



CONTROLLER OPERATIONS DIVISION
ADMINISTRATIVE PAYMENTS BRANCH

**GUIDELINES FOR ESTABLISHING ACCOUNT NUMBERS WITHIN THE
TELEPHONE AND UTILITIES MAINTENANCE SYSTEM (TUMS)**

Follow this rule of thumb when establishing account numbers within TUMS:
**for a landline account, use the telephone number; for a wireless account,
use the account number.**

Exceptions: The following vendors have requested that landline accounts be established as follows:

Hawaiian Telcom	Use the 15-digit account number
Frontier	Use the 17-digit account number
Embarq Communications	Use the 13-digit account number
Fibernet	Use the account number provided on the paper invoice

Electronic Data Invoicing (EDI) Accounts

The following vendors have requested that EDI accounts be established as follows:

AT&T	Use the telephone number in the upper right hand corner of the first page of the paper invoice
CenturyTel	Use the account number in the upper right hand corner of the first page of the paper invoice
Nextel Communications	Use the account number in the upper to middle left hand corner of the first page of the paper invoice
Windstream	Use the first nine digits of the account number in the upper right hand corner of the first page of the paper invoice
Verizon	Use the 10-digit telephone number
Bellsouth (AT&T)	Use the 13-digit billing number
Qwest	Use the 13-digit account number (Exception: If the account number begins and ends with an alphabet, drop the leading and ending alphabets and convert the fourth numerical digit to an alphabet based on the Qwest Chart: 0=A, 1=B, 2=C, 3=D, 4=E, 5=F, 6=G, 7=H, 8=I, 9=K. Example: Account number F123 456 7890 123H is converted to EDI Number 123 E56 7890 123.)

Direct questions concerning establishing account numbers within TUMS to nfc.misc@usda.gov or **800-421-0323** or **504-426-6430**.

