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

**– Reduced Fee: What is the total retail value of the engines, vehicles or units covered?**

Enter the total retail value in dollars of all the vehicles, engines, or units 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, engine or unit 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. Underpayments, including those resulting from differences between the actual and projected retail sales value, must be reconciled after the end of the model year. Overpayments can be reconciled through submission of end of the year reports or using the Correction and Refund forms.

## **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 or "unknown".

#### **– For offline payments:**

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.)

### **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 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 family or test group name on the check, or, if the check is for multiple test groups or families, write “MVECP for \_\_\_\_ families/test groups” (edit number as appropriate). Mail the check to:

Environmental Protection Agency  
Motor Vehicle and Engine Compliance Program  
P.O. Box 979032  
St. Louis, MO 63197-9000

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

U.S. Bank  
Government Lockbox 979032  
1005 Convention Plaza  
SL-MO-C2-GL  
St. Louis, MO 63101

– To pay offline by wire, after filing the form online: wire payments through the New York Federal Reserve Bank are the only wire transactions normally accepted for certification fee payments. For further information, email [Fees@epa.gov](mailto:Fees@epa.gov). All banking fees are the responsibility of the manufacturer. Wire transactions must be arranged with the manufacturer's bank. The bank will need the following information:

Receiver FI: **TREAS NYC** (this is the short name for the US Treasury's routing number).  
Routing Number (ABA number or Swift Code for participating banks. For further information, email [Fees@EPA.gov](mailto:Fees@EPA.gov)): **021030004**.  
Beneficiary (Agency Location Code [ALC] or EPA Account Number): **868010099000**.  
Beneficiary Name: US Environmental Protection Agency.  
Originator Information: MVECP Fees, manufacturer name, family name(s). If space is limited, list one family and the number of families

Payments that can not be matched with families are a major cause of certification delays.

– To pay offline by Automated Clearing House Electronic Funds Transfer (ACH) after filing the form online: To set up an ACH payment method, the manufacturer should contact its bank. At this time, EPA can only receive ACH payments from banks in the United States. All banking fees are the responsibility of the manufacturer. The bank will need the following EPA routing and account information:

Standard Entry Class: CCD  
Transaction Code: 22  
Receiving DFI ID (ABA number): **051036706**  
Account Number: **868010099000**  
Receiving Company Name: US Environmental Protection Agency.  
Payment Related Information: family name(s).