

U.S. Fish and Wildlife Service  
Department of the Interior  
FFS Vendor Updating Document  
**INTERNAL E-MAIL - NBCDENVER,ACHForm**  
**EXTERNAL E-MAIL - [ACHFORM@NBC.GOV](mailto:ACHFORM@NBC.GOV)**

**ACH Form**

Date: \_\_\_\_\_ Attention: April Esparza (303) 969 - 5881  
Shannon Schoen (303) 969 - 7780 x2277  
To: U.S. Fish and Wildlife Service Heather Aguiler (303) 969 - 6371  
National Business Center  
Fax: (303) 969 - 7281

From: \_\_\_\_\_ **Vend Type:**  
Fax: \_\_\_\_\_ (G) Federal Gov  
Phone: \_\_\_\_\_ (S) State Gov  
\_\_\_\_\_ (N) Private Sector  
Vendor # : \_\_\_\_\_ (E) Employees / Interns  
**or** (If already entered in FFS) \_\_\_\_\_ (V) Volunteer / Invitational Travelers  
Duns # : \_\_\_\_\_

**Vendors** 24 characters per line max including spacing

Vendor Name: \_\_\_\_\_

DBA: \_\_\_\_\_  
(This name should be exactly as it was issued on your TIN / EIN)

**TIN / EIN #:** \_\_\_\_\_ **or** **SSN #:** \_\_\_\_\_  
Required Required

Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_ **1099 Vendor:** Yes \_\_\_\_\_ No \_\_\_\_\_  
Address Line 3: \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_  
Address Line 4: \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_  
City State Zip

**Employee / Volunteer / Interns / Invitational Travelers** 24 characters per line max including spacing

Employee Name: \_\_\_\_\_  
(Name should be exactly as it appears on your Social Security Card)

**SSN #:** \_\_\_\_\_ **Home Org Code:** \_\_\_\_\_ (5 Digits)  
Required Required

Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
Address Line 3: \_\_\_\_\_  
Address Line 4: \_\_\_\_\_  
City State Zip

E-Mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**ACH Bank Information (Required)** Financial Institution Information Check if new: \_\_\_\_\_

Waiver Requested \_\_\_\_\_ (to follow via fax) Account Type: Checking \_\_\_\_\_ Savings \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_  
City State Zip

ACH Coordinator Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Bank Contact: \_\_\_\_\_  
Nine Digit Routing Number: \_\_\_\_\_  
Depositor Account Number: \_\_\_\_\_  
Depositor Account Title: \_\_\_\_\_