

WHAT IS PAY.GOV?

Pay.gov is the convenient and fast way to make secure electronic payments to Federal Government Agencies.

## Benefits of using Pay.gov

No more paper, stamps or delay in the mail. Payments can be submitted on-line anytime and anywhere with internet access.

Payments can be made on-line 24 hours a day, 7 days a week. You are able to make one-time payments or establish recurring payments (direct debit only).

#### Ways to Pay your Debt?

**Debit Card.** One-time payments can be made using debit cards.

## Checking or Savings Account.

One-time or recurring payments can be made using business or personal checking and savings accounts.



### **U.S. District Court**

District of South Dakota

400 S Phillips Ave, Room 128 Sioux Falls, SD 57104

225 S Pierre St, Room 405 Pierre, SD 57501

515 Ninth St, Room 302

Phone: 605-977-8955 Website: www.sdd.uscourts.gov E-mail: restitution@sdd.uscourts.gov



## Pay.gov On-line Criminal Debt Payments



U.S. District Court
District of South Dakota



## Where Can I Make my On-line Payment?

Users can make payments on-line by visiting <a href="https://www.pay.gov">https://www.pay.gov</a>. This website is accessible by any computer, tablet or mobile device with an internet connection.

Once you have accessed the Pay.gov website, use the search feature to search "South Dakota Criminal Debt" This will allow you to access the form and make your payment.

# What if I don't have access to a computer or the internet?

Public computers located in any of the three Clerk's Office lobbies have access to the Pay.gov website.

# How Do I Pay On-Line?

**Step 1:** Obtain your Court and Defendant Number from your US Probation Officer, your monthly debtor statement (CCAM Number) or contact the District Court Clerk's Office.

**Step 2:** Using your computer or internet device, visit <a href="https://www.pay.gov">https://www.pay.gov</a>.

**Step 3:** From the home page, go to Search Public Forms and enter "South Dakota Criminal Debt" into the search field and click "enter".

**Step 4:** From the "Search Results" screen, click the blue hyperlink button titled "Continue." On the Before you Begin page, click the blue hyperlink button titled "Continue to the Form

**Step 5:** Enter your personal information into the form. Enter your Court and Defendant Number and payment amount. Click Continue. You can find your case number on your Court Case Number: i.e. 4:24CR40001-001

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**Step 6:** Enter your payment information and click submit. Follow the instructions to finalize your payment.

#### Questions?

Please contact the Clerk's Office of the U.S. District Court for assistance with making payments on-line at 605-977-8955.

Additional instruction materials can be found on the District Court website at: <a href="https://www.sdd.uscourts.gov">https://www.sdd.uscourts.gov</a>

## HOW TO SETUP RECURRING PAYMENTS

Recurring, or scheduled, on-line payments are available to registered Pay.gov users using a direct debt (ACH) payment from a checking or savings account.

**Step 1:** If not already registered, users must create an account by clicking the "Sign In" link located in the upper-right corner of the Pay.gov website.

**Step 2:** When creating an account, you can use an ID.me or Login.gov, if you already have either of these ids already, you can use it or you will need to create one. Be sure to save your direct debt payment information. Once completed, use the search feature to search "South Dakota Criminal Debt."

**Step 3:** Continue to the form and proceed with entering your personal information including case number and payment amount.

**Step 4:** From the payment information screen, users have the ability to choose whether they want to make a onetime payment or "multiple payments."

**Step 5:** After selecting "multiple payments," select the frequency of your payments and the total number of payments to be made.

**Step 6:** Users have the option, through their profile settings, of choosing whether or not to receive email reminders of pending recurring payments.