

# How to eFile an OSM-1 Form

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## >> Step 1: Log on

1. Click the blue button on the home page to begin.



2. Read and accept the Terms of Agreement.

this agency computer system, you acknowledge and conse  
Evidence of your use, authorized or unauthorized, collected  
or civil, criminal, administrative, or other adverse action.  
r illegal use may subject you to prosecution.

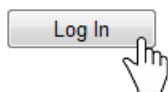
[I Agree with the Statement of Terms of Use](#)



3. Enter your User Name and Password.

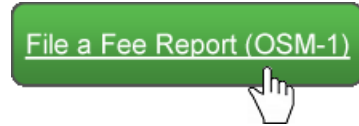
User Name:

Password:

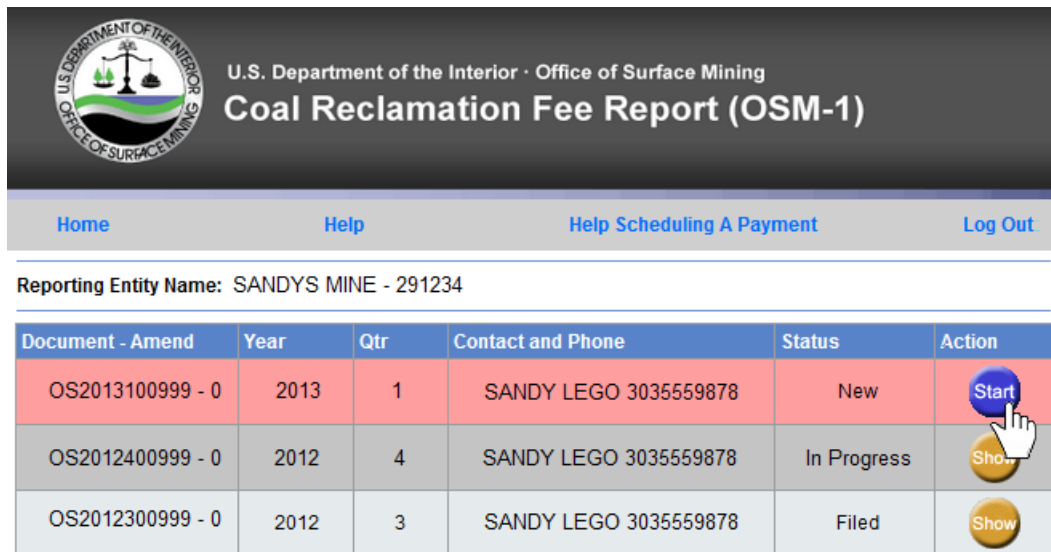


## >> Step 2: Select a new OSM-1 Form to file

1. Click the green button to view your OSM-1 Forms.



2. Click an action button to open an OSM-1 Form.



Document - Amend	Year	Qtr	Contact and Phone	Status	Action
OS2013100999 - 0	2013	1	SANDY LEGO 3035559878	New	<a href="#">Start</a>
OS2012400999 - 0	2012	4	SANDY LEGO 3035559878	In Progress	<a href="#">Show</a>
OS2012300999 - 0	2012	3	SANDY LEGO 3035559878	Filed	<a href="#">Show</a>

3. Review your contact information and make any changes on this screen.

Reporting Entity Name: SANDYS MINE

Reporting Period: 1st Qtr, 2013

Document Number:

Contact Person:

Telephone:

Mailing Address:

Mailing Address 2:

City:

State/Zip Code:   -

Email Address:

Method Of Payment:

## >> Step 3: Select a permit to work on

1. Towards the bottom of the OSM-1 Form screen is a list of your permits. To view all permit info, click the [View] link.

- To file zero tonnage, click the [Report Zero Tons] link to select a permit.

Not all of the permits are complete.  
0 of the 4 permits are complete.  
Please finish all permits which do not have a COMPLETED status.  
There will be a submit button in this area to continue.



Permit Number	Mine Name	Status	Fee		Action	
S-9990-99	MINE LEGGOOW	Open	\$0.00	<a href="#">[View]</a>	<a href="#">[Modify]</a>	<a href="#">[Report Zero Tons]</a>
S-9991-99	STARS MINE #35	Open	\$0.00	<a href="#">[View]</a>	<a href="#">[Modify]</a>	<a href="#">[Report Zero Tons]</a>
S-9992-99	STARS MINE #36	Open	\$0.00	<a href="#">[View]</a>	<a href="#">[Modify]</a>	<a href="#">[Report Zero Tons]</a>
U-9990-99	TELEPORT MINE LEGGOOW A	Open	\$0.00	<a href="#">[View]</a>	<a href="#">[Modify]</a>	<a href="#">[Report Zero Tons]</a>

The following pop-up will appear. Select 'Report Zero Tonnage' to only report zero tonnage. You also have the option to select 'Stop Reporting on this Permit' if coal production is complete on the permit and all tonnage has been reported.

Report Zero Tonnage.  
Zero the tons and delete any Purchaser or Delivery Points on this permit

Stop Reporting on this Permit.  
Coal production is complete on this permit and all tonnage has been reported.  
Effective next quarter, this permit will no longer appear on my OSM-1 forms.  
\*Do not select this option if this permit is being transferred.

- To report tonnage, click on the [Modify] link to select a permit.

Not all of the permits are complete.  
0 of the 4 permits are complete.  
Please finish all permits which do not have a COMPLETED status.  
There will be a submit button in this area to continue.



Permit Number	Mine Name	Status	Fee		Action	
S-9990-99	MINE LEGGOOW	Open	\$0.00	<a href="#">[View]</a>	<a href="#">[Modify]</a>	<a href="#">[Report Zero Tons]</a>
S-9991-99	STARS MINE #35	Open	\$0.00	<a href="#">[View]</a>	<a href="#">[Modify]</a>	<a href="#">[Report Zero Tons]</a>
S-9992-99	STARS MINE #36	Open	\$0.00	<a href="#">[View]</a>	<a href="#">[Modify]</a>	<a href="#">[Report Zero Tons]</a>
U-9990-99	TELEPORT MINE LEGGOOW A	Open	\$0.00	<a href="#">[View]</a>	<a href="#">[Modify]</a>	<a href="#">[Report Zero Tons]</a>

## >> Step 4: Review Permit, Permittee, and Operator Data

1. Make any Permit, Permittee, or Operator changes on this screen.

### Fee Report - PART 2

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Reporting Entity Name: SANDYS MINE - 291234  
 Reporting Period: 1st Qtr, 2013

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**Update Permit**

Permit Number:   
 Permit State:   
 MSHA Number:   
 County:   
 Tribe:   
 Mine Name:   
 Mining Complete:  No  Yes  
 Stockpile Reported:  No  Yes

**Permittee Data**

Name:   
 Address1:   
 Address2:   
 City:   
 State:   
 Zip: (5 or 9 digits)   
 EIN/SSN   
 Taxpayer ID:

**Operator Instructions**

**Edit:** to make changes to an existing Operator

**Delete:** to remove an existing Operator

**Add Operator:** to insert a new line

**Copy from Permittee:** to copy the permittee data into a new line

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**Operators Assigned to this Permit**

	Name	Address	Address2	City	State	Zip Code	EIN/SSN	Tax ID
<a href="#">Edit</a> <a href="#">Delete</a>	SANDYS	PO BOX 2		BECK	CO	554466	E	123456789

## >> Step 5: Report tonnage data

1. Report tonnage on this screen. All approved Mine types and Rates will pre-populate.

### Fee Report - PART 2

Reporting Entity Name: SANDYS MINE - 291234

Reporting Period: 1st Qtr, 2013

Permit Number: S-9990-99

Mine Types: S = Surface U = Underground L = Lignite N = No Value

	Mine Type	Sold or Transferred Tons	Total Moisture%	Inherent Moisture%	Excess Moisture%	Reduced Tons	Net Tons	Rate	Calculated Fee	
<a href="#">Edit</a>	<a href="#">Delete</a>	S	456000.00	10.0000	5.0000	5.2632	24000.00	432000.00	0.280	120,960.00

## >> Step 6: Review 402c data

1. Report 402c data on this screen. 402c data reported in the prior quarter will pre-populate.

### Fee Report - PART 3 (402 C Data)

Reporting Entity Name: SANDYS MINE - 291234

Permit Number: S-9990-99

#### Mineral Owner

	Name	Address	City	State	Zip Code	
<a href="#">Edit</a>	<a href="#">Delete</a>	SMALL RAINBOW MINES	RAINBOW ROAD STE 500	THORN	CO	80001

Add from History

The 10 largest owners only.

#### Purchasers of Coal

	Name	Address	City	State	Zip Code	
<a href="#">Edit</a>	<a href="#">Delete</a>	JENGA COAL CO	100 BIG STREET	WINTERVILLE	CO	80999

Add from History

The 10 largest purchaser only.

#### Coal delivered to

	Name	Address	City	State	Zip Code	
<a href="#">Edit</a>	<a href="#">Delete</a>	BIG TRUCK INC	ROUTE 2	WOOD	CO	80297

Add from History

The 10 largest "deliver to" customers only.

## >> Step 7: Review, print, and sign the OSM-1 Form

1. When all permits show a "Complete" status, the comment box will turn green and a Submit button will appear. Click Submit

All of the permits are complete.

You **must** press Submit to file your OSM-1.

Submit



Permit Number	Mine Name	Status	Fee		Action	
S-9990-99	MINE LEGGOOW	Complete	\$8,268.55	<a href="#">[View]</a>	<a href="#">[Modify]</a>	<a href="#">[No Activity]</a>
S-9991-99	STARS MINE #35	Complete	\$542.44	<a href="#">[View]</a>	<a href="#">[Modify]</a>	<a href="#">[No Activity]</a>
S-9992-99	STARS MINE #36	Complete	\$0.00	<a href="#">[View]</a>	<a href="#">[Modify]</a>	<a href="#">[No Activity]</a>
U-9990-99	TELEPORT MINE LEGGOOW A	Complete	\$0.00	<a href="#">[View]</a>	<a href="#">[Modify]</a>	<a href="#">[No Activity]</a>

2. Select a Signature Option.

### SIGNATURE OPTION SCREEN

Notary Option - submit the form electronically, while maintaining a properly notarized paper copy of the identical electronic report for review by OSM's Fee Compliance Auditors.

Unsworn Statement Option - submit the OSM-1 Form electronically with an electronically signed and dated statement made under penalty of perjury that the information contained in the form is true and correct. The statement does not have to be notarized. By submitting this data to OSM electronically, you affirm that you have read and agree to the statement that:

"I consider the User ID and Password that I used to access this site and to transmit this fee report to be my electronic signature on the document."

< Back

Next >

3. Review your OSM-1 Form. You can open a printable and PDF savable version of your report from this screen. Click "Next" to continue.

U.S. Department of the Interior · Office of Surface Mining  
**Coal Reclamation Fee Report (OSM-1)**

Home Help Help Scheduling A Payment Log Out

[Printable Report](#)

[PDF Report](#)

If you click on **Printable Report** or **PDF Report**,  
A copy of the report will open in a new tab.

**SCROLL TO THE BOTTOM OF THE PAGE!**  
Verify that you have reviewed  
The OSM-1 Form and click **Next**.

I have reviewed the OSM-1 data above and certify under penalty of perjury that the foregoing is true and correct.

Make Changes

< Back

Next >

## >> Step 8: Submit your completed OSM-1 Form

1. If you are paying by Check, print the Coupon. Click "Submit" to eFile your OSM-1 Form.

**PLEASE INCLUDE THIS COUPON WITH YOUR CHECK TO  
ENSURE ACCURATE POSTING OF YOUR PAYMENT**

Total calculated fee for all permits in this OSM-1 document:	\$ 8,810.99
Credits or Amount due from previous filings:	<input type="text" value="\$ 0.00"/>
Total Due with this OSM-1 document:	\$ 8,810.99
Please enter the amount you intend to submit with this payment	<input type="text" value="\$ 8,810.99"/>

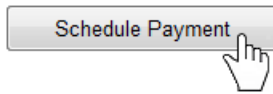
**Data is ready to Submit**

Submit



## >> How to schedule a Pay.Gov payment

1. Once your OSM-1 is submitted, you will be directed to a confirmation screen. Click “Schedule Payment.”



2. Enter your payment information, and click “Continue with ACH Payment.”

**Online Payment** [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$8,810.99 \*

Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:

Routing Number      Account Number      Check Number

⑆0 26 94 6 7 8 3⑆ 9 24 3 7 6 7 3 90 ⑆ 1 2 3 4

Payment Date: 03/14/2013 \* (MM/DD/YYYY)

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process

3. Authorize the payment and click “Submit Payment.”

**Online Payment** [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 | 2

Payment Summary [Edit this information](#)

Account Holder Name: SANDYS MINE

Payment Amount: \$8,810.99

Account Type: Personal Checking

Routing Number: 062000080      Payment Date: 03/18/2013

Account Number: \*\*\*\*\*7390

Check Number: 1234

**Email Confirmation Receipt**

Email Address:

Confirm Email Address:

CC:

**Authorization and Disclosure**

Required fields are indicated with a red asterisk \*

I agree to the authorization and disclosure language.  \*



## >> How to Amend an OSM-1 Form

1. On the home page of an OSM-1 Form, select “Amend OSM1,” and click the “Next” button.

Document Detail for OS2013100999 - 0 Year: 2013 and Quarter: 1	Status: Filed	OSM1 Fees: \$8,810.99 IRS Excise Taxes: \$0.00
Contact Information:  SANDY LEGO 100 STARS STREET SUITE 10 WINDY CITY CO 80991	OSM Actions  <input type="radio"/> View OSM1 <input type="radio"/> Pay OSM1 <input type="radio"/> Payment Status <input checked="" type="radio"/> Amend OSM1 <input type="radio"/> Deposit Coupon	IRS Actions:  <input type="radio"/> Start IRS
<input type="button" value="Cancel"/>		<input type="button" value="Next &gt;"/>

2. Click on the [Amend] link for the permit that you wish to amend.

0 of the 4 permits have been amended.  
At least one permit has to be amended. Or delete the Amendment.  
If you are finished amending your OSM-1 Report, click on the submit button in this area to continue.



Click on the [Amend] link for the permit that you wish to amend.

Permit Number	Mine Name	Status	Fee	<a href="#">View</a>	<a href="#">Amend</a>
S-9990-99	MINE LEGGOOW	Open	\$8,268.55	<a href="#">View</a>	<a href="#">Amend</a>
S-9991-99	STARS MINE #35	Open	\$542.44	<a href="#">View</a>	<a href="#">Amend</a>
S-9992-99	STARS MINE #36	Open	\$0.00	<a href="#">View</a>	<a href="#">Amend</a>
U-9990-99	TELEPORT MINE LEGGOOW A	Open	\$0.00	<a href="#">View</a>	<a href="#">Amend</a>

3. Make your changes to the permit that you selected. If needed, you can amend other permits at this time.

4. Once you are finished amending your permit(s), Click “Submit” to efile your Amended OSM-1 Form.

1 of the 4 permits have been amended.  
If you are finished amending your OSM-1 Report, click on the submit button in this area to continue.



Click on the [Amend] link for the permit that you wish to amend.

Permit Number	Mine Name	Status	Fee	<a href="#">View</a>	<a href="#">Amend</a>
S-9990-99	MINE LEGGOOW	Amended	\$268.55	<a href="#">View</a>	<a href="#">Amend</a>
S-9991-99	STARS MINE #35	Open	\$542.44	<a href="#">View</a>	<a href="#">Amend</a>
S-9992-99	STARS MINE #36	Open	\$0.00	<a href="#">View</a>	<a href="#">Amend</a>
U-9990-99	TELEPORT MINE LEGGOOW A	Open	\$0.00	<a href="#">View</a>	<a href="#">Amend</a>