

# Irrigated Lands Program How to Make a State Water Board Payment

For assistance or for a PDF copy of your State Water Board invoice, contact Irrigated Lands Program staff at: <u>AgNOI@waterboards.ca.gov</u>.

Go to the State Water Board's payment webpage for more information: <u>Make a</u> <u>Payment | California State Water Resources Control Board</u>.

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## View Unpaid State Water Board Invoices

- 1. Navigate to this website: <u>https://public3.waterboards.ca.gov/infofees/faces/invoiceSearch.xhtml.</u>
- 2. Input your Operation ID (AW Number) into the WDID box and select "Search".

Storm Water and Wastewater Permit Fee Invoice Information search the invoice database using the criteria below			
Region:	All		
WDID:	AXXXXWA		
Invoice Number (No Dash):			
Search	Clear		

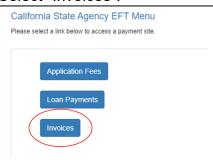
3. Take note of the "Invoice Number" and "Total Amount" for any bills that are listed as "BILLED – UNPAID" under the "Status" column. This information will be required to make a payment later.

WDID \$	Fiscal Year ≎	Invoice Number	Invoice Date 🗢	Total Amount ≎	Payment To Date ≎	Balance Due 🗢	Status ≎

## Make Payment Via ACH Debit Transfer

The Automated Clearing House (ACH) Debit method allows the state's data collector to electronically debit your bank account and credit the state's bank account. Your account will be debited by the state's data collector only upon your initiation and for the amount you specify. *Note: the state pays the cost for you to make an ACH Debit payment via the First Data payment portal. You will be responsible for the fee, if any, that your financial institution may charge for the actual transfer of funds.* 

- 1. Navigate to this website: https://www.govone.com/PAYCAL/SWRCB/Account/SubAgencies
- 2. Select "Invoices".



 Copy and paste the invoice number and total amount for your past due invoice (see the "View Your Unpaid State Water Board Invoices" section above for help locating invoice information). If you have multiple past due invoices to pay, select "+ Add Row". Once all invoices have been added, select "Continue".

SWRCB Invoice Number	Invoice Amount	Other Amount	Total Amount	Debit Date (MM/DD/YYYY)
IR0000000	\$ 100.00	\$ 0.00	\$ 100.00	01/20/2023
+ Add Row				
Cancel Continue				

- 4. Complete all information required to submit payment.
- 5. If needed, the confirmation email or authorization number may serve as proof of payment.

## Make Payment Via ACH Credit Transfer

The ACH Credit method allows your financial institution to debit your account and credit the state's bank account. Your account will be debited by your financial institution upon your initiation and for the amount you specify. *Note: you will pay the fees charged by your financial institution for any set-up costs and for each ACH Credit transaction initiated.* 

Contact <u>Receipts Unit@waterboards.ca.gov</u> or (916) 341-5000 to receive the State Water Board's EFT bank account and routing number.

## Make Payment Via Credit Card

Accepted credit cards are Visa, Mastercard, or Discover. *Note: you will be responsible for paying the convenience fee that is charged by Official Payments when making a payment on their website. This fee is in addition to the amount owed to the State Water Board.* 

- 1. Navigate to this website: <u>https://www.officialpayments.com/index.jsp</u>.
  - 2. Select "State Payments".

Make Payments O	n Time, Every Time
Taxes, tuition, utilities, rent, insurance that's a lo ACI Payments, Inc.	t of bills! Pay them simply, quickly and securely with
ACI Payments, Inc. is a leading provider of digital municipalities, colleges and universities nationwid options and pay your bills on time, on your time,	le. Take advantage of our fast, convenient payment
PEDERAL IRS PAYMENTS Personal Taxes / Business Taxes Make A Payment 2	STATE PAYMENTS State Income Tax / Sales and Use Tax / Withholding Tax / Other State Payments Make A Payment >
LOCAL PAYMENTS Real Estate Tax / Personal Property Ta / Utilities / Clattions / Court Fees / Oth	

- 3. From the drop-down menus, select the following:
  - a. State or Territory: California
  - b. Payment Entity: State Water Resources Control Board
  - c. Payment Type: Invoices
- 4. Select "Make a Payment".

State or Territory: California	~	
Payment Entity: State Water Resources Control Board	 ~	1
Payment Type: Invoices	$\overline{}$	_
8 Make A Payment >		

5. Scroll down and from the drop-down menu SWRCB Invoice Types, select "Irrigated Land Annual Permit Invoice", then select "Search".



6. Copy and paste the invoice number and total amount for your past due invoice (see the section "View Your Unpaid State Water Board Invoices" above for help locating invoice information), then select "Add". Repeat for all unpaid invoices.

Select	SWRCB Invoice Types	SWRCB Invoice Number	Amount D	ue Amount
ADD	Irrigated Land Annual Permit Invoice	IR0000000	\$0.00	100.00 🛇

- 7. Once all unpaid invoices have been added, select "View Cart", then complete information required to submit payment.
- 8. If needed, the confirmation email or authorization number may serve as proof of payment.

#### Make Payment Via Check, Money Order, or Cashier's Check

- 1. Make a check, money order, or cashier's check to State Water Resources Control Board.
- 2. Write the invoice number on the check, money order, or cashier's check.
- 3. Make a separate check for each unpaid invoice.
- 4. Send to this address:

SWRCB PO Box 1888 Sacramento, CA 95812-1888

Note: checks take between 2-3 weeks to process. A copy of a cleared check may serve as proof of payment, if necessary.