



**U.S. DEPARTMENT OF LABOR  
EMPLOYMENT AND TRAINING ADMINISTRATION  
Accounting Contact Information Document**

**Instructions:** This document is used to provide the DOL ETA Office of Accounting with contact information for access to the Payment Management System (PMS) for drawing down funds. Send this information along with your completed SF-1199A Direct Deposit Sign-up Form via overnight mail to:.

Pamela Wilkerson  
U.S. Department of Labor/ETA  
OFAM/Office of Comptroller  
200 Constitution Avenue N.W., Room N-4702  
Washington, D.C. 20210

Please provide all the following information and return this information along with your SF-1199A Direct Deposit Sign-Up Form.

**GRANT AGREEMENT #:**

**GRANTEE ORGANIZATION NAME:**

**Primary Contact:** This individual is responsible for drawing down funds in the PMS System The Account Number and temporary password will be assigned and mailed by PMS to the address provided below.

**CONTACT NAME:**

**TITLE:**

**ADDRESS:**

**ADDRESS:**

**CITY:**

**STATE:**

**ZIP**

**CONTACT PHONE:**

**EMAIL ADDRESS**

**CONTACT FAX:**

**QUESTIONS:**

Questions on the completion of this document, **SF-1199A or PMS account status should be** directed to:  
Pamela Wilkerson 202-693-2602 or Julia Murray on (202) 693-2821.

Questions concerning your grant/agreement should be directed to your Federal Project Officer (FPO).