FMMI **Customer** Interim Preapproval Vendor Request (PVND)

This Form is Valid Through November 2010

Fax to 504-426-9763

Questions about this form and the interim FMMI PVND process may be directed to
the Table Management Inquiry Line at 504 426 5377.

Requestor Name			
Self-Tracking Reference Number			
Requestor E-Mail			
Requestor Phone		Request Date	
USDA Agency			
Action Requested	_____ ADD	_____ CHANGE	_____ BLOCK
Customer Code (for Change or Block only):			

Customer Account Groups (Check Only One)

_____ Commercial Customer	_____ Employee Customer
_____ Federal Customer	_____ State & Local Customer
_____ USDA Agency Sold to Party	_____ USDA Ship/Bill To

Customer Name	
DBA Name	
Street Address 1	
Street Address 2	
Zip Code	
City	
Country	
State	
If Federal Customer, Name of Agency Being Billed	
Customer Contact Name	
Customer Contact Phone	
SSN	TIN

Banking Information

Bank Name	
Routing Number	
Account Number	
Bank Account Type (Check Only One)	_____ Checking _____ Savings

Waiver Code (When EFT Is Not Used)

_____ **01** No Bank Account	_____ **02** Hardship	_____ **03** Foreign Entity	_____ **04** Disaster Area
_____ **05** Military Ops	_____ **06** National Security	_____ **07** One Time Payment	_____ **08** Emergency Payment

ALC (Required For All Federal Customers)	

Comments

Instructions for Completing FMMI Customer Interim Preapproval Vendor Request (PVND)

Complete the blocks as indicated. Print and fax the completed form to 504-426-9763.
For questions about this form and the interim FMMI PVND process,
contact Table Management Inquiry Line at 504-426-5377.

Requestor Name	Enter the name of the person submitting the request.
Self-Tracking Reference Number	Enter a self-designated reference number for personal tracking. This number will be referenced on the e-mail notification upon completion of your request. No PII (Personally Identifiable Information) will be transmitted via the Internet.
Requestor E-mail	Enter the e-mail address of the person submitting the request. An e-mail notification will be sent to this e-mail address upon completion of request.
Requestor Phone	Enter the telephone number and extension of the person submitting the request to be used as backup to e-mail communications.
Request Date	Enter the date of the request.
USDA Agency	Enter the name of agency requesting the action. This is typically the requestor's agency, unless the requestor is cross servicing.
Action Requested	1. Check **Add** to request a new record. 2. Check **Change** to modify an existing FMMI customer record. Be sure to provide the Customer Code in the Customer Code field. 3. Check **Block** to inactivate a customer record. Be sure to provide the Customer Code in the Customer Code field.
Customer Code	Enter the **FMMI** Customer Code for existing records only. DO NOT ENTER AN FFIS CODE HERE. Use this field only when a **Change** or **Block** is requested.
Customer Account Groups	Check the appropriate account group. Check only one.
Customer Name	Enter the customer's legal name. This will be used to TIN match with IRS.
DBA Name	Enter the customer's Doing Business As name.
Street Address 1	Enter first line of customer's address.
Street Address 2	Enter second line of customer's address.
Zip Code	Enter the Zip Code.
City	Enter the city.
Country	Enter the country.
State	Enter the Postal Service two-letter state abbreviation.
Agency Being Billed	If a Federal customer, enter the name of the agency being billed.
Customer Contact Name	Enter the name of the customer's point of contact.
Customer Contact Number	Enter the phone number of the customer's point of contact.
SSN/TIN	In FMMI, there are separate fields for Social Security Number (SSN) and Taxpayer Identification Number (TIN). Enter the customer's SSN **OR** TIN, as appropriate.
Bank Name (Optional)	Enter the name of the customer's financial institution.
Routing Number	Enter the routing number of the customer's financial institution.
Account Number	Enter the customer's financial institution account number.
Bank Account Type	Check Savings or Checking. Check only one.
Waiver Code	Check the appropriate waiver code when electronic funds transfer is not used.
ALC	Enter the Agency Location Code for Federal customers.
Comments	Enter a brief explanation of your request.