

U.S. Department of Energy
Southwestern Power Administration
BANK INFORMATION FOR ACH PAYMENTS

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

Note: Payments Process cannot begin until this form is completed and received by the Agency.

AGENCY INFORMATION			
FEDERAL PROGRAM AGENCY U.S. Department of Energy – Southwestern Power Administration		VENDOR #	
AGENCY IDENTIFIER SWPA	AGENCY LOCATION CODE (ALC) 89001601	ACH FORMAT <input type="checkbox"/> CCD+ <input type="checkbox"/> CTX <input type="checkbox"/> CTP	
ADDRESS One West Third Street S6111 Tulsa, OK 74103-3502	WEB PAGE www.swpa.gov	E-MAIL ADDRESS cashmgmt@swpa.gov	
CONTACT PERSON NAME Maryann Henry	TELEPHONE # (918) 595-6641	FAX # (918) 595-6656	
ALTERNATE CONTACT PERSON NAME Terry Willis (918) 595-6645	PURCHASING OFFICIAL SIGNATURE		DATE
PAYEE / COMPANY INFORMATION			
NAME		FEDERAL TAXPAYER IDENTIFICATION #	
ADDRESS		Check Type of Business Entity	
CITY	STATE	ZIP	<input type="checkbox"/> Corporation
CONTACT PERSON NAME		TELEPHONE #	<input type="checkbox"/> Government Agency
CONTACT PERSON SIGNATURE		FAX #	<input type="checkbox"/> Individual / Sole Proprietor
<input type="checkbox"/> Partnership			
<input type="checkbox"/> Foreign			
<i>Southwestern Power Administration sends an e-mail message containing detailed payment information for each ACH payment processed. Notify Southwestern if bank or contact information changes.</i>			
E-MAIL CONTACT NAME	E-MAIL ADDRESS		CC: E-MAIL ADDRESS
FINANCIAL INSTITUTION INFORMATION			
NAME		ADDRESS	
CITY		STATE	ZIP
			TELEPHONE #
ACH COORDINATOR NAME		SIGNATURE	
		DATE	
DEPOSITOR ACCOUNT #		*9-DIGIT ACH ROUTING TRANSIT #	
DEPOSITOR ACCOUNT TITLE		TYPE OF ACCOUNT	
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Lock Box	

* Must be an ACH Routing Transit Number. We do not make payment by Wire.

Privacy Act Statement

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31CFR210. This information will be used by the Treasury Department to transmit payment data, by electronic means, to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt through the Automated Clearing House Payment System.