

Please use an authorized secure digital stamp signature via Adobe, DocuSign, Foxit, etc. or provide a pen to paper signature. Due to security concerns, font signature or copy and paste signature are not acceptable.

Smithsonian Institution

Electronic Funds Transfer Enrollment Form

This form is used to add or update Electronic Funds Transfer (EFT) payment information on a vendor record. Recipients of EFT payments may bring this form to their financial institution for completion, or the vendor themselves may complete and sign the form.

Type or Print *clearly* when completing this form.

Vendor #

Vendor (Payee) Information

Name:	SSN / TIN / ITIN:
Address:	UEI#
Contact Person:	Telephone Number:
	E-Mail:

Financial Institution Information (Note: EFT is available for US Banks ONLY)

Name of Financial Institution:
Routing Transit Number:
Depositor Account Title:
Account Number:
Type of Account: Checking Savings Lockbox / Lockbox Number:

Signature Required:

Date:

Agency Information

Federal Program Agency: Smithsonian Institution		
Mailing Address: Smithsonian Astrophysical Observatory Attn. FMD - Vendor Maintenance 60 Garden St. Mail Stop-26 Cambridge, MA 02138		
Please return completed form to the SI business unit with whom you are conducting business. :		
SI Unit Contact Person: SAO-Vendor Maintenance	E-Mail: FM-vendor@cfa.harvard.edu	Telephone No.:

PRIVACY ACT STATEMENT

The above 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 31 CFR 210. 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 of payments through the Automated Clearing House Payment System.