



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 30th 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 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 Act are explained in [Bulletin 10-08](#).

After enrolling and once certified, you will receive correspondence from the NJ Department of Banking and Insurance Office of Depositories which contains either your Federal Certificate Number or your NCUA 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 or, if a Credit Union, your NCUA# plus your GUDPA PIN#.
You MUST have these items on hand when you 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 and pay the GUDPA Annual fee.

▶ Register

▶ Login to GUDPA

Already Registered? Then just...

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

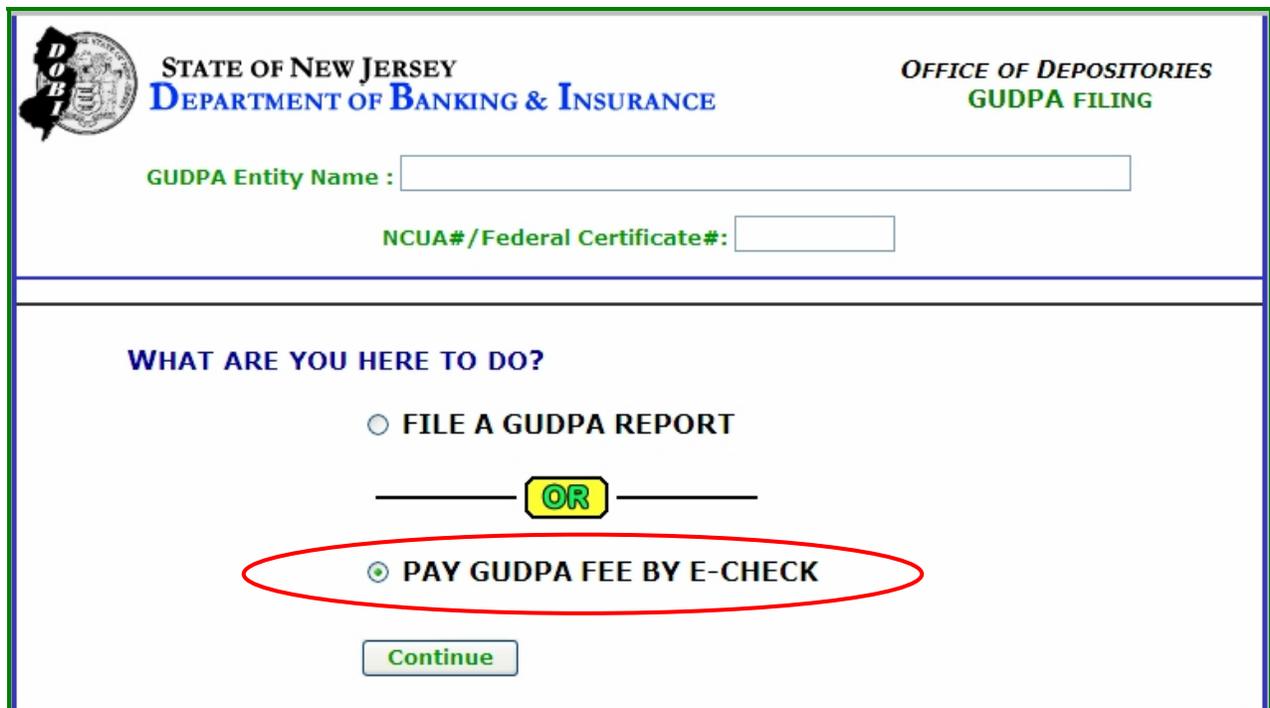
If you DO NOT have a My New Jersey id that is linked to DOBI GUDPA you will have to Register with your NJ DOBI issued GUDPA PIN#. Go back to the previous screen (the Online GUDPA Member Quarterly Filings page) for more details.



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 field. 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 has two input fields: "GUDPA Entity Name :" and "NCUA#/Federal Certificate#:". Below these is a section titled "WHAT ARE YOU HERE TO DO?" with 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 yellow "OR" button is positioned between the two options. A "Continue" button is located at the bottom.

STEP 4: You must indicate which June 30th 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.



STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE

OFFICE OF DEPOSITORIES
GUDPA FILING

PICK VALUATION DATE . . . ENTER ECHECK . . . CONFIRMATION

GUDPA Entity Name:

Federal Certificate/NCUA#:

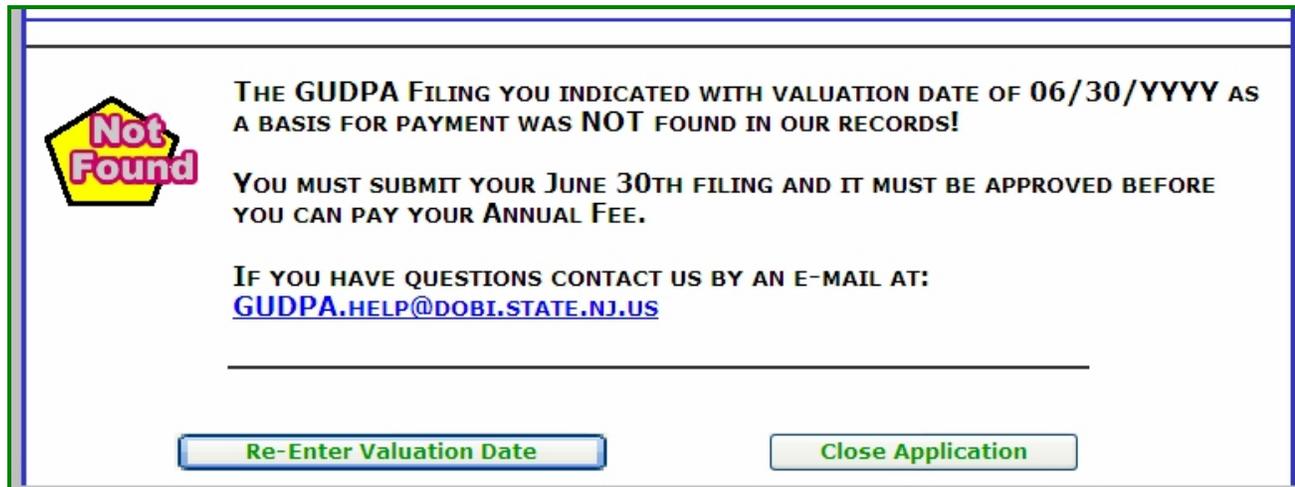
PLEASE INDICATE WHICH JUNE 30TH VALUATION DATE YOU WANT TO PAY FOR. REMEMBER, GUDPA FEES CAN ONLY BE CALCULATED ON FILINGS THAT DOBI HAS REVIEWED AND ACCEPTED!

VALUATION DATE:
ENTER YEAR IN (YYYY) FORMAT

06/30/

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

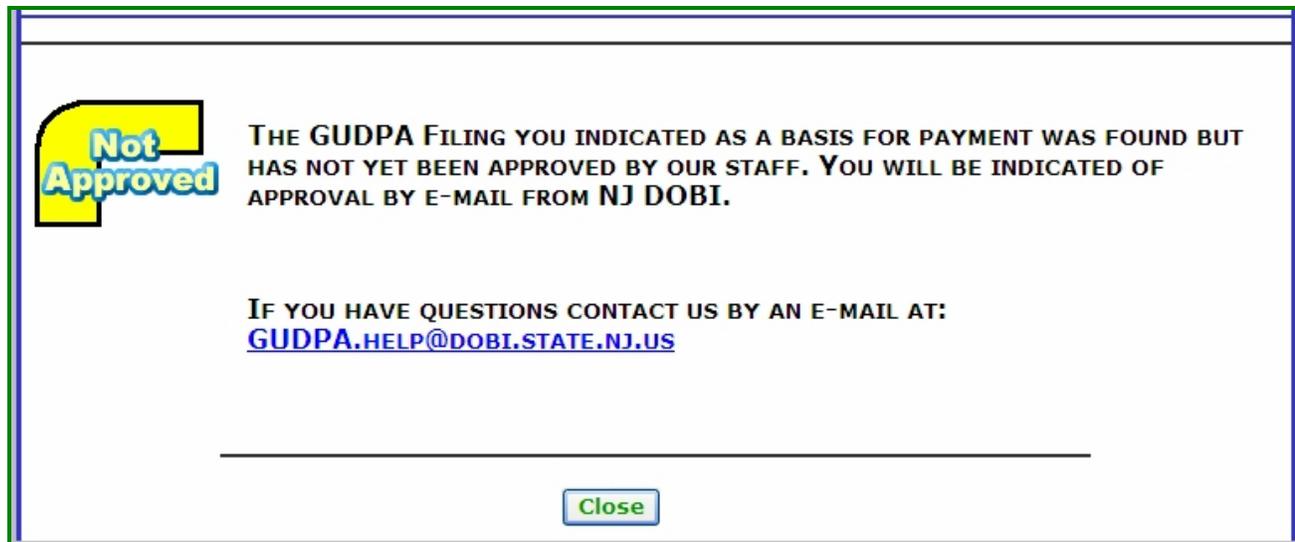
Scenario#1: Your filing was NOT FOUND in our records.
If this is the case you will see the screen below:



The screenshot shows a message box with a yellow and red 'Not Found' icon. The text reads: 'THE GUDPA FILING YOU INDICATED WITH VALUATION DATE OF 06/30/YYYY AS A BASIS FOR PAYMENT WAS NOT FOUND IN OUR RECORDS! YOU MUST SUBMIT YOUR JUNE 30TH FILING AND IT MUST BE APPROVED BEFORE YOU CAN PAY YOUR ANNUAL FEE. IF YOU HAVE QUESTIONS CONTACT US BY AN E-MAIL AT: GUDPA.HELP@DOBI.STATE.NJ.US'. At the bottom, there are two buttons: 'Re-Enter Valuation Date' and 'Close Application'.

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 message box with a yellow and blue 'Not Approved' icon. The text reads: '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. IF YOU HAVE QUESTIONS CONTACT US BY AN E-MAIL AT: GUDPA.HELP@DOBI.STATE.NJ.US'. At the bottom, there is a single button: 'Close'.

If either of these pages for scenarios 1 or 2 show and you have entered in the correct year of the June 30th 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:

FIELD	DESCRIPTION
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

Pay NJ DOBI by eCheck

GUDPA Annual Fee Payment Remittance

FILL OUT THE BELOW ELECTRONIC CHECK INFORMATION TO REMIT PAYMENT.

WILL THE FUNDS FOR THIS PAYMENT COME FROM AN ACCOUNT OUTSIDE THE UNITED STATES? *

CONTACT NAME: *

DAYTIME PHONE * AND EXTENSION:

() - - EXT:

CONTACT E-MAIL ADDRESS: *

AMOUNT DUE: *

\$1,000.00

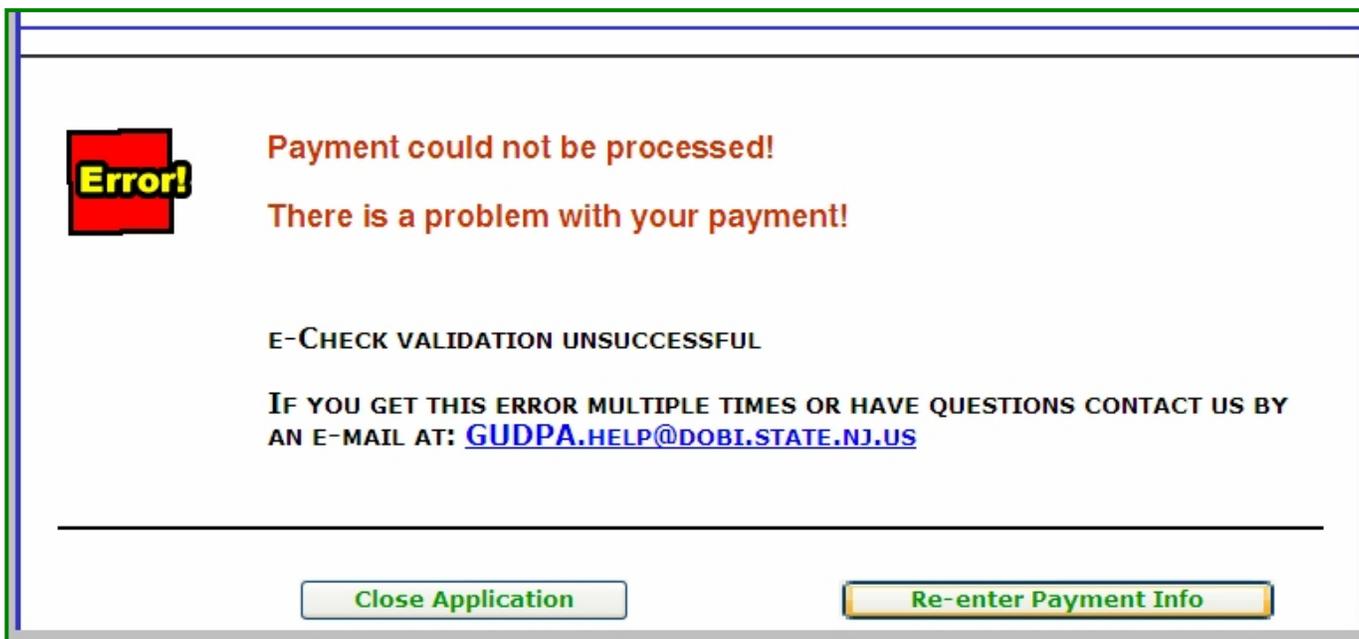
BANK ROUTING NUMBER: * (WHERE TO FIND?)

ACCOUNT NUMBER: * (WHERE TO FIND?)

ACCOUNT TYPE: *

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.



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 up to 3 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.

PICK VALUATION DATE . . . ENTER ECHECK . . . CONFIRMATION	
GUDPA Entity Name: Fourth National Bank	
Federal Certificate/NCUA#: 4321	
	THANK YOU FOR YOUR PAYMENT!
	YOUR PAYMENT FOR YOUR GUDPA ANNUAL FEE HAS BEEN SUCCESSFULLY PROCESSED AND ACCEPTED.
	YOUR PAYMENT CONFIRMATION NUMBER IS: 972 .
	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.
	IF YOU HAVE QUESTIONS CONTACT US BY AN E-MAIL AT: GUDPA.HELP@DOBI.STATE.NJ.US
Print Page	Close Page

YOU ARE DONE!

If you have any questions, e-mail the GUDPA Help mailbox at GUDPA.HELP@dobi.state.nj.us