Fee Payment Guide

Statewide Winery General Order

General Waste Discharge Requirements for Winery Process Water

State Water Resources Control Board
Waste Discharge Requirement Program
Winter 2021

Additional fee payment information can be found on the Water Board fee payment page
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Online Payments

Electronic Funds Transfer (EFT) Payment

ACH Debit - The Automated Clearing House (ACH) Debit method allows the State Data Collector to electronically debit your bank account and credit the state's bank account. Your account will be debited by the state data collector only upon your initiation and for the amount you specify.

- 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.
- Initiate an [ACH Debit transfer on the First Data website](#) (the application supports the Microsoft Internet Explorer, Chrome, Firefox and Safari browsers).

**Disclosure:** By clicking on the link above, you will be leaving the State Water Resources Control Board (SWRCB) website and entering the state data collector website (First Data). The SWRCB is not affiliated with First Data and is NOT responsible for the contents or links contained on their website. The SWRCB recommends that you read and evaluate First Data's security and confidentiality statements.

**Information required to make a payment:**

- Application, invoice, or loan number
- Bank routing number
- Bank account number

**Step 1:** Initiate an [ACH Debit transfer by going to the First Data website](#)

**Step 2:** Select “Application Fees” to access the payment site.
Step 3: “Payment Info” tab

1. The SWRCB Application Number will be “FA-WINE”.
2. The Invoice Amount is based on the tier your facility is in. You can find the appropriate fee in the adopted fee schedule.
3. Click Continue

Step 4: “Contact Info” Tab

1. Enter the correct contact information for the payment.
2. Click Continue
Step 5: “Payment Method” Tab

1. Enter the information as shown on the screen.
2. Click Continue

Step 6: “Confirm Payment” Tab

1. Verify that the information on the screen is correct. Return to earlier steps to make corrections if necessary.
2. Click Submit Payment
   a. Recommendation: keep a copy of the confirmation screen for your records.
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 us at Receipts_Unit@waterboards.ca.gov or 916-341-5000. We will provide you with the State Water Resources Control Board's EFT bank account and routing number.
  - Note the underscore between Receipts and Unit

Credit Cards – The Official Payments Corporation payment system allows you to use a credit card to make a payment to the SWRCB.

Payments can be made by Visa, MasterCard, or Discover on the Official Payments Corporation website.

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 Resources Control Board.

Disclosures: By clicking on the link above, you will be leaving the SWRCB website and entering the Official Payments Corporation website. The SWRCB is not affiliated with Official Payments and is NOT responsible for the contents of links contained on their website. The SWRCB recommends that you read and evaluate Official Payments security and confidentiality statements.

Step 1: Make a payment by Visa, MasterCard, or Discover on the Official Payments Corporation website

Step 2: Select “Make A Payment” under State Payments
Step 3: Make a Payment

1. State or Territory – select California
2. Payment Entity – select State Water Resources Control Board
3. Payment Type – select Application Fees
4. Click on Make a Payment

Step 4: SWRCB Application Fee Types

1. Select “Waste Discharge Requirement (Non-15) Application” from the drop-down
2. Click Search

Step 5: Application Fees

1. Enter “FA-WINE” in the SWRCB Application Number field.
   a. The red x 📌 should turn into a green checkmark 🟢
2. The Invoice Amount is based on the tier your facility is in. You can find the appropriate fee in the adopted fee schedule.
3. Click ADD
   a. Note if you are submitting payment for more than one facility repeat the steps above for each one.
Step 6: View Cart

1. Once you have added your payment(s) to the cart, click View Cart.

Step 7: Verify

1. Verify that the items in your cart are correct. Remove or add items as necessary.
2. Click Continue
Step 8: Payment information

1. Enter the credit card payment information and complete the reCAPTCHA verification.
2. Click Continue

Step 9: Terms and Conditions

1. Read the Terms and Conditions.
2. Click Accept Terms
**Step 10: Account Information**

1. Enter the correct contact information for the payment.
2. Click Continue

**Step 11: Submit Payment**

1. Verify that the Account Information is correct. Return to earlier screens to correct if needed.
2. Click Submit
   
   a. **Recommendation:** keep a copy of the confirmation screen for your records.
Mailed Payments

Check, Money Order, or Cashier Check

- Make the check, money order, or cashier check payable to the appropriate Regional Water Quality Control Board. Mailing address can be found in the table on the following page of this guidance document.
  - If you need assistance determining which region your facility is in, visit the Water Boards map.
- Write “FA-WINE” on the check, money order, or cashier check (unless the winery has received an invoice number).
- Payments should be remitted to the address on the application, invoice, or loan payment voucher.
Regional Water Quality Control Board Waste Discharge Requirement Payment Mailing Addresses

<table>
<thead>
<tr>
<th>Regional Water Quality Control Board</th>
<th>Mailing Address</th>
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</table>
| **North Coast Regional Water Quality Control Board (Region 1)**  | California Regional Water Quality Control Board  
North Coast Region  
Attention: WDR Program, Wineries  
5550 Skylane Boulevard, Suite A  
Santa Rosa, CA 95403                                                                                           |
| **San Francisco Bay Regional Water Quality Control Board (Region 2)** | San Francisco Bay Regional Water Quality Control Board  
Attention: WDR Program, Wineries  
1515 Clay Street, Suite 1400  
Oakland, CA 94612                                                                                               |
| **Central Coast Regional Water Quality Control Board (Region 3)**  | Central Coast Regional Water Quality Control Board  
Attention: WDR Program, Wineries  
895 Aerovista Suite 101  
San Luis Obispo, CA 93401                                                                                       |
| **Los Angeles Regional Water Quality Control Board (Region 4)**  | Los Angeles Regional Water Quality Control Board  
Attention: WDR Program, Wineries  
320 W. 4th Street, Suite 200  
Los Angeles, CA 90013                                                                                           |
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</table>
| **Central Valley Regional Water Quality Control Board (Region 5)** | **Sacramento Branch:**<br>Central Valley Regional Water Quality Control Board<br>Attention: WDR Program, Wineries<br>11020 Sun Center Drive, Suite 200<br>Rancho Cordova, CA 95670  
**Fresno Branch:**<br>Central Valley Regional Water Quality Control Board<br>Attention: WDR Program, Wineries<br>1685 E Street<br>Fresno, CA 93706  
**Redding Branch:**<br>Central Valley Regional Water Quality Control Board<br>Attention: WDR Program, Wineries<br>364 Knollicrest Drive, Suite 205<br>Redding, CA 96002 |
| **Lahontan Regional Water Quality Control Board (Region 6)**     | **South Lake Tahoe Branch:**<br>Lahontan Regional Water Quality Control Board<br>Attention: WDR Program, Wineries<br>2501 Lake Tahoe Blvd.<br>South Lake Tahoe, CA 96150  
**Victorville Branch:**<br>Lahontan Regional Water Quality Control Board<br>Attention: WDR Program, Wineries<br>15095 Amargosa Road - Bldg. 2, Ste 210<br>Victorville Ca 92394 |
<p>| <strong>Colorado River Basin Regional Water Quality Control Board (Region 7)</strong> | Colorado River Basin Regional Water Quality Control Board&lt;br&gt;Attention: WDR Program, Wineries&lt;br&gt;73-720 Fred Waring Dr., Suite 100&lt;br&gt;Palm Desert, CA 92260 |</p>
<table>
<thead>
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<th>Regional Water Quality Control Board</th>
<th>Mailing Address</th>
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| Santa Ana Regional Water Quality Control Board (Region 8) | Santa Ana Regional Water Quality Control Board  
Attention: WDR Program, Wineries  
3737 Main Street, Suite 500  
Riverside, CA 92501-3348 |
| San Diego Regional Water Quality Control Board (Region 9) | San Diego Regional Water Quality Control Board  
Attention: WDR Program, Wineries  
2375 Northside Drive, Suite 100  
San Diego, CA 92108 |
Document Links

Cover Page
Water Board fee payment page
https://www.waterboards.ca.gov/resources/fees/

Page 1
ACH Debit transfer by going to the GovOne website
www.govone.com/PAYCAL/SWRCB/Account

Page 2
Fee Schedule
https://www.waterboards.ca.gov/resources/fees/docs/fy2122_2200_winery.pdf

Page 4
Official Payments Corporation website
www.officialpayments.com

Page 10
Water Boards map
https://www.waterboards.ca.gov/waterboards_map.html