

U.S. Fish and Wildlife Service
Department of the Interior
FFS Vendor Updating Document
INTERNAL E-MAIL - NBCDENVER,ACHForm
EXTERNAL E-MAIL - ACHFORM@NBC.GOV

ACH Form

Date: _____ Attention: April Esparza (303) 969 - 5881
Shannon Schoen (303) 969 - 7780 x2277
To: U.S. Fish and Wildlife Service Heather Aguiler (303) 969 - 6371
National Business Center
Fax: (303) 969 - 7281

From: _____ **Vend Type:**
Fax: _____ (G) Federal Gov
Phone: _____ (S) State Gov

(N) Private Sector
Vendor # : _____ (E) Employees / Interns
or (If already entered in FFS) _____ (V) Volunteer / Invitational Travelers
Duns # : _____

Vendors 24 characters per line max including spacing

Vendor Name: _____

DBA: _____
(This name should be exactly as it was issued on your TIN / EIN)

TIN / EIN #: _____ **or** **SSN #:** _____
Required Required

Address Line 1: _____
Address Line 2: _____ **1099 Vendor:** Yes _____ No _____
Address Line 3: _____ **E-Mail Address:** _____
Address Line 4: _____ **Telephone No.:** _____
City State Zip

Employee / Volunteer / Interns / Invitational Travelers 24 characters per line max including spacing

Employee Name: _____
(Name should be exactly as it appears on your Social Security Card)

SSN #: _____ **Home Org Code:** _____ (5 Digits)
Required Required

Address Line 1: _____
Address Line 2: _____
Address Line 3: _____
Address Line 4: _____
City State Zip

E-Mail Address: _____ Telephone Number: _____

ACH Bank Information (Required) Financial Institution Information Check if new: _____

Waiver Requested _____ (to follow via fax) Account Type: Checking _____ Savings _____
Bank Name: _____
Bank Address: _____
City State Zip

ACH Coordinator Name: _____
Telephone Number: _____
Bank Contact: _____
Nine Digit Routing Number: _____
Depositor Account Number: _____
Depositor Account Title: _____