

INSTRUCTIONS FOR COMPLETING THE DIRECT DEPOSIT SIGN-UP FORM
U.S. FISH AND WILDLIFE SERVICE-DIVISION OF BIRD HABITAT CONSERVATION

The person(s) with the authority to access your bank account must complete the Direct Deposit Sign-up Form. Disregard the directions located on the back of the Direct Deposit Sign-up Form and follow the instructions below as they have been customized for the U.S. Fish and Wildlife Service-Division of Bird Habitat Conservation.

Since this form is related to financial information, it may not contain whiteout, strikethrough or correction. Forms with alterations and/or corrections will be returned with a request to re-submit.

Section 1 (To be completed by Payee)

- A. Type/print your organization's name, address, and telephone number. Do not enter an individual's name in this block. The name and address must match the name and address registered with your DUNS Number.
- B. Leave blank.
- C. Type/print your Federal Employer Identification Number. This number is commonly referred to as an EIN or TIN and is the 9-digit tax identification number issued by the Internal Revenue Service.

If you do not have a tax identification number, type/print "DO NOT HAVE A TAX ID NUMBER" and include a brief explanation (ex. International Organization).
- D. Check the type of bank account "Checking" or "Savings".
- E. Type/print the account number at your Financial Institution to which the funds will be "direct deposited".
- F. Check the "Other" box and type/print U.S. Fish and Wildlife Service, Division of Bird Habitat Conservation.
- G. Leave blank.

PAYEE/JOINT PAYEE CERTIFICATION

The individual(s) having signature authority for the bank account must sign and date this section.

Section 2 (To be Completed By Payee or Financial Institution)

Government Agency Name: U. S. Fish and Wildlife Service
Division of Bird Habitat Conservation
Address: 4401 North Fairfax Drive-Mail Stop: MBSP-4075
Arlington, VA 22203 USA

Section 3 (To be Completed by Financial Institution)

The bank's representative must complete this section, sign the form and provide a telephone number for contact purposes.

If funds are to be deposited in a bank outside the United States, your bank must include the 8-11 alphanumeric SWIFT or BIC Code (bank identifier) in the bank address block.

Please note that the depositor account title has to be filled in and must match the payee name (identified in Section 1. A.).

Distribution

1. Maintain a copy of the SF 1199A for your records.
2. Promptly mail the completed original (no copies or faxes) to the address in Section 2. The payment account cannot be setup without a properly completed form.

Revisions/Changes to Information on the SF 1199A

Complete a new SF 1199A if any of the data on the SF 1199A changes. Type/print "REVISED" on the top margin of the SF 1199A and note your Payment Management System (PMS) Account Number. Mail the revised form to the address in Section 2.

Revised 8/19/2004