

# State Water Resources Control Board Water Quality Certification Application Fee Payment Instructions

The State Water Resources Control Board (State Water Board) accepts credit card, ACH debit/credit, and manual payments (Check, Money Order, or Cashier Check).

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## I. Application Fee

To determine the amount due for your water quality certification application fee, please refer to the Current year's adopted fee schedule (California Code of Regulations, Title 23, Section 2200) The most recent fee schedule and other water quality certification fee information can be found the [401 Water Quality Certification and Wetlands Program](https://www.waterboards.ca.gov/water_issues/programs/cwa401/#fees) webpage ([https://www.waterboards.ca.gov/water\\_issues/programs/cwa401/#fees](https://www.waterboards.ca.gov/water_issues/programs/cwa401/#fees)).

For convenience the program has provided a [Water Quality Certification Dredge or Fill Fee Calculator](https://www.waterboards.ca.gov/resources/fees/water_quality/docs/dredgefillcalculator.xlsx). ([https://www.waterboards.ca.gov/resources/fees/water\\_quality/docs/dredgefillcalculator.xlsx](https://www.waterboards.ca.gov/resources/fees/water_quality/docs/dredgefillcalculator.xlsx)). This calculator is provided as an aid and does not supersede the adopted fee schedule.

### Important:

- Application fees are due when you submit your application.
- Additional project fees, if applicable, may be paid at the time of application, but must be paid before a certification will be issued.

## II. Application Number Guidance

To submit an online payment, you need to generate an “Application Number” using the following information. All Water Quality Certification Application Numbers begin with “CA”.

**If Water Board Staff has assigned a WDID number to the project**, use “CA” followed by the WDID number. For example, CASB16005IN.

**If you do not have a WDID number**, the Application Number is composed of the following information:

- CA
- The identifier code for water board (Table 1) where your application is filed (e.g. SB, RB1, RB2, RB3...)
- An abbreviated title of the Project Name using up to 8 characters. For example, a Project Name of “Dry Creek Pole Replacement would be “DRYCREEK”
- Month (mm) and day (dd) that the application was signed. For example, January 1, 2024 = 0101
- Application Number = CAR1DRYCREEK0101

NOTE: To identify which regional board your project should be filed with, please enter project coordinates into the [State Water Boards Map](https://www.waterboards.ca.gov/waterboards_map.html) ([https://www.waterboards.ca.gov/waterboards\\_map.html](https://www.waterboards.ca.gov/waterboards_map.html)).

For projects that cross Regional Water Board boundaries or enrollment in the State Water Board’s General Certification of Corps’ Nationwide Permit numbers 12, 57, or 58, submit your Notice of Intent to the State Water Board.

*Table 1 Water Board Name and Identifier*

| <b>Water Board Name</b>                                       | <b>Counties</b>   | <b>Identifier Code</b> |
|---|---|------------------------|
| Region 1 – North Coast Regional Quality Control Board         | Del Norte, Glenn, Humboldt, Lake, Marin, Mendocino, Modoc, Siskiyou, Sonoma, and Trinity  | CAR1                   |
| Region 2 – San Francisco Regional Water Quality Control Board | Alameda, Contra Costa, San Francisco, Santa Clara (north of Morgan Hill), San Mateo, Marin, Sonoma, Napa, and Solano  | CAR2                   |
| Region 3 – Central Coast Regional Water Quality Control Board | Santa Clara (south of Morgan Hill), San Mateo (southern portion), Santa Cruz, San Benito, Monterey, Kern (small portions), San Luis Obispo, Santa Barbara, and Ventura (northern portion) | CAR3                   |
| Region 4 – Los Angeles Regional Water Quality Control Board   | Los Angeles, Ventura, and small portions of Kern and Santa Barbara counties   | CAR4                   |

## State Water Resources Control Board

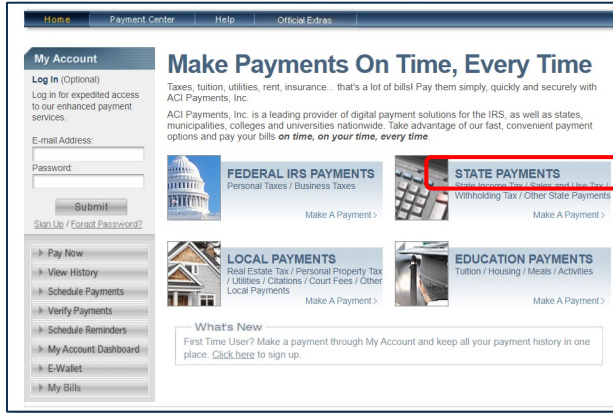
|   |  |       |
|---|--|-------|
| Region 5 – Central Valley Regional Water Quality Control Board, Sacramento Office | Modoc, Shasta, Lassen, Plumas, Butte, Glen, Colusa, Lake, Sutter, Yuba, Sierra, Nevada, Placer, Yolo, Napa, (N. East), Solano (West), Sacramento, El Dorado, Amador, Calaveras, San Joaquin, Contra Costa (East), Stanislaus, Tuolumne, Merced, Mariposa, Madera, Kings, Fresno, Tulare, Kern and very small portions of San Benito, San Luis Obispo | CAR5S |
| Region 5 – Central Valley Regional Water Quality Control Board, Fresno Office     | Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare  | CAR5F |
| Region 5 – Central Valley Regional Water Quality Control Board, Redding Office    | Butte, Glen, Lassen, Modoc, Plumas, Shasta, Siskiyou, and Tehama   | CAR5R |
| Region 6 – Lahontan Regional Water Quality Control Board                          | Modoc (East), Lassen (East side and Eagle Lake), Sierra, Nevada, Placer, El Dorado, Alpine, Mono, Inyo, Kern (East), San Bernardino, and Los Angeles (N/E corner)  | CAR6  |
| Region 7 – Colorado River Regional Water Quality Control Board                    | Imperial, San Bernardino, Riverside, and San Diego   | CAR7  |
| Region 8 – Santa Ana Regional Water Quality Control Board                         | Orange, Riverside, and San Bernardino  | CAR8  |
| Region 9 – San Diego Regional Water Quality Control Board                         | San Diego, Imperial, and Riverside   | CAR9  |
| State Water Board   | Any projects that cross regional board boundaries or Enrollees under the General 401 Certification for NWP 12, 57, and 58 (Order No. 2020-0039-EXEC)   | CASB  |

### III. Making a Credit Card Payment

The State Water Board utilizes a third-party website, Official Payments Corporation, to accept credit card payments. Official Payments Corporation charges a convenience fee to accept credit card payments. This fee is in addition to the State Water Board fees.

**Step 1:** To make a payment by Visa, MasterCard, American Express, or Discover card, visit the Official Payments Corporation website at <https://www.officialpayments.com/>

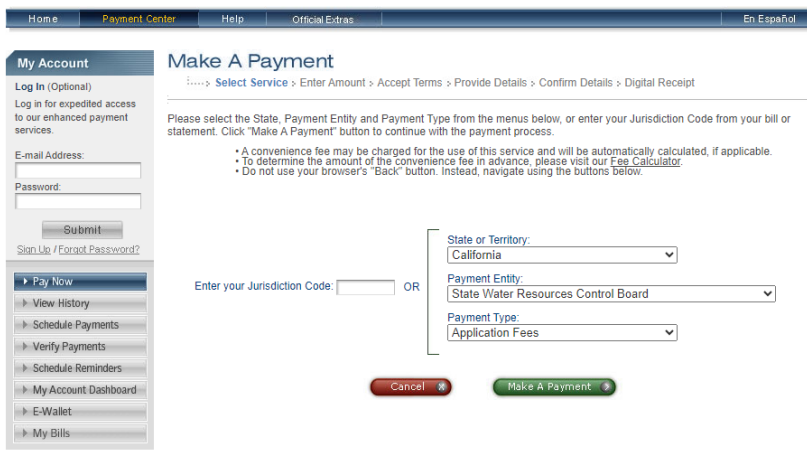
## Step 2: Select **STATE PAYMENTS** from the four options



## Step 3: On the **Make A Payment** page, enter the following:

- State or Territory – select California
- Payment Entity – select State Water Resources Control Board
- Payment Type – select Application Fees

After selecting all three items, click the green **Make a Payment** button. The system will direct you to the payment page to enter your payment information.



**Step 4:** Find the drop-down menu at the bottom of the page for **SWRCB Application Fee Types** and select **401 Certification Application**. Then click **Search**.

Category : Application Fees

Application Fees

| SWRCB Application Fee Types                                       | Sample Number    |
|---|------------------|
| 401 Certification Application                                     | CAR1DRYCREEK0101 |
| Cannabis Cultivation Waste Discharge Application                  | BAJOHN0525       |
| Cannabis Cultivation Water Right Registration                     | UAR00001         |
| Confined Animal Application                                       | AAGOOF0125       |
| Drinking Water Application  | DATOON0115       |
| Drinking Water Operator Certification Application                 | ZABROW6789       |
| Environmental Laboratory Accreditation Program (ELAP) Application | EASMIT0415       |
| Irrigated Land Application  | IAGOOF0125       |
| Land Disposal (Sub-15) Application                                | LATAYL01021      |
| NPDES Application   | NAJONE0515       |
| Storm Water Application   | SA1234567        |
| Tank Tester Application   | TATHOM0215       |
| Waste Discharge Requirement (Non-15) Application                  | WAMICK0815       |
| Waste Discharge Requirement (Winery) Application                  | FA-10118         |
| Wastewater Operator Certification Application                     | OABROW6789       |
| Water Devices Application   | VARWTDINV00057   |
| Water Rights Application  | RA123456         |
| Waste Discharge Requirement (Winery) Application                  | FA-10118         |
| Wastewater Operator Certification Application                     | OABROW6789       |
| Water Devices Application   | VARWTDINV00057   |
| Water Rights Application  | RA123456         |

Please be aware that a convenience fee will be charged for using this system. The convenience fee will be calculated and added to each application fee payment during the review and accept step. This convenience fee is in addition to the amount owed to the State Water Resources Control Board.

To proceed with making a payment, please select the type of Application Fee Payment you wish to make in the dropdown box below and click on Search to continue. In order to properly apply your payment, it is imperative that you input your application number like the examples above. A maximum of 10 different payments can be made at one time.

PLEASE NOTE: Hitting the cancel button on the following pages will cancel all items in your cart and return you to the beginning.

[Quick Guide to finding your Application Number](#)

SWRCB Application Fee Types

401 Certification Application Search

**Step 5:** On the **Search Results: Application Fees** page, use the grid to enter payment information. For the SWRCB Application Number, enter your Application Number (See Section II for guidance on how to identify your application number) and payment amount(s) and click **Add** button (it will change to green).

Repeat to enter additional payment(s) if needed.

Click **View Cart** when all application numbers and payment amounts are entered.

State Water Resources Control Board  
Application Fees

[SEARCH](#) > [PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

\*Item(s) you selected have been added to the Cart

Search Results: Application Fees

1 item(s) in Cart

| Select                             | SWRCB Application Fee Types   | SWRCB Application Number | Amount Due | Amount                            |
|------------------------------------|-------------------------------|--------------------------|------------|-----------------------------------|
| Added to Cart                      | 401 Certification Application | CAR1DRYCREEK0101         | \$0.00     | \$2,985.00                        |
| <input type="button" value="ADD"/> | 401 Certification Application | <input type="text"/>     | \$0.00     | <input type="text" value="0.00"/> |
| <input type="button" value="ADD"/> | 401 Certification Application | <input type="text"/>     | \$0.00     | <input type="text" value="0.00"/> |
| <input type="button" value="ADD"/> | 401 Certification Application | <input type="text"/>     | \$0.00     | <input type="text" value="0.00"/> |
| <input type="button" value="ADD"/> | 401 Certification Application | <input type="text"/>     | \$0.00     | <input type="text" value="0.00"/> |
| <input type="button" value="ADD"/> | 401 Certification Application | <input type="text"/>     | \$0.00     | <input type="text" value="0.00"/> |
| <input type="button" value="ADD"/> | 401 Certification Application | <input type="text"/>     | \$0.00     | <input type="text" value="0.00"/> |
| <input type="button" value="ADD"/> | 401 Certification Application | <input type="text"/>     | \$0.00     | <input type="text" value="0.00"/> |
| <input type="button" value="ADD"/> | 401 Certification Application | <input type="text"/>     | \$0.00     | <input type="text" value="0.00"/> |

**Step 7:** Review payments on the next screen and make corrections, if needed.

Click **Continue** to proceed to the **PAYMENT INFORMATION** section.

**Step 8:** In the **PAYMENT INFORMATION** section, fill in the credit card information and click **Continue**.

**Step 9:** Review the **ACI Payments, Inc Terms and Conditions** and, if agreed, click **Accept Terms**.

State Water Resources Control Board  
Invoices  
SEARCH > PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

**Review & Accept Terms**

| Payment Method     | Amount     | Service Fee | Total     |
|--------------------|------------|-------------|-----------|
| VISA Ending in XXX | \$2,985.00 | \$79.10     | \$3,064.1 |

**ACI Payments, Inc. Terms and Conditions:**  
THIS PAYMENT SERVICE IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS  
Do not use or access this Website or Service if You do not agree to be bound by these Terms and Conditions  
These Terms and Conditions ("Terms and Conditions") are in effect for all transactions processed through this payments website ("Website") on or after May 9, 2019, and apply to and govern Your access to and use of this Website, the Service and all Alternative Channels. This payment processing service is offered to You on behalf of your Biller ("Service").  
It is important to carefully review all Terms and Conditions below, including the provision concerning REFUNDS. These Terms and Conditions may be amended at any time. All amended terms shall be effective immediately after they are posted to the Website. By using this Website after such modifications are posted, You are agreeing to accept and comply with the Terms and Conditions as modified. These Terms and Conditions also apply to Service transactions, or Payments, made by or through any "Alternative Payment Channels" including those Payments initiated, or completed through, Integrated Voice Response (IVR) systems, customer service representatives, telephone, internet, or any other means or mechanisms of Payment acceptance. These Terms and Conditions do not constitute an offer of insurance, annuity, or any other financial product or service, and are not intended to be used in conjunction with any such product or service.

Printer Friendly

Please note you will not be charged until you Submit at end.

Back | Cancel **Accept Terms**

**Step 10:** In the **PAYER INFORMATION** section enter the required information for the *person making the payment* and click **Continue**

**Step 11:** Review all information carefully and click the **Submit** button.

NOTE: the credit card will be charged once you click the Submit button.

State Water Resources Control Board  
Invoices  
SEARCH > PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

**REVIEW & SUBMIT**

Please review all information carefully and click the "Submit Payment" button below.

**Application Fees**

| SWRCB Application Fee Types   | SWRCB Application Number | Amount     |
|-------------------------------|--------------------------|------------|
| 401 Certification Application | CAR1DRYCREEK0101         | \$2,985.00 |

| Payment Method     | Amount     | Service Fee | Total     |
|--------------------|------------|-------------|-----------|
| VISA Ending in XXX | \$2,985.00 | \$79.10     | \$3,064.1 |

**Account Information**

|                |                   |
|----------------|-------------------|
| Name           | JOHN DOE          |
| Street Address | 123 STREET AVENUE |
| City           | SACRAMENTO        |
| State          | CA                |
| Zip code       | 95842             |
| Country        | United States     |
| Daytime phone  | (916) 123 - 4564  |
| Email          | MYEMAIL@EMAIL.COM |

Back | Cancel **Submit**

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

**Step 12:** **Save** and **print** the payment confirmation for your records.

- **Submit a copy of the payment confirmation with your application. If your application has already been submitted and you are attempting to pay additional project fees, send payment confirmation to the Water Board staff assigned to your application.**

## IV. Making an ACH Debit or Credit Payment

**ACH Debit** - The Automated Clearing House (ACH) Debit method allows the state's data collector to electronically debit your bank account for the amount you specify.

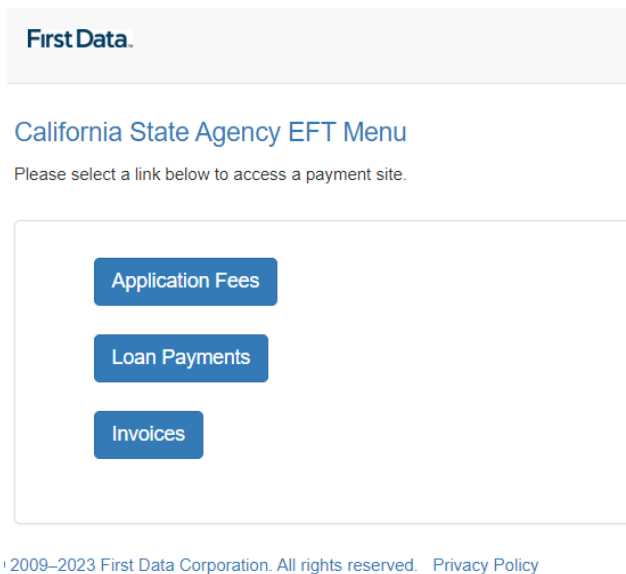
Note: The state covers the cost of making an ACH Debit payment through the First Data payment portal. However, you will be responsible for any fees your financial institution may charge for the transfer of funds.

**Step 1:** To initiate an ACH Debit transfer, please visit [www.govone.com/PAYCAL/SWRCB/Account](http://www.govone.com/PAYCAL/SWRCB/Account).

Have the following information ready to make a payment:

- Application Number (See Section II for guidance on how to identify your application number)
- Bank routing number
- Bank account number

**Step 2:** On The **California State Agency EFT Menu** Select **Application Fees**



**Step 3:** On the **PAYMENT INFO** enter application fee information

- For the **SWRCB Application Number**, use the Application Number (See Section II for guidance on how to identify your application number).
- The **Invoice Amount** is the amount of the application fee (See Section I for guidance on how to determine fee amounts) being paid.

Payment Info Contact Info Payment Method Confirm Payment Payment Complete

Payment Type : Application Fees

| SWRC Application Number | Invoice Amount | Other Amount | Total Amount | Debit Date (MM/DD/YYYY) |
|-------------------------|----------------|--------------|--------------|-------------------------|
| CAR1DRYCREEK010         | \$ 2,985.00    | \$ 0.00      | \$ 2,985.00  | 08/12/2024              |

+ Add Row

Cancel Continue

**Step 4:** In the **CONTACT INFO** section enter the required information *for the person making the payment* and click **Continue**

The screenshot shows the 'CONTACT INFO' section of a payment form. At the top, there are five tabs: 'Payment Info', 'Contact Info', 'Payment Method', 'Confirm Payment', and 'Payment Complete'. The 'Contact Info' tab is selected. Below the tabs are several input fields: 'Business Name' (California 123), 'Contact Name' (John Brown), 'Address' (123 Sacramento St), 'City' (Sacramento), 'State/Province' (CA), 'Zip/Postal Code' (95834), 'Country' (UNITED STATES), 'Daytime Phone Number' (9165555555), 'Email Address' (johnbrown@gmail.com), and 'Re-type Email Address' (johnbrown@gmail.com). At the bottom left, there are two buttons: 'Back' and 'Continue'.

**Step 5:** On the **Payment Method** section enter check and payment account information and then click **Continue**

The screenshot shows the 'Payment Method' section of a payment form. At the top, there are five tabs: 'Payment Info', 'Contact Info', 'Payment Method', 'Confirm Payment', and 'Payment Complete'. The 'Payment Method' tab is selected. Below the tabs is a large image of a check for \$2400.00. Below the check image are three labels: 'Routing Number', 'Account Number', and 'Check Number'. Below these labels are five input fields: 'Account Holder Name', 'Account Type' (Select Account Type), 'Account Number', 'Re-Enter Account Number', and 'Routing Number'. At the bottom left, there are three buttons: 'Back', 'Cancel', and 'Continue'.

**Step 6:** Review all information carefully, agree to the terms, and click the **Submit** button. The debit account will be charged once you click the Submit button

**Step 7: Save and print** the payment confirmation for your records

- **Submit a copy of the payment confirmation with your application. If your application has already been submitted and you are attempting to pay additional project fees, send payment confirmation to the Water Board staff assigned to your application.**

**ACH Credit** - The ACH Credit method allows your financial institution to debit your account and credit the state's bank account. Your account will be debited by your financial institution upon your initiation and for the amount you specify.

- You will pay the fees charged by your financial institution for any set-up costs and for each ACH Credit transaction initiated.
- If you choose the ACH Credit method, please contact Fee Unit Staff, see Section VII for contact information. We will provide you with the State Water Resources Control Board's EFT bank account and routing number.



- **Save** and **print** the payment confirmation for your records.
  - **Submit a copy of the payment confirmation with your application.**
  - **If your application has already been submitted and you are attempting to pay additional project fees, send payment confirmation to the Water Board staff assigned to your application.**

### V. Making a Manual Payment

Check, Money Order or Cashier Check

1. Make the check, money order, or cashier check payable to the State Water Resources Control Board.
2. Write the State Water Resources Control Board Application Number (See Section II for guidance on how to identify your application number) on the check, money order, or cashier check.
3. **Mailed payments should be attached to the application and remitted to the appropriate Water Board.**

See Section VII for a link to the Staff Directory with a list of State and Regional Water Board addresses.

- **If your application has already been submitted and you are attempting to pay additional project fees, send payment confirmation to the Water Board staff assigned to your application.**

### VI. State Water Resource Control Board W-9 Information

Our tax ID is 68-0281986. If you need a completed W-9 form, please contact Fee Unit Staff, see Section VII for contact information.

### VII. Contact

Fee Unit Staff can be emailed at [Receipts\\_Unit@waterboards.ca.gov](mailto:Receipts_Unit@waterboards.ca.gov) or by phone at 916-341-5000

Please use the [Staff Directory](#)

([https://www.waterboards.ca.gov/water\\_issues/programs/cwa401/docs/wqc\\_staffdir.pdf](https://www.waterboards.ca.gov/water_issues/programs/cwa401/docs/wqc_staffdir.pdf)) to contact Water Boards staff.