Mobile Source Certification and Compliance Fees
Invoicing and Payment Process
Aftermarket Parts
Question and Answer Session
March 22, 2022
Agenda

• Background
• How to Pay Fees
  • FI$Cal account
  • Invoicing overview
  • Payment process/application submittal
• After Payment Processes
  • Underpayment
Mobile Source Certification Fee Regulation

• Legislative Authority: Senate Bill 854 (2018) and Senate Bill 85 (2019)
• Regulation Adopted April 2021, approved by OAL on 1/18/2022.
  ✓ Fees at the time of application
  ✓ 35 regulatory categories organized into six groups
  ✓ ww2.arb.ca.gov/rulemaking/2021/mobilesourcefee2021
• Effective Date April 1, 2022
Timeline for Implementation

• March 8\textsuperscript{th}: Overview Workshop
• Week of March 14\textsuperscript{th}: Focused Tutorials by Certification Group
• Week of March 21\textsuperscript{st}: Focused Q/A Sessions
• March 21\textsuperscript{st}: Begin accepting manufacturer draft invoices
• April 1\textsuperscript{st}: Payment required to process applications received/completed April 1 or later
How do I pay my fee?
MS Fee Invoicing and Payment Process

Step 1: Set up FI$Cal Account
Step 2: Generate Invoice
Step 3: Complete Payment Process
Step 4: Submit Payment Documents with Application
Mobile Source Certification and Compliance Fees

Step 1: FI$Cal Accounts
Who has Existing FI$Cal Accounts?

• Accounts have been set up for active manufacturers who have certified in the last few years and are subject to the new fees

• Contact trina.pendon@arb.ca.gov for existing account
How to Get a FI$Cal Account?

New Fee Payers

• E-mail Fees@arb.ca.gov subject line state: “MS Fee New FI$Cal Account Request”
• Include in body of e-mail:
  ✓ Manufacturer’s complete name (the name of the company paying the fee)
  ✓ Mailing address, including country
  ✓ Contact name, title, phone number and e-mail 
    (This contact is for payment issues only)
  ✓ Group
  ✓ Letter of Authorization (consultant)
• Check internally with the FI$Cal contact (POC for payment) before sending e-mail
Questions?
Mobile Source Certification and Compliance Fees

Step 2: Invoicing Process
Invoicing Process

- Go to website: [ww2.arb.ca.gov/mobile-source-certification-and-compliance-fee-regulation-meetings-workshop](ww2.arb.ca.gov/mobile-source-certification-and-compliance-fee-regulation-meetings-workshop)
- Choose the correct draft invoice
- Complete the draft invoice (review tutorials for more details)
- Send completed draft invoice attached to e-mail to [MSCertFees@arb.ca.gov](MSCertFees@arb.ca.gov)
- E-mail Title: “MSF New Invoice Request (AMP)”
- In 1-2 business days, CARB staff will return your e-mail with a pdf of the “Final” invoice that will have an invoice number, date, and payment instructions.
Choose the Correct Form
Select the Aftermarket Draft Invoice Form
Creating Draft Invoice Form
Aftermarket Part Draft Invoice

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Total Due $0
Use the company name, company address, and contact name and information associated with the application(s)
Use the FI$Cal account number supplied to you by CARB. The parent company name, address, and payment contact may be different in the FI$Cal account than in the application contact.
Multiple applications within the Aftermarket Parts Exemption Group can be on one form.

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Note: For Aftermarket Catalytic Converters, each row equates to the vehicle application list submitted to CARB identifying the intended vehicle coverage for the catalytic converter, according to section (e) of “California Evaluation Procedures for New Aftermarket Catalytic Converters.”
Product Description:
Use a brief description that is associated with each application that you will be submitting to AMP.

- Suggested items to include: [Device Name] [Vehicle Model Year Coverage] [Make and Model(s)] [Engine Aspiration] [Fuel Type] [Weight Class] [Category Information]
  - Visit https://ww2.arb.ca.gov/manufacturers-aftermarket-parts for details about category information.

Calendar Year:
Provide the year in which the application is submitted (2022).
**Application Information**

**Unique Application Identifier**

Generate your identifier using identical formatting.

- **W** ≡ EO code to determine the type of EO series (B, C, D, or K)
- **XXX** ≡ three-digit manufacturer code according to existing EOs
  - ✓ Three-letter abbreviation of company name for new manufacturers
- **Y** ≡ calendar year submitted (N = 2022)
- **ZZ** ≡ n if this is the nth [W]-series application you’re submitting in calendar year Y
  - ✓ Two-digit number
  - ✓ Restarts to 01 when Y changes

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Unique Application Identifier:
E.g., for a manufacturer with existing EOs submitting their first invoice,
• D_310_N_24
  ✓ D ≡ EO code for D-series
  ✓ 310 ≡ three-digit manufacturer code for D-Series EOs
  ✓ N ≡ 2022
  ✓ 24 ≡ 24th overall D-series application submitted to AMP staff since January 1, 2022
## Application Information

### Unique Application Identifier

E.g., for a new manufacturer named Performance Technologies Unlimited submitting their first invoice,

- **K_PTU_N_01**
  - K = EO code for K-series
  - PTU = three-letter abbreviation of company name
  - N = 2022
  - 01 = first application the new manufacturer is submitting

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Application Information
Category Type

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Drop Down menu:
Over the next few slides, we will cover each of these eight Category Types. The definitions of each Category Type and Fee Type can be found in Title 13 section 2901 and section 2909.
<table>
<thead>
<tr>
<th>Aftermarket Part Exemption Group - Category Types</th>
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<tbody>
<tr>
<td><strong>Aftermarket catalytic converter</strong></td>
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<tr>
<td>Alternative fuel retrofit system</td>
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<td><strong>Aftermarket diesel particulate filter</strong></td>
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<td>Alternative fuel retrofit system extension</td>
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<td><strong>Aftermarket fuel tank</strong></td>
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<td>Experimental permit</td>
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<td><strong>Aftermarket part – general</strong></td>
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<td>Motorcycle critical emission control part</td>
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Questions?
Fee Type (Drop Down menu):
Delays in processing your application will occur if your application does not qualify for the Fee Type.

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Aftermarket Catalytic Converter Category and Fee Types

• Subject to the requirements in Title 13, Division 3, Chapter 4, Article 2 or Title 13, Division 3, Chapter 9, Article 7

• 3 Fee Types
  ✓ Base
  ✓ Small Business
  ✓ Aftermarket Catalytic Converter Reduced Cost Application
Fee Type
Base

• Applicable to all applicants that:
  • Are seeking certification or evaluation, and
  • Do not qualify for a reduced cost certification fee, including:
    ✓ Small Business.
    ✓ Category I or Category VIII.
    ✓ Zero-Emission.
    ✓ Carry-Over.
    ✓ Aftermarket Catalytic Converter Reduced Cost Application.
Fee Type
Small Business

• Defined in California Government Code section 11346.3, subdivision (b)(4)(B) with the following additional conditions:
• A business entity is independently owned and operated if:
  ✓ Ownership interests, management and operation are not subject to control, restriction, modification or limitation by an outside source, individual, or another business entity.
Fee Type
Small Business

• An applicant business is not independently owned and operated if evidence exists of either of the following:
  ✓ An outside person or business concern owns or controls, or has the power to control, fifty percent (50%) or more of the voting stock, or
  ✓ One or more business owners, general partners, directors, officers or members of an outside business concern controls or has the power to control or influence the day-to-day operations of the applicant business, board of directors, and/or owner(s).
How do I know I am a small business?

• Your company is a small business if it:
  ✓ Is independently owned and operated.
  ✓ Is not dominant in its field of operation.
  ✓ Has fewer than 100 employees.
Fee Type
Aftermarket Catalytic Converter
Reduced Cost Application

• Identical to the previous model year range and emission category application that resulted in the issuance of a certification except for one or more of the following:
  ✓ Newer model year
  ✓ Test Group name
  ✓ Model name
  ✓ Part number
  ✓ Marketing designation
Questions?
Fee Type (Drop Down menu):
Delays in processing your application will occur if your application does not qualify for the Fee Type.
Aftermarket Diesel Particulate Filter Category and Fee Types

• Subject to the requirements in Title 13, Division 3, Chapter 4, Article 2
• 2 Fee Types
  ✓ Base (slide 29)
  ✓ Small Business (slides 30-32)
Fee Type (Drop Down menu):
Delays in processing your application will occur if your application does not qualify for the Fee Type.

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Aftermarket Part – General Category and Fee Types

- Subject to the requirements in Title 13, Division 3, Chapter 4, Article 1; Title 13, Division 3, Chapter 4, Article 2; or Title 13, Division 3, Chapter 9, Article 7, other than an aftermarket catalytic converter, aftermarket diesel particulate filter, or an aftermarket fuel tank

- 3 Fee Types
  - ✓ Base (slide 29)
  - ✓ Small Business (slides 30-32)
  - ✓ Category I or Category VIII
Fee Type
Category I or Category VIII

- “Category I” defined in section III, subsection (a)(1) and “Category VIII” defined in section III, subsection (a)(8) of Procedures For Exemption of Add-On and Modified Part(s) For On-Road Vehicles/Engines, incorporated by reference in Title 13, section 2222, subsection (e)

✅ https://ww2.arb.ca.gov/sites/default/files/barcu/board/15day/ampts/proceduresfinal.pdf
How do I know my application is a Category I?

• The device has been previously issued an exemption EO, and
• It is only requesting one of the following actions:
  ✓ Adding part number(s)
  ✓ Changing device name(s)
  ✓ Adding model-years for carryover vehicle(s) or engine(s)
  ✓ Modifying or adding private label(s)
  ✓ Extending coverage for subsidiaries
  ✓ Consolidating previously issues exemption EOs
How do I know my application is a Category VIII?

• Includes an add-on or modified part that is described on the Category VIII list in section III, subsection (a)(8) of Procedures For Exemption of Add-On and Modified Part(s) For On-Road Vehicles/Engines
Questions?
Fee Type (Drop Down menu):
Delays in processing your application will occur if your application does not qualify for the Fee Type.
Aftermarket Fuel Tank Category and Fee Types

- Subject to the requirements in Title 13, Division 3, Chapter 4, Article 2 or Title 13, Division 3, Chapter 1, Article 3
- 3 Fee Types
  - Base (slide 29)
  - Small Business (slides 30-32)
  - Category I (slides 39-40)
Fee Type (Drop Down menu):
Delays in processing your application will occur if your application does not qualify for the Fee Type.

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Alternative Fuel Retrofit System
Category and Fee Types

• Designed to convert a motor vehicle to use a fuel other than the original certification fuel, or to convert a motor vehicle for emission reduction credit, or to convert a hybrid electric vehicle to an off-vehicle charge capable hybrid electric vehicle; subject to the certification requirements in Title 13, Division 3, Chapter 1, Article 5 or Title 13, Division 3, Chapter 9, Article 7

• 3 Fee Types
  ✓ Base (slide 29)
  ✓ Small Business (slides 30-32)
  ✓ Zero-Emission
Fee Type
Zero-Emission

• Certifies a mobile source technology that inherently produces zero exhaust emissions of any criteria pollutant (or precursor pollutant) or greenhouse gas
  ✓ Excluding emissions from air conditioning systems, under any possible operational modes or conditions
Applications that meet the alternative fuel retrofit system extension should be submitted to the applicable New Vehicle Certification section for processing.

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Alternative Fuel Retrofit System Extension Category and Fee Type

• Comply with the requirements in Title 13, section 2030, subsection (c) or Title 13, section 2031, subsection (c)

• Applications that are only doing an alternative fuel retrofit system extension and are submitted within 30 days of the issuance of the new vehicle or engine certification will not require a certification fee payment

• If the 30-day period has lapsed, the Alternative Fuel Retrofit System Category Type application will have to be submitted to pay a fee.
## Application Information

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<td>4</td>
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</tbody>
</table>

**Fee Type (Drop Down menu):**
Delays in processing your application will occur if your application does not qualify for the Fee Type.
Experimental Permit
Category and Fee Type

• Applications for testing of experimental motor vehicle pollution control devices installed in used motor vehicles, or for the testing of experimental or prototype motor vehicles which appear to have very low emission characteristics, in accordance with California Health and Safety Code section 43014

• 1 Fee Type
  ✓ Base (slide 29)
### Fee Type (Drop Down menu):
Delays in processing your application will occur if your application does not qualify for the Fee Type.

<table>
<thead>
<tr>
<th>Payment Row Number</th>
<th>Product Description</th>
<th>Calendar Year</th>
<th>Unique Application Identifier: File Name (ID listed in payment row must match the unique identifier given to the certification application)</th>
<th>Category Type (drop down)</th>
<th>Fee Type (drop down)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>Motorcycle critical emission control part</td>
<td></td>
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<td>2</td>
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<td>3</td>
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<td>Race</td>
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<td>Small Business</td>
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<td></td>
<td></td>
<td>Carry-Over</td>
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</tbody>
</table>
Motorcycle Critical Emission Control Part Category and Fee Types

• Applications for any “aftermarket critical emission control part” for use on highway motorcycles in California, defined in the “California Evaluation Procedures for Aftermarket Critical Emission Control Parts on Highway Motorcycles,” incorporated by reference in Title 13, Division 3, Chapter 4, Article 2, Section 2222

• 3 Fee Types
  ✓ Base (slide 29)
  ✓ Small Business (slides 30-32)
  ✓ Carry-Over
Fee Type
Carry-Over

- Identical to the previous model year’s application that resulted in the issuance of a certification except for one or more of the following:
  - Model year
  - Test Group, Engine family, Vehicle family, or Evaporative family names
  - Applicant contact information
  - Projected sales data
  - Portions that pertain to compliance with OBD requirements set forth in sections 1968.2 and 1971.1
**Invoice Information**

<p>| | | | |</p>
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<tbody>
<tr>
<td>19</td>
<td>20</td>
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</table>

**Total Due**: If you have one or multiple applications on the form, your total to be paid is in the lower right-hand corner of the form on the same line as “Total Due”. This is the amount to be paid at the time of payment associated with this invoice.

**Attestation**: Each invoice must be signed by the responsible party that all information provided is true, accurate, and complete. Double click at “X” and sign with mouse or add official signature block.

![Signature Area](image)
Questions?
Submit Draft Invoice to CARB

• Save draft invoice for your records
• E-mail draft invoice to: MSCertFees@arb.ca.gov
  - E-mail Title: “MSF New Invoice Request (AMP)”
  - E-mail each draft invoice in a SEPARATE e-mail
• In 1-2 business days, CARB staff will return your e-mail with a pdf of the “Final” invoice with the invoice number and date applied.
• **DO NOT pay your fees until 5 business days after receipt of your Final invoice**
Do not make payment (Step 3) until 5 business days after receipt of Final Invoice to allow for processing.
Mobile Source Certification and Compliance Fees

Step 3: Payment Process
Go to: ww2.arb.ca.gov/payments to make a payment
Required for Payment

- **Final Invoice Number**
- **Total Payment on Final Invoice**
- Payment method: Credit card, Check, Wire Transfer
CARB Payment Options

Website: https://ww2.arb.ca.gov/payments

• Credit Card: First Data, the processing vendor, charges a convenience fee of 2.99% of the transaction amount. CARB does not receive revenue from this service fee. (3-4 days for payment to clear)

• Check, Money Order or Cashier Check (3-7 business days for payment to clear)

• Wire Transfer or Electronic Funds Transfer (EFT/ACH) (3-5 business days for payment to clear)

Include your invoice number on all payments and payment portal communications
After Payment

• When your payment is made, e-mail trina.pendon@arb.ca.gov with payment date and invoice number
Mobile Source Certification and Compliance Fees

Step 4: Submittal of Application(s) with Final Invoice
Step 4: Submittal of Application(s) with Final Invoice

- Submit the “Final invoice” with each application listed on the invoice by e-mailing AMPES@arb.ca.gov in SEPARATE e-mails; i.e., one application per e-mail with the Final invoice attached to each e-mail.

- ✔ If Small Business Fee Type is paid, manufacturer is responsible for submitting supporting information along with application(s)

- ✔ Title each subject line with your company name and the corresponding Unique Application Identifier you generated (slides 21-23).
Questions?
After Payment Processes
What happens if I select the wrong Fee Type?

• Initial Application Review: application does not match Fee Type selected
  ✓ Application processing ceases until payment is corrected
Underpayment

• Invoice Modification Process
  ✓ Corrected payment – difference of paid and corrected Fee Type cost
  ✓ Separate invoicing process
The Mobile Source Certification and Compliance Fee Regulation was enacted in response to new regulatory authority. AB 854 (2018) allowed CARB to adopt a schedule of fees to cover all or a portion of the State Board’s reasonable costs. AB 85 (2018) authorized CARB to adopt a schedule of fees to recover reasonable costs from on-road vehicles and engines, removing the fees cop. 2018,4203 for existing on-road vehicle and engine fees. The Mobile Source Certification and Compliance Fee Regulation was approved by the Board in April 2021 and will be implemented beginning April 1, 2022. The regulatory support documents for the Mobile Source Certification and Compliance Fee regulation are available on the Rulemaking Activity web page. This page summarizes the regulatory activity, outcomes, and other activities for the implementation of the Mobile Source Certification and Compliance Fees. For past regulatory activity go here.

If you would like to participate in future meetings, or get future工作组 announcements, subscribe to the Mobile Source Certification and Compliance Fee Regulation List. For general questions on this regulation, interested parties may contact Kathleen Maud.

On April 1, 2021, new and modified mobile source certification and compliance fees (MS Fees) will be due upon submittal of the application for mobile source certification. Complete applications for MS Fees are due prior to the MS Fee due date. Based on current practices, on-road and off-road applications will undergo initial staff review to verify they are complete. For those applications received by CARB before April 1, 2022 and deemed incomplete, MS Fees will be required before further processing occurs. Determination of completeness should be done within 30 days of application submitted.

Mobile Source Fee Implementation Resources

How Do I Pay My Fees?
MS Fee Payment Process for Manufacturers

Step 1: Obtain your FISCAl Account Number

Before filing an invoice, request, or obtain a Financial Information System for California (FISCAl) account number. For manufacturers who have paid certification fees to CARB after July 1, 2018, an account should have been created for you already in the FISCAl system. In addition, CARB created accounts for the active off-road and marine parts component manufacturers who are subject to the new MS Fee program. For those manufacturers that do not know their FISCAl account number, please check with your organization’s internal points of contact (POC) who are responsible for payment to obtain FISCAl account. To get more information about FISCAl click here. To obtain your FISCAl account, please follow the steps below.
Questions?