



## State of New Jersey

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The attached Guide for Paying your NJ GUDPA Annual Fee Online will go through the details required for institutions participating in GUDPA for payment of the annual fee due for the June 30, 2011 filing. To effect electronic payment of the annual GUDPA fee follow the steps as noted below:

1. File your June 30 GUDPA report electronically
  - a. Allow up to 2 full business days for approval of GUDPA report
2. Email is sent to GUDPA contacts upon approval including amount due
3. Proceed through the electronic payment process as detailed in the attachment.
4. Print the "Pay NJ DOBI by eCheck" screen for your records if desired
5. Payment will be charged to your account in 3-10 business days
  - a. The date payment is authorized will be considered the date of payment

As questions develop, the Department may publish a Frequently Asked Questions ("FAQ") link on the GUDPA web site. The Guide for Paying your NJ GUDPA Annual Fee Online that follows details the payment process. Any questions regarding GUDPA or the payment process should be directed to the GUDPA Help site at [gudpa.help@dobi.state.nj.us](mailto:gudpa.help@dobi.state.nj.us).

Thank you for your cooperation.



## Guide for Paying your NJ GUDPA Annual Fee Online

NJ DOBI has provided this guide that explains & illustrates how to pay your GUDPA annual fee online through the NJ GUDPA online system.

Payment of NJ GUDPA Annual Fee is required for all non-NJ chartered institutions.

NOTE! – In order for your Annual Fee to be calculated you must have submitted your June 30<sup>th</sup> Valuation Date filing. Please allow up to 2 business days for approval of your GUDPA filing. Once the Department **has accepted and approved your filing**, the primary and secondary contacts on record will receive an email confirming this action. In this email, there will be link to the NJ GUDPA system (<http://bankgudpa.nj.gov>) which will be your starting point for the payment process.

**STEP 1: Open your web browser and go to <http://bankgudpa.nj.gov>**

This is the Online GUDPA Member Quarterly Filings page. Once there, click on the "Login to GUDPA" just as you would if you were submitting a filing.

STATE OF NEW JERSEY  
DEPARTMENT OF BANKING & INSURANCE

OFFICE OF DEPOSITORIES  
ONLINE GUDPA MEMBER QUARTERLY FILINGS

The Governmental Unit Deposit Protection Act ("GUDPA") is a supplemental insurance program set forth by the New Jersey Legislature to protect the deposits of municipalities and local government agencies. The program is administered by the Commissioner of the New Jersey Department of Banking and Insurance.

Amendments to the Governmental Unit Deposit Protection Act are explained in [Bulletin 10-08](#).

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After enrolling and once certified, you will receive correspondence from the NJ Department of Banking and Insurance Office of Depositories which contains your Federal Certificate Number and a GUDPA PIN#. To utilize the online GUDPA Member Quarterly Filing Application you will need to register using your depository's Federal Certificate Number and assigned GUDPA PIN#. **You MUST have these items on hand when you register.**

▶ Register

*Forgotten or misplaced your GUDPA PIN#?  
[E-mail the Office of Depositories](#) for assistance.*

During the registration process, you will create a MyNewJersey Logon ID and password which you will use to sign into the GUDPA Member Quarterly Filing Application.

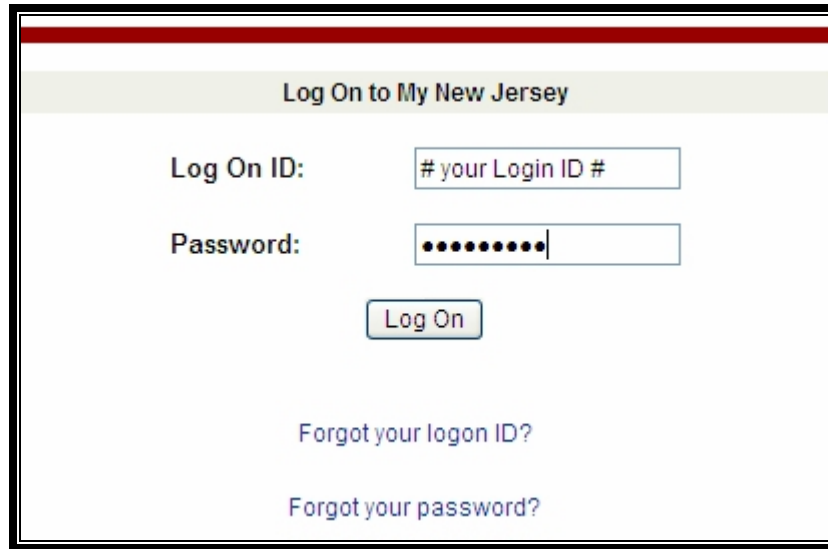
Once you have signed in, you will be able to access the online GUDPA Member Quarterly Filing Application to report your required information.

▶ Login to GUDPA

Already Registered? Then just...

**STEP 2: Login to My New Jersey with your id and password.**

If you DO NOT have a My New Jersey id that is linked to DOBI GUDPA you will have to Register with your NJ DOBI issued GUDPA PIN#. Go back to the previous screen (the Online GUDPA Member Quarterly Filings page) for more details.



The screenshot shows a login form titled "Log On to My New Jersey". It contains two input fields: "Log On ID:" with a placeholder "# your Login ID #" and "Password:" with a masked password of ten dots. Below the fields is a "Log On" button. At the bottom, there are two links: "Forgot your logon ID?" and "Forgot your password?".

At this point you are now logged into the Online NJ GUDPA Member Quarterly Filings System.

**STEP 3: Mark the button to indicate that you want to make a payment and click the 'Continue' button.**



The screenshot shows the "OFFICE OF DEPOSITORIES GUDPA FILING" page. It includes the State of New Jersey Department of Banking & Insurance logo. The form contains two input fields: "GUDPA Entity Name : BLACKHAWK FEDERAL BANK" and "Federal Certificate#: 66". Below these fields, the question "WHAT ARE YOU HERE TO DO?" is followed by two radio button options: "FILE A GUDPA REPORT" and "PAY GUDPA FEE BY E-CHECK". The "PAY GUDPA FEE BY E-CHECK" option is selected and circled in red. A "Continue" button is located at the bottom of the form.

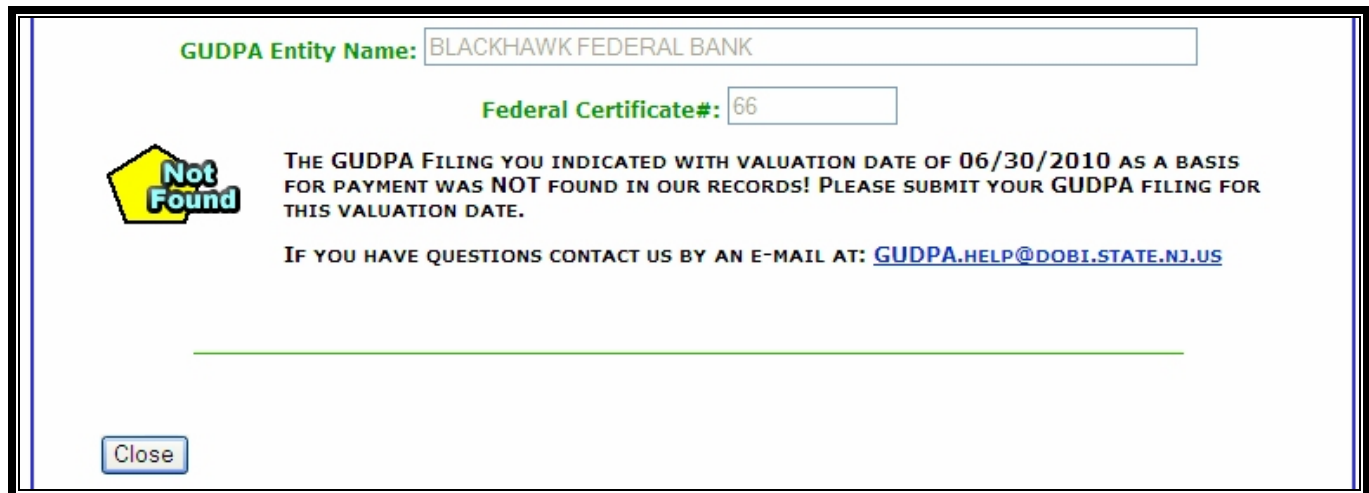
**STEP 4: You must indicate which June 30<sup>th</sup> Valuation Date the payment will be based on. Type in the four (4) digit year of the approved filing the fee will be based on and click the 'Continue to ePayment' button.**

The screenshot displays a web form for GUDPA ePayment. At the top, the 'GUDPA Entity Name' is set to 'BLACKHAWK FEDERAL BANK'. Below this, the 'Federal Certificate#' is '66'. A bold instruction reads: 'PLEASE INDICATE WHICH JUNE 30TH VALUATION DATE YOU WANT TO PAY FOR. REMEMBER, GUDPA FEES CAN ONLY BE CALCULATED ON FILINGS THAT DOBI HAS REVIEWED AND ACCEPTED!'. The 'VALUATION DATE:' section prompts the user to 'enter year in (YYYY) format'. The date '06/30/' is displayed, with the year '2011' entered in the adjacent field. A red oval highlights the 'Continue to ePayment' button at the bottom of the form.

One of three scenarios will occur and one of 3 pages will show.

**Scenario#1: Your filing was NOT FOUND in our records.**

If this is the case you will see the screen below:



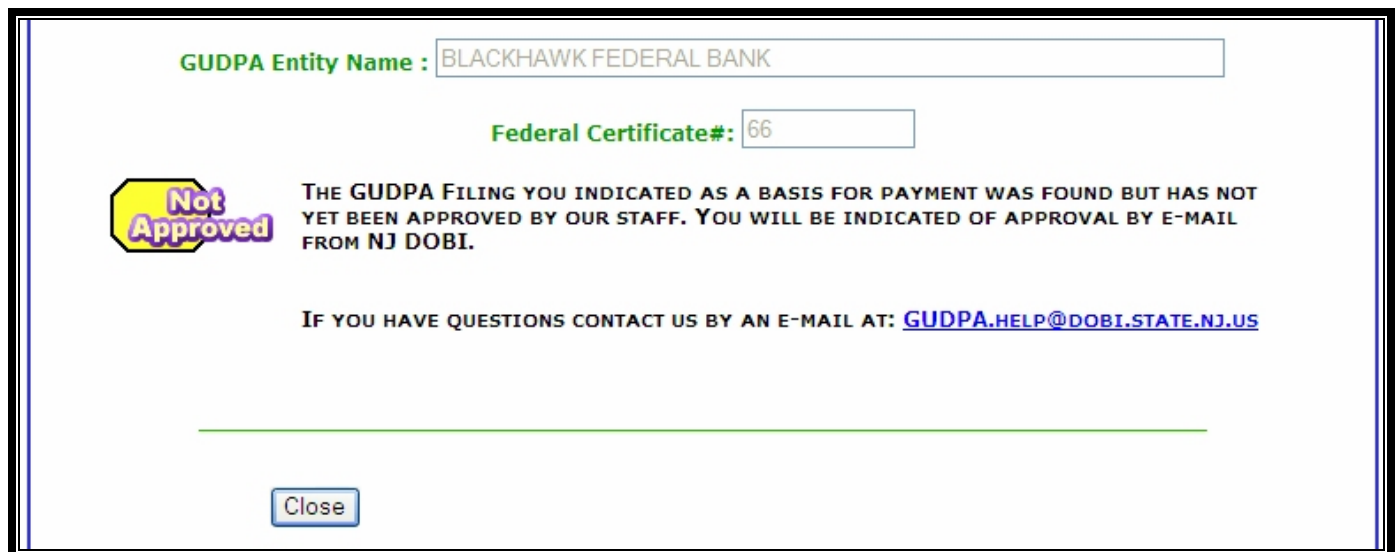
The screenshot shows a web interface with the following elements:

- GUDPA Entity Name:** BLACKHAWK FEDERAL BANK
- Federal Certificate#:** 66
- Not Found** icon (yellow arrow pointing to the right).
- Message:** THE GUDPA FILING YOU INDICATED WITH VALUATION DATE OF 06/30/2010 AS A BASIS FOR PAYMENT WAS NOT FOUND IN OUR RECORDS! PLEASE SUBMIT YOUR GUDPA FILING FOR THIS VALUATION DATE.
- Contact Info:** IF YOU HAVE QUESTIONS CONTACT US BY AN E-MAIL AT: [GUDPA.HELP@DOBI.STATE.NJ.US](mailto:GUDPA.HELP@DOBI.STATE.NJ.US)
- Close** button.

If you feel you have entered the wrong year for the June Valuation Date, click the “BACK” button on your browser to get to the previous screen and re-enter the year.

**Scenario#2: Your filing was found BUT NOT YET MARKED APPROVED by NJ DOBI.**

If this is the case you will see this screen below:



The screenshot shows a web interface with the following elements:

- GUDPA Entity Name :** BLACKHAWK FEDERAL BANK
- Federal Certificate#:** 66
- Not Approved** icon (purple arrow pointing to the right).
- Message:** THE GUDPA FILING YOU INDICATED AS A BASIS FOR PAYMENT WAS FOUND BUT HAS NOT YET BEEN APPROVED BY OUR STAFF. YOU WILL BE INDICATED OF APPROVAL BY E-MAIL FROM NJ DOBI.
- Contact Info:** IF YOU HAVE QUESTIONS CONTACT US BY AN E-MAIL AT: [GUDPA.HELP@DOBI.STATE.NJ.US](mailto:GUDPA.HELP@DOBI.STATE.NJ.US)
- Close** button.

If either of these pages for scenarios 1 or 2 show and you have entered in the correct year of the June 30<sup>th</sup> Valuation Date, no payment for filing can be made at this time.

If you repeatedly have problems you may e-mail the GUDPA Help mailbox with a detailed explanation of what you are trying to do.

**Scenario#3: The filing WAS found and has been approved by NJ DOBI staff.**

If this is the case, you can now pay your annual fee using eCheck from the page shown below!

**STEP 5: Fill out all eCheck payment information and click 'Process eCheck'. The amount due field is a locked field. Be sure to select the correct account type or your payment will not go through.**

The Contact Name, phone, and e-mail are not the account holders but rather the name and contact information of the person to reach if problems occur with the transaction. This e-mail address will receive a confirmation e-mail if the payment is accepted. See the chart for an explanation on what the fields are:

<b>FIELD</b>	<b>DESCRIPTION</b>
Contact Name	The name of the person DOBI will contact if a problem occurs with the transaction.
Daytime Phone	The daytime phone number of the contact person.
Contact email Address	The email address of the person DOBI will contact if a problem occurs with the transaction.
Amount Due	The amount to be debited from the bank account
Bank Routing Number	The bank routing number to debit
Bank Account Number	The bank account number to debit
Account Type	The bank account type to debit

## GUDPA ANNUAL FEE PAYMENT REMITTANCE

### ENTITY INFORMATION

**Entity Name:**

**Federal Certificate#:**

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## Pay NJ DOBI by eCheck

**Fill out the below Electronic Check Information to remit payment.**

<b>Contact Name: *</b>	<b>Bank Routing Number: * (where to find?)</b>
<input type="text" value="LAUREN HILL"/>	<input type="text" value="987654321"/>
<b>Daytime Phone* and Extension:</b> ( <input type="text" value="856"/> ) - <input type="text" value="854"/> - <input type="text" value="1155"/> ext: <input type="text" value="84"/>	<b>Account Number: * (where to find?)</b> <input type="text" value="0771063223"/>
<b>Contact E-mail address: *</b> <input type="text" value="lhill@blackhawkbankx.com"/>	<b>Account Type: *</b> <input type="text" value="Checking"/>
<b>Amount Due:</b> <input type="text" value="\$6,000.00"/>	


After entering in the required information, click the 'process ECheck' button to process the transaction.

If there is a problem with the transaction, (for example: invalid bank routing number, invalid bank account number, etc) the following page will appear with the appropriate message.

**GUDPA Entity Name :**

**Federal Certificate#:**

**PAYMENT COULD NOT BE PROCESSED!**

 **THERE IS A PROBLEM WITH VALIDATING YOUR TRANSACTION. 1077 - BANK ROUTING CHECK DIGIT DOES NOT CALCULATE. VERIFY BANK ROUTING NUMBER KEYED.**

**CLICK THE BACK BUTTON TO EDIT YOUR PAYMENT INFORMATION.**

**IF YOU HAVE QUESTIONS CONTACT US BY AN E-MAIL AT: [GUDPA.HELP@DOBI.STATE.NJ.US](mailto:GUDPA.HELP@DOBI.STATE.NJ.US)**

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Click the 'Back' button to re-enter the payment information if necessary.

If you repeatedly have problems you may e-mail the GUDPA Help mailbox with a detailed explanation of what you are trying to do. Print the screen if possible and note the error number when sending email to the GUDPA Help mailbox.

If there is no problem with your payment you will receive the following confirmation screen indicating that your payment has been accepted and showing a confirmation number. The primary and secondary contacts as well as the payment contact e-mail entered, will all receive e-mails confirming payment.

Once payment has been accepted, it may take 3 to 10 business days for the payment to clear.


If you wish you may print out the screen for your records and then click 'Close' to close the browser.

**GUDPA Entity Name :**

**Federal Certificate#:**

**THANK YOU FOR YOUR PAYMENT**

**YOUR PAYMENT FOR YOUR GUDPA ANNUAL FEE HAS BEEN SUCCESSFULLY PROCESSED AND ACCEPTED.**

 **A CONFIRMATION E-MAIL WILL BE SENT TO THE PAYMENT CONTACT E-MAIL ADDRESS AS WELL AS THE PRIMARY AND SECONDARY GUDPA CONTACTS ON FILE FOR YOUR DEPOSITORY.**

**YOUR PAYMENT CONFIRMATION NUMBER IS: 6373.**

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**YOU ARE DONE!**

If you have any questions, e-mail the GUDPA Help mailbox at [GUDPA.HELP@dobi.state.nj.us](mailto:GUDPA.HELP@dobi.state.nj.us)