



**Forms Service:
Collect Information and Payments
Online (and Paper Free) Anytime**

We are the **Bureau of the Fiscal Service**

Forms Service Overview

The Forms service enables an agency to host a form online on Pay.gov's public website. Forms can be used to gather information and initiate an associated payment. Online forms can be configured to mirror their paper counterparts and can include OMB and agency control numbers, Paperwork Reduction Act and Privacy Act notices, agency logos, and instructions.



Forms Service Key Benefits and Features

KEY BENEFITS

Setup requires minimal resources

No agency technical development is needed. Just provide a form example with your onboarding documents, and the Pay.gov team will develop your form and host it on Pay.gov.

Customized for your agency

You decide what your form should include: Form instructions, accepted payment types, information, logo, and more can be configured to meet your agency's collection needs.

Secure

Pay.gov's security features protect customer information, ensure transaction details are private, and reduce fraudulent activity.

Choose from the following accepted payment types

- ACH debit
- ACH credit (Treasury approval required, for business customers only)
- Credit card
- Debit card
- Digital wallets (PayPal and Venmo)

Technical requirements

Form implementation times vary based on form complexity and available Pay.gov resources. Some agency forms may not be a candidate for the Pay.gov forms service.

Getting started

The Pay.gov implementation team will guide you through every step of the process. To learn more, email pay.gov@fiscal.treasury.gov.

FEATURES AND FUNCTIONALITY

Choose how customers will access your form

1. Public searchable – available to all users and searchable in Pay.gov's search bar
2. Public Hidden – available to all users via a URL, not searchable in Pay.gov's search bar
3. Private – available to only the customers your agency grants access to

Several convenient features can be configured

- Choose from multiple field types, including text, check boxes, and radio buttons
- Add field validation (for example, invoice number format) to reduce data-entry errors
- Automatically calculate the total amount to be paid
- Automatically populate form fields based on the information
- Allow customers to attach files to submitted forms
- Choose to allow payments during a specific range of dates, such as during an enrollment period
- Set minimum and maximum payment amounts
- Automatically send form completion notifications and payment confirmations
- Enable company profile to allow your agency to control recurring changes, such as price increases