



**U.S. Department of Justice**

Bureau of Alcohol, Tobacco,  
Firearms and Explosives

*Assistant Director*

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Washington, DC 20226

January 25, 2008

**OPEN LETTER TO PERSONS SUBMITTING PAYMENTS TO ATF**

including license and permit application fees, Special Occupational Taxes, Arms Export Control Act registration fees, and NFA transfer and making taxes

The purpose of this letter is to provide notification that the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) will be switching to electronic funds processing (ECP) for all payments received by the agency. If you are presenting ATF a check, it will be converted into an electronic funds transfer (EFT). This means that ATF will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually occur within twenty-four (24) hours, and will be shown on your regular account statement.

You will not receive your original check back. ATF will destroy your original check, but we will keep a digital image of it. If the EFT cannot be processed for technical reasons, you authorize ATF to process the digital image in place of your original check. If the EFT cannot be completed because of insufficient funds, ATF may try to make the transfer up to two (2) additional times. In this situation, you will be charged a one-time fee of fifteen (15) dollars, which will also be collected by EFT. This fee is in addition to any other charges that may be imposed by your bank

The switch to ECP will not take place any sooner than thirty (30) days from the date of this letter. If you have any questions about the issues addressed in this letter you may contact the Firearms and Explosives Services Division at 304-616-4590.