

Chapter 11 Quarterly Fee Payment

May 11, 2020

Pursuant to [Local Rule 5081-1\(c\)](#) all **Chapter 11 quarterly fees** must be paid electronically via CM/ECF by the filer when filing the *Chapter 11 Quarterly Fee Statement* in CM/ECF. Select **Bankruptcy > Miscellaneous > Chapter 11 Quarterly Fee Statement** and click **NEXT**. Proceed through the screens, browse and attach the *Chapter 11 Quarterly Fee Statement* and click **NEXT**.

A screen will be displayed to enter the Filing Period (i.e. March 2020, June 2020) and the dollar amount of the quarterly fee (without commas separating thousands) as shown below.

Quarterly fees in chapter 11 cases must be paid electronically via CM/ECF by the filer. Please make payment when filing the Chapter 11 Quarterly Fee Statement.

Enter Filing Period

Fee: \$

Once the completed docket text is submitted, a "Summary of Current Charges" screen appears that includes the quarterly fee payment you have entered. Select **Pay Now** to continue and complete the quarterly fee payment through **Pay.gov**.

Accepted **Payment Methods** for payment of chapter 11 quarterly fees:

- Bank accounts
 - Personal checking and savings
 - Business savings, checking and general ledger
 - ACH Credit, allowed by some agencies
- Credit cards
 - American Express
 - Discover-branded cards
 - Discover
 - JCB
 - Union Pay
 - Some Diners Club cards
 - Master Card
 - Visa
- Debit Cards with a MasterCard or Visa logo

Below are the **Payment Limits** set in **Pay.gov**. Your bank or the agency being paid may have a lower limit.

- **Bank Accounts for ACH Debit or Credit**
 - Up to \$99,999,999.99 per transaction, limited by the funds available in the account.

- **Credit Cards**
 - Up to a total of \$24,999.99 for all transactions with one or more U.S. Government agencies conducted on the same day using the same credit card. The total could combine payments made on Pay.gov and payments made any other way, such as presenting or swiping the card directly at an agency office.
Example: On a Thursday, the same credit card is used for three separate payments of \$10,000 each. Two payments were made on Pay.gov. The third payment, made directly to an agency, will be rejected because the total of all payments made with the credit card is over the daily limit. You could, however, use a different credit card for the third payment.
 - **You may not split payments using the same card if the total will be over the limit,** even if partial payments are made on different days.
Example: You must pay a fee of \$35,000. You decide to make two partial payments using the same credit card. On Thursday you pay \$20,000. On Friday, you pay the remaining \$15,000. Because both payments are for the same fee, the same card was used and the total of both payments is over the limit, Friday's payment will be rejected. You could use a different credit card for each partial payment.

- **Debit Cards**
 - No limit except for the funds available in your account.

Additional Guidance for Paying the Chapter 11 Quarterly Fee:

If you have already docketed the *Chapter 11 Quarterly Fee Statement* but failed to pay the filing fee after submitting the docket entry, go to **Utilities > Internet Payments Due**, select the Chapter 11 quarterly fee to be paid and continue with the payment through **Pay.gov** using your bank account or credit/debit card as noted above.

If you need to pay the Chapter 11 Quarterly Fee without submitting the *Chapter 11 Quarterly Fee Statement*, you may docket the **Payment of Fee (Chapter 11 Quarterly Fee)** event by selecting **Bankruptcy > Miscellaneous > Payment of Fee (Chapter 11 Quarterly Fee)**. Once you complete and submit this docket event, you will see the "Summary of Current Charges" screen that includes the quarterly fee payment you have just entered. Select **Pay Now** to continue and complete the quarterly fee payment through **Pay.gov**.