



Smithsonian Institution

Office of Fellowships and Internships

Dear Academic Appointee:

Since January 1999 the use of Electronic Funds Transfer (EFT) has been mandated for all federal payments. The provisions of this law extend to payments made by the Smithsonian Institution, including vendor payments. Smithsonian fellows, interns, and visiting researchers are classified as “vendors.”

As a Smithsonian vendor receiving a stipend award administered by the Office of Fellowships and Internships (OFI) you must either enroll for EFT using the attached form, or request that EFT enrollment be waived based on one of the provisions cited in the attached EFT Waiver Form.

Complete **ONLY** the following fields on the EFT Form:

Vendor (Payee) Information:

- Name – Full name as written on IRS Form W-9 or Passport
- Address
- SSN (if applicable)
- Telephone number
- E-mail Address – Please provide a non-Smithsonian email address

Financial Institution Information:

- Name of Financial Institution
- Routing Number – Electronic Payment (ACH transfers); **Not Wire Transfer**
- Account Number
- Type of Account
- Signature – **Digital signatures are not accepted**

Please type or print legibly. Illegible text may cause a delay in processing.

NOTE: You do not need a bank official to fill this out. You may fill it out and sign.

Please return this completed form to OFI via email or fax (202-633-7069), preferably with your signed award agreement and other required paperwork if applicable.

U.S. residents are encouraged to complete the EFT Form. If you do not have a U.S. bank account, you may only waive EFT enrollment if you meet one of the criteria listed on the EFT Waiver Form. If you opt to waive EFT enrollment, a U.S. treasury check will be mailed directly to your permanent address on file. Appointees are responsible for any fees associated with cashing U.S. treasury checks.

Non-U.S. residents without a U.S. bank account may complete the EFT Waiver Form by indicating “I am a foreign vendor.” If you plan to open a U.S. bank account, you may submit the EFT form at a later date. **Appointees with a tenure of three (3) months or longer must open a U.S. bank account** after arrival. To avoid delayed payments please submit the EFT form to OFI as soon as possible.

If you have any questions regarding this procedure, please call OFI at (202) 633-7070.

470 L'Enfant Plaza SW Suite 7102
MRC 902 PO Box 37012
Washington DC 20013-7012
202.633.7070 Telephone
202.633.7069 Fax
siofi@si.edu Email
www.si.edu/ofl Internet

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:	
	Telephone Number:
	E-Mail:

Financial Institution Information

(Note: EFT is available for US Banks ONLY)

Name of Financial Institution:
Routing Transit Number:
Account Number:
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Lockbox / Lockbox Number:

Signature Required:

Date:

Agency Information

Federal Program Agency: Smithsonian Institution			
Contact Person Name:	Fax Number:	Telephone No.:	
SI Unit Contact Person:	E-Mail:	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.

SMITHSONIAN INSTITUTION
Office of the Comptroller
MRC 1203, P.O. Box 37012
Washington D.C. 20013-7012

(202) 633-7250

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Washington D.C. 20013-7012

Dear Sir/Madam:

I understand that the Smithsonian Institution has decided to pay all of its vendors using Electronic Funds Transfers (EFT). I hereby request you to exempt me from the application of Smithsonian Institution Policy and Department of the Treasury policy 31 CFT 208, requiring all Federal Payments after January 1, 1999 be made by electronic fund transfer (EFT), and authorize payment by check.

I understand the Debit Collection Act of 1996 makes allowances for waivers if I will face a hardship by receiving my payment electronically. A waiver is available to a recipient without an account at any financial institution or one who certifies that they have physical disabilities or confronts geographic barriers preventing them from receiving their payments electronically.

This waiver is being requested because:

- I do not have an account at any Financial Institution nor do I have a Financial Agent, and obtaining one will pose a hardship.
- I am physically disabled or confront geographic barriers
- I am a one-time vendor and will not provide further services to the Smithsonian
- I am a foreign vendor

Sincerely,

Vendor Name _____

Vendor Signature _____

TIN# _____

SSN# _____

Approved/Not Approved
