## State Water Resources Control Board 401 Water Quality Certification or Waste Discharge Requirements for Dredge or Fill Discharges Application Fee Payment Instructions

The State Water Resources Control Board (State Water Board) accepts credit card, ACH debit/credit, and manual payments (Check, Money Order, or Cashier Check).

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## I. Application Fee

To determine the amount due for your water quality certification application fee, please refer to the Current year's adopted fee schedule (California Code of Regulations, Title 23, Section 2200) The most recent fee schedule and other water quality certification fee information can be found the <u>401 Water Quality Certification and Wetlands Program</u> webpage (<u>https://www.waterboards.ca.gov/water\_issues/programs/cwa401/#fees</u>).

For convenience the program has provided a <u>Water Quality Certification Dredge or Fill</u> <u>Fee Calculator</u>.

(<u>https://www.waterboards.ca.gov/resources/fees/water\_quality/docs/dredgefillcalculator.</u> <u>xlsm</u>). This calculator is provided as an aid and does not supersede the adopted fee schedule.

#### Important:

- Application fees are due when you submit your application.
- Additional project fees, if applicable, may be paid at the time of application, but must be paid before a certification will be issued.

## II. Application Number Guidance

To submit an online payment, you need to generate an "Application Number" using the following information. All Water Quality Certification Application Numbers begin with "CA".

**If Water Board Staff has assigned a WDID number to the project**, use "CA" followed by the WDID number. For example, CASB16005IN.

**If you do not have a WDID number**, the Application Number is composed of the following information:

- CA
- The identifier code for water board (Table 1) where your application is filed (e.g. SB, R1, R2, R3...)
- An abbreviated title of the Project Name using up to 8 characters. For example, a Project Name of "Dry Creek Pole Replacement would be "DRYCREEK"
- Application Number = CAR1DRYCREEK

NOTE: To identify which regional board your project should be filed with, please enter project coordinates into the <u>State Water Boards Map</u> (<u>https://www.waterboards.ca.gov/waterboards\_map.html</u>).

For projects that cross Regional Water Board boundaries or enrollment in the State Water Board's General Certification of Corps' Nationwide Permit numbers 12, 57, or 58, submit your Notice of Intent to the State Water Board.

| Water Board Name  | Counties  | Identifier<br>Code |
|---|---|--------------------|
| Region 1 – North Coast<br>Regional Quality Control<br>Board         | Del Norte, Glenn, Humboldt, Lake, Marin,<br>Mendocino, Modoc, Siskiyou, Sonoma,<br>and Trinity  | CAR1               |
| Region 2 – San Francisco<br>Regional Water Quality<br>Control Board | Alameda, Contra Costa, San Francisco,<br>Santa Clara (north of Morgan Hill), San<br>Mateo, Marin, Sonoma, Napa, and<br>Solano   | CAR2               |
| Region 3 – Central Coast<br>Regional Water Quality<br>Control Board | Santa Clara (south of Morgan Hill), San<br>Mateo (southern portion), Santa Cruz,<br>San Benito, Monterey, Kern (small<br>portions), San Luis Obispo, Santa<br>Barbara, and Ventura (northern portion) | CAR3               |
| Region 4 – Los Angeles<br>Regional Water Quality<br>Control Board   | Los Angeles, Ventura, and small portions of Kern and Santa Barbara counties   | CAR4               |

#### Table 1 Water Board Name and Identifier

| Region 5 – Central Valley<br>Regional Water Quality<br>Control Board, Sacramento<br>Office | Modoc, Shasta, Lassen, Plumas, Butte,<br>Glen, Colusa, Lake, Sutter, Yuba, Sierra,<br>Nevada, Placer, Yolo, Napa, (N. East),<br>Solano (West), Sacramento, El Dorado,<br>Amador, Calaveras, San Joaquin, Contra<br>Costa (East), Stanislaus, Tuolumne,<br>Merced, Mariposa, Madera, Kings,<br>Fresno, Tulare, Kern and very small<br>portions of San Benito, San Luis Obispo | CAR5S |
|--|--|-------|
| Region 5 – Central Valley<br>Regional Water Quality<br>Control Board, Fresno Office        | Fresno, Kern, Kings, Madera, Mariposa,<br>Merced, and Tulare   | CAR5F |
| Region 5 – Central Valley<br>Regional Water Quality<br>Control Board, Redding<br>Office    | Butte, Glen, Lassen, Modoc, Plumas,<br>Shasta, Siskiyou, and Tehama  | CAR5R |
| Region 6 – Lahontan<br>Regional Water Quality<br>Control Board                             | Modoc (East), Lassen (East side and<br>Eagle Lake), Sierra, Nevada, Placer, El<br>Dorado, Alpine, Mono, Inyo, Kern (East),<br>San Bernardino, and Los Angeles (N/E<br>corner)  | CAR6  |
| Region 7 – Colorado River<br>Regional Water Quality<br>Control Board                       | Imperial, San Bernardino, Riverside, and<br>San Diego  | CAR7  |
| Region 8 – Santa Ana<br>Regional Water Quality<br>Control Board                            | Orange, Riverside, and San Bernardino  | CAR8  |
| Region 9 – San Diego<br>Regional Water Quality<br>Control Board                            | San Diego, Imperial, and Riverside   | CAR9  |
| State Water Board  | Any projects that cross regional board<br>boundaries or Enrollees under the<br>General 401 Certification for NWP 12, 57,<br>and 58 (Order No. 2020-0039-EXEC)  | CASB  |

## III. Making a Credit Card Payment

The State Water Board utilizes a third-party website, Official Payments Corporation, to accept credit card payments. Official Payments Corporation charges a convenience fee to accept credit card payments. This fee is in addition to the State Water Board fees.

**Step 1**: To make a payment by Visa, Master Card, or Discover card, visit the Official Payments Corporation website at <u>https://www.officialpayments.com/</u>

Step 2: Select STATE PAYMENTS from the four options



Step 3: On the Make A Payment page, enter the following:

- State or Territory select California
- Payment Entity select State Water Resources Control Board
- Payment Type select Application Fees

After selecting all three items, click the green **Make a Payment** button. The system will direct you to the payment page to enter your payment information.

| Home Payment C   | enter Help Official Extras   | En Espanol      |
|--|--|-----------------|
| My Account   | Make A Payment   |                 |
| og In (Optional)<br>og in for expedited access<br>our enhanced payment | Select Service > Enter Amount > Accept Terms > Provide Details > Confirm Details > Digital Receipt      Prease select the State, Payment Entity and Payment Type from the menus below, or enter your Jurisdiction Code fr  | om your bill or |
| ervices.   | statement. Click "Make A Payment" button to continue with the payment process.   |                 |
| E-mail Address:  | <ul> <li>A convenience fee may be charged for the use of this service and will be automatically calculated, if a</li> <li>To determine the amount of the convenience fee in advance, please visit our <u>Fee Calculator</u>.</li> <li>Do not use your browser's 'Back' button. Instead, navigate using the buttons below.</li> </ul> | applicable.     |
| assword:   |  |                 |
| Submit   | State or Territory:  |                 |
| Sign Up / Forgot Password?   | California   |                 |
| ▶ Pay Now  | Enter your Jurisdiction Code: OR Payment Entity:   |                 |
| View History   | State Water Resources Control Doard  | •               |
| Schedule Payments  | Payment Type:  |                 |
| Verify Payments  |  |                 |
| Schedule Reminders   |  |                 |
| My Account Dashboard   | Cancel 8 Make A Payment >  |                 |
| E-Wallet   |  |                 |
| ▶ My Bills   |  |                 |

#### **Step 4**: Find the drop-down menu at the bottom of the page for **SWRCB Application Fee Types** and select **401 Certification of WDR for Dredge or Fill**. Then click **Search**.

| Category : Application Fees  | Y  |
|--|--|
| Application Fees   |  |
| SWRCB Application Fee Types  | Sample Number  |
| 401 Certification Application  | CARIDRYCREEK   |
| Cannabis Cultivation Waste Discharge Application   | BAJOHN0525   |
| Cannabis Cultivation Water Right Registration  | UAR00001   |
| Confined Animal Application  | AAGOOF0125   |
| Drinking Water Application   | DATOON0115   |
| Drinking Water Operator Certification Application  | ZABROW6789   |
| Environmental Laboratory Accreditation Program (ELAP) App  | lication EASMIT0415  |
| Irrigated Land Application   | IAGOOF0125   |
| Land Disposal (Sub-15) Application   | LATAYL01021  |
| NPDES Application  | NAJONE0515   |
| Storm Water Application  | SA1234567  |
| Tank Tester Application  | TATHOM0215   |
| Waste Discharge Requirement (Non-15) Application   | WAMICK0815   |
| Waste Discharge Requirement (Winery) Application   | FA-10118   |
| Wastewater Operator Certification Application  | OABROW6789   |
| Water Devices Application  | VARWTDINV00057   |
| Water Rights Application   | RA123456   |
| Waste Discharge Requirement (Winery) Applicati   | on FA-10118  |
| Wastewater Operator Certification Application  | OABROW6789   |
| Water Devices Application  | VARWTDINV00057   |
| Water Rights Application   | RA123456   |
| Please be aware that a convenience fee will be charged for using this<br>calculated and added to each application fee payment during the revis<br>in addition to the amount owed to the State Water Resources Control                  | system. The convenience fee will be<br>ew and accept step. This convenience fee is<br>Board.                                     |
| To proceed with making a payment, please select the type of Applica<br>fropdown box below and click on Search to continue. In order to pro<br>that you input your application number like the examples above. A m<br>made at one time. | tion Fee Payment you wish to make in the<br>perly apply your payment, it is imperative<br>aximum of 10 different payments can be |
| PLEASE NOTE: Hitting the cancel button on the following pages wi<br>rou to the beginning.  | ill cancel all items in your cart and return   |
| Ouick Guide to finding your Application Number   |  |
| SWRCB Application Fee Types  |  |
| 401 Certification Application  | Search   |

**Step 5**: On the **Search Results: Application Fees** page, use the grid to enter payment information. For the SWRCB Application Number, enter your Application Number (See Section II for guidance on how to identify your application number) and payment amount(s) and click **Add** button (it will change to green).

**Application ID Format:** "CA"(Regional Board)(Project Name)

#### Application ID Example: CAR1DRYCREEK

Repeat to enter additional payment(s) if needed.

Click View Cart when all application numbers and payment amounts are entered.

| State Water Resources Control Board<br>Application Fees<br>SEARCH > PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE |                               |                          |   |            |                    |  |
|--|-------------------------------|--------------------------|---|------------|--------------------|--|
|  |                               |                          |   |            |                    |  |
| Search Resu  | Ilts: Application Fees        |                          |   |            | 🜔 1 item(s) in Car |  |
| Select   | SWRCB Application Fee Types   | SWRCB Application Number |   | Amount Due | Amount             |  |
| Added to Cart  | 401 Certification Application | CAR1DRYCREEK             |   | \$0.00     | \$2,985.00         |  |
| ADD  | 401 Certification Application |                          | 8 | \$0.00     | 0.00               |  |
| ADD  | 401 Certification Application |                          | 8 | \$0.00     | 0.00               |  |
| ADD  | 401 Certification Application |                          | 8 | \$0.00     | 0.00               |  |
| ADD  | 401 Certification Application |                          | 8 | \$0.00     | 0.00               |  |
| ADD  | 401 Certification Application |                          | 8 | \$0.00     | 0.00               |  |
| ADD  | 401 Certification Application |                          | 8 | \$0.00     | 0.00               |  |
| ADD  | 401 Certification Application |                          | 8 | \$0.00     | 0.00               |  |
| ADD  | 401 Certification Application |                          | 8 | \$0.00     | 0.00               |  |
| ADD  | 401 Certification Application |                          | 8 | \$0.00     | 0.00               |  |
|  |                               |                          |   |            |                    |  |

Search & Add Payments

Page 5 of 10

Cancel

View Cart

Step 7: Review payments on the next screen and make corrections, if needed.

Click **Continue** to proceed to the **PAYMENT INFORMATION** section.

**Step 8:** In the **PAYMENT INFORMATION** section, fill in the credit card information and click **Continue.** 

Step 9: Review the ACI Payments, Inc Terms and Conditions and, if agreed, click Accept Terms.



**Step 10**: In the **PAYER INFORMATION** section enter the required information for the *person making the payment* and click **Continue** 

Step 11: Review all information carefully and click the Submit button.

NOTE: the credit card will be charged once you click the Submit button.

| SEARCH > PAYMENT INFOR                | RMATION > PAYER INFORM              | ATION > REVIEW & SUBMIT > | COMPLETE   |
|---------------------------------------|-------------------------------------|---------------------------|------------|
| REVIEW & SUBMIT                       |                                     |                           |            |
| Please review all information careful | ly and click the "Submit Payment" t | button below.             |            |
| oplication Fees                       |                                     |                           |            |
| WRCB Application Fee Types            | SWRCB A                             | pplication Number         | Amount     |
| 1 Certification Application           | CAR1DR                              | YCREEK                    | \$2,985.00 |
| VISA Ending in XXX                    | \$2,985.00                          | \$79.10                   | \$3,064.1  |
| Account Information                   | Name                                | JOHN DOE                  |            |
|                                       | Street Address                      | 123 STREET AVENUE         |            |
|                                       | City                                | SACRAMENTO                |            |
|                                       | State                               | CA                        |            |
|                                       | Zip code                            | 95842                     |            |
|                                       | Country                             | United States             |            |
|                                       | Daytime phone                       | (916) 123 - 4564          |            |
|                                       |                                     |                           |            |

Step 12: Save and print the payment confirmation for your records.

 Submit a copy of the payment confirmation with your application. If your application has already been submitted and you are attempting to pay additional project fees, send payment confirmation to the Water Board staff assigned to your application.

## **IV.** Making an ACH Debit or Credit Payment

**ACH Debit** - The Automated Clearing House (ACH) Debit method allows the state's data collector to electronically debit your bank account for the amount you specify.

Note: The state covers the cost of making an ACH Debit payment through the First Data payment portal. However, you will be responsible for any fees your financial institution may charge for the transfer of funds.

**Step 1**: To initiate an ACH Debit transfer, please visit www.govone.com/PAYCAL/SWRCB/Account.

Have the following information ready to make a payment:

- Application Number (See Section II for guidance on how to identify your application number)
- Bank routing number
- Bank account number

#### Step 2: On The California State Agency EFT Menu Select Application Fees

| First Da                | ata.  |
|-------------------------|---|
| Californ<br>Please sele | nia State Agency EFT Menu<br>ect a link below to access a payment site. |
|                         | Application Fees  |
|                         | Invoices  |
| 2000. 2022              | Invoices  |

Step 3: On the PAYMENT INFO enter application fee information

• For the **SWRCB Application Number**, use the Application Number\_(See Section II for guidance on how to identify your application number).

Application ID Format: "CA"(Regional Board)(Project Name) Application ID Example: CAR1DRYCREEK

• The **Invoice Amount** is the amount of the application fee (See Section I for guidance on how to determine fee amounts) being paid.

| Payment Info   | Contact Info Payment Method | Confirm Payment Payment Co | omplete      |              |                            |
|----------------|-----------------------------|----------------------------|--------------|--------------|----------------------------|
| Payment Type : | Application Fees            |                            |              |              |                            |
| SWRG           | Application Number          | Invoice Amount             | Other Amount | Total Amount | Debit Date<br>(MM/DD/YYYY) |
| CAR1DRYCREEK   |                             | \$ 2,985.00                | \$ 0.        | \$           | 2,985.00 08/12/2024        |
| + Add Row      |                             |                            |              |              |                            |
| Cancel         |                             |                            |              |              |                            |

**Step 4**: In the **CONTACT INFO** section enter the required information *for the person making the payment* and click **Continue** 

| Payment Info Contact Info Payment Me | thod Confirm Payment Payment Complete |                       |
|--------------------------------------|---------------------------------------|-----------------------|
| Business Name:                       | California 123                        |                       |
| Contact Name:                        | John Brown                            |                       |
| Address:                             | 123 Sacramento St                     |                       |
|                                      |                                       |                       |
| City:                                | Sacramento                            |                       |
| State/Province:                      | CA 🗸                                  |                       |
| Zip/Postal Code:                     | 95834                                 |                       |
| Country:                             | UNITED STATES                         | ~                     |
| Daytime Phone Number:                | 9165555555                            | 10 characters minimum |
| Email Address:                       | johnbrown@gmail.com                   |                       |
| Re-type Email Address:               | johnbrown@gmail.com                   |                       |
| Back Continue                        |                                       |                       |

**Step 5**: On the **Payment Method** section enter check and payment account information and then click **Continue** 

| Payment Info Contact Info | Payment Method      | Confirm Payment | Payment Complete |  |  |  |
|---------------------------|---------------------|-----------------|------------------|--|--|--|
| 2400<br>                  |                     |                 |                  |  |  |  |
| Routing Number Accou      | Int Number Check N  | lumber          |                  |  |  |  |
| Account Holder Name:      |                     |                 |                  |  |  |  |
| Account Type:             | Select Account Type |                 | ~                |  |  |  |
| Account Number:           |                     |                 |                  |  |  |  |
| Re-Enter Account Number:  |                     |                 |                  |  |  |  |
| Routing Number:           |                     |                 |                  |  |  |  |
| Back Cancel Continue      |                     |                 |                  |  |  |  |

**Step 6**: Review all information carefully, agree to the terms, and click the **Submit** button. The debit account will be charged once you click the Submit button

Step 7: Save and print the payment confirmation for your records

 Submit a copy of the payment confirmation with your application. If your application has already been submitted and you are attempting to pay additional project fees, send payment confirmation to the Water Board staff assigned to your application.

**ACH Credit** - 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.

- You will pay the fees charged by your financial institution for any set-up costs and for each ACH Credit transaction initiated.
- If you choose the ACH Credit method, please contact Fee Unit Staff, see Section VII for contact information. We will provide you with the State Water Resources Control Board's EFT bank account and routing number.
- Save and print the payment confirmation for your records.
  - Submit a copy of the payment confirmation with your application.
  - If your application has already been submitted and you are attempting to pay additional project fees, send payment confirmation to the Water Board staff assigned to your application.

#### V. Making a Manual Payment

Check, Money Order or Cashier Check

- 1. Make the check, money order, or cashier check payable to the State Water Resources Control Board.
- 2. Write the State Water Resources Control Board Application Number (See Section II for guidance on how to identify your application number) on the check, money order, or cashier check.

## 3. <u>Mailed payments should be attached to the application and remitted to the appropriate Water Board.</u>

See Section VII for a link to the **Staff Directory** with a list of State and Regional Water Board addresses.

# • If your application has already been submitted and you are attempting to pay additional project fees, send payment confirmation to the Water Board staff assigned to your application.

### VI. State Water Resource Control Board W-9 Information

Our tax ID is 68-0281986. If you need a completed W-9 form, please contact Fee Unit Staff, see Section VII for contact information.

## VII. Contact

Fee Unit Staff can be emailed at <u>Receipts Unit@waterboards.ca.gov</u> or by phone at 916-341-5000

Please use the <u>Staff Directory</u>

(<u>https://www.waterboards.ca.gov/water\_issues/programs/cwa401/docs/wqc\_staffdir.pdf</u>) to contact Water Boards staff.