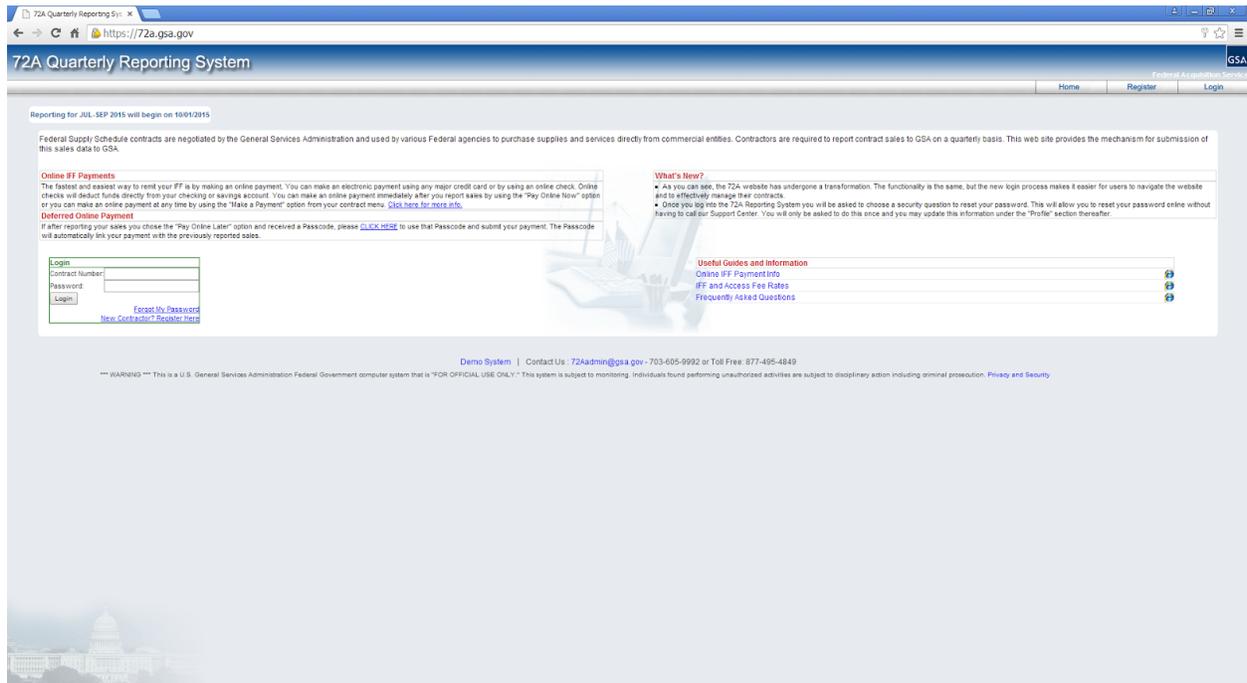
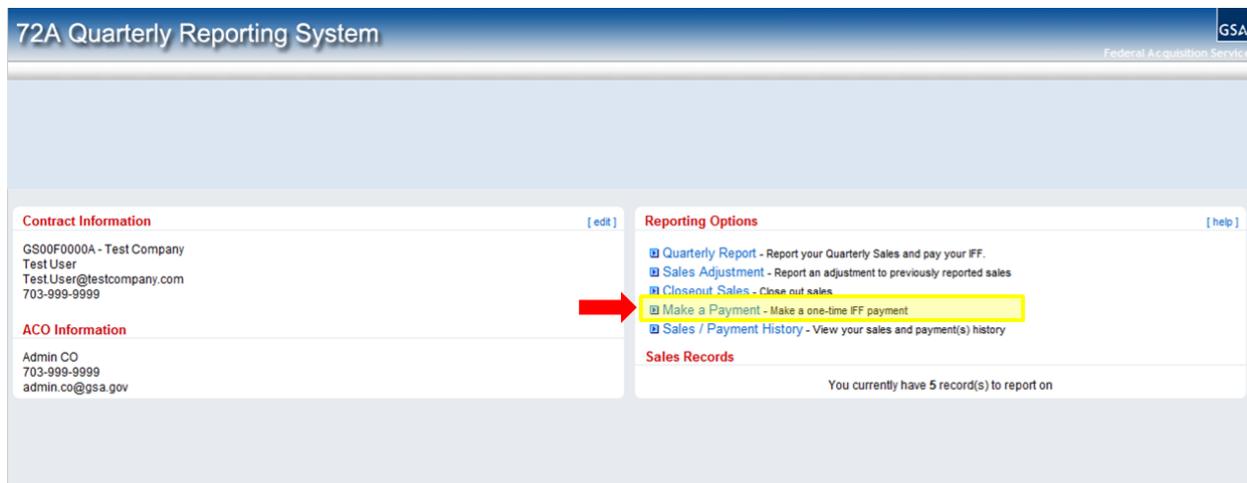


# How to Make an IFF Payment

**Step 1:** go to <https://72a.gsa.gov>. Log in using your contract number and password (*HINT: Do NOT use hyphens in your contract number*). Please note that new contractors must register your contract to receive a logon credential by using the “New Contractor? Register Here” link at the <https://72a.gsa.gov> login box.



**Step 2:** Select Make a Payment



Step 3: Select the appropriate quarter and year for the IFF payment (note: the default selection will be the most current quarter). Next, select "Payment Type" as either Online Check or Credit Card. Then input the IFF payment amount and select "Next" to proceed with payment confirmation. Note that one payment may be applied to span multiple quarters.

The screenshot shows a web browser window with the URL <https://72a.gsa.gov/payment/RairPaymentOptions.cfm?CFID=691521&CFTOKEN=a5f0cea8e5494757-C0041F8>. The page title is "72A Quarterly Reporting System". The main heading is "Make an ePayment". Below the heading is a paragraph of instructions: "If you wish to report current sales and pay the corresponding IFF, please use the 'Report Quarterly Sales' link. This payment option is to be used only when you want to make a payment for prior IFF owed or if you are making a payment for an amount other than what you currently owe for the current quarter. If you are unsure of what you owe, please consult with your ACO to verify the amount before making any payments." Below this is a form with three columns: "Quarter", "Year", and "IFF Amount to be Paid". The "Quarter" dropdown is set to "(JAN 01 - MAR 31)", and the "Year" dropdown is set to "2015". The "IFF Amount to be Paid" field is empty. Below the form, there are radio buttons for "Payment Type: Online Check" (selected) and "Credit Card". A "Next >>" button is located to the right of the form. At the bottom of the page, there is a "Demo System" notice and a "WARNING" message: "This is a U.S. General Services Administration Federal Government computer system that is 'FOR OFFICIAL USE ONLY'. This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution. Privacy and Security".

If you are unable to pay online using a Credit Card or Online check, please mail a check payable to:

General Services Administration  
ACCOUNTS RECEIVABLE BRANCH (6BCDR)  
P.O. Box 979017  
St. Louis, MO 63197-9017

**\*\*\*Ensure you indicate your contract number in the memo line of your check to receive credit for the payment\*\*\***

Follow the same procedure for both quarterly IFF payments and sales adjustments resulting in increased sales.

Remember, please be sure to report quarterly sales and pay the IFF fee within the 30 calendar day deadline at the end of each reporting quarter.