

Discrepancy Scenario #1: One-Part of a Two-Part Collection Filed

- Failing to file and schedule both payments for a two-part collection will cause a discrepancy.
- To resolve this discrepancy, you will duplicate the Form already filed for the one payment of the two-part collection.
- **REMINDER:** The user will view Forms by the Pay.gov tracking number to ensure the proper Form is viewed or duplicated.

Discrepancy Scenario #1: One-Part of a Two-Part Collection Filed (continued)

Discrepancy #1	Two-Part Collection Filed – Filed ONLY the First Collection <u>OR</u> the Second Collection – No companion payment filed.
Resolution	<ul style="list-style-type: none">• Follow the steps for duplicating the Form.• Ensure New is selected as the Type of Filing.• Select the missing payment type (First Collection or Second Collection) under Type of Payment that was not filed.<ul style="list-style-type: none">○ For example, if you completed the 2015 Form for the First Collection, choose Second Collection under Type of Payment; or○ If you completed the 2015 Form for the Second Collection, choose First Collection under Type of Payment.• Verify all information is accurate, and schedule payment.

Discrepancy Scenario #1: One-Part of a Two-Part Collection Filed (continued)

Ensure **New** is selected as the Type of Filing.

* Type of Filing ?

New Re-Filing Resubmission Invoice

* Type of Payment ? (All payment types must be filed and scheduled)

- First Collection - Contribution for Program Payments (Regulatory Payment Due Date - January 15, 2016)
- Second Collection - Contribution for General Fund of (Regulatory Payment Due Date - November 15, 2016)
- Combined Collection - First Collection + Second Collection (Regulatory Payment Due Date - January 15, 2016)

- Select **Second Collection** to file the Second Collection contribution or **First Collection** to file the First Collection contribution.
- Verify all information on the Form, and schedule payment.



When duplicating the Form, you must update the **Type of Payment** in order to update the payment amount and prevent a duplicate payment.