Version R.AUG.18

**FBMS Vendor Request Form**

Please complete highlighted fields and return to: U.S. Fish and Wildlife Service Attn Chris Kuhar [Chris\_Kuhar@fws.gov](mailto:Chris_Kuhar@fws.gov)



|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Requestor Information** | | | | | | | | | | | | |
| Date (Enter MM/DD/YYYY) | Bureau | | | | | | | Request Type  Routine (within 48 hrs) Emergency (Notify VMM  helpdesk by phone) | | | | |
| Requestor Name | | | | Phone Number | | | | E-mail Address | | | | |
| **Action(s) Requested** | | | | | | | | | | | | |
| Create a new vendor | | **Manual -**  Non-CCR Vendors, Cashiers,  Non-Federal, CCR exempt | | | **Foreign** | **Invitational Traveler -** These may be employees of one bureau but considered invitational to another | | | **Employee-** Generally interfaced from FPPS | **Federal** | **POD Vendor** | |
| Change | |  | | | | | | | | | | |
| Link to corresponding customer | | | | | | | | | | | | |
| Vendor needed in Prism Contracts | | |  | | | | | | | | | |
| Indian Tribal Identifier | | | |  | | | | |  |
| Vendor needed in Prism Grants | | | | | | | | | | | | |
| Vendor needed as Real Estate Business Partner | | | | | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Vendor Information** | | | | | |
| Last Name (Business Name) | | First Name | | | Middle Initial |
| Address | | | | | |
| City | State | | Postal Code | Country  United States | |

|  |  |  |
| --- | --- | --- |
| **Vendor Contact for Request (This is the contact information for Vendor's POC, not the contact information of any DOI Personnel)** | | |
| Name | Phone | E-mail Address |

|  |  |  |
| --- | --- | --- |
| **Business Information** | | |
|  | | |
| Social Security Number (DO NOT ADD DASHESORSPACES) | Taxpayer Identification Number (DO NOT ADD DASHESORSPACES) | |
| DUNS | CASHIER |  |

# Privacy Act Statement

This Privacy Act Statement applies to the collection of information from individuals as defined by the Privacy Act. The Privacy Act does not apply to corporations, business entities or organizations. This information is requested under the authority of 5 U.S.C. 5514, 31 U.S.C. 3701 and 3702, 31 U.S.C. 3711 et seq., and 26

U.S.C. 6402 for the purpose of facilitating timely processing of payments for amounts owed to or paid by the Department of the Interior. This information may be disclosed to agencies, organizations or persons for authorized purposes as follows: the Department of Treasury to perform duties to process payments submitted or to recover debts owed; Internal Revenue Service for required tax reporting or to collect debts owed to the Federal government; Department of Justice, a court or an adjudicative or other administrative body, for legal proceedings; consumer reporting agencies to facilitate collection of debts owed; Federal, state, territorial, local, tribal or foreign law enforcement authority when there is a violation or potential violation of law; or other organizations as an authorized routine use outlined in the DOI-86, Accounts Receivable: FBMS (73 FR 43772, July 28, 2008), and DOI-87, Acquisition of Goods and Services: FBMS (73 FR 43766, July 28, 2008), system of records notices, which may be viewed at [https://www.doi.gov/privacy/doi-notices](http://www.doi.gov/privacy/doi-notices). Furnishing the information on this form is voluntary, however, failure to provide all or part of the information may prevent or delay processing of vendor requests or payments submitted to the Department of the Interior, or result in

debt being marked as delinquent and collection action taken to settle a debt.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial Institution Information** | | | | |
| Select if Bank Data is not required or do not select if Bank Data is required (for refunds, etc.) | Bank Name | ABA Number | Account Number | Account Type  Checking Saving |
|  | | | | |
| **Wire or International Banking Information** | | | | |
| Alternate Payment Method | | | | |
| **Other Special Instructions** | | | | |
| State Government – not a 1099 vendor | | | | |



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