



# VA-FSC VENDOR FILE REQUEST FORM

<input type="checkbox"/> NEW	<input type="checkbox"/> UPDATE	DATE
<b>VA FACILITY INFORMATION</b>	<b>PAYEE/VENDOR INFORMATION</b>	
STATION NUMBER	<input type="checkbox"/> COMMERCIAL VENDOR REGISTERED IN SAM.GOV <i>(Required IAW FAR 4.1102)</i>	
STATION CONTACT	DUNS NUMBER	
STATION PHONE NUMBER      STATION FAX NUMBER	DUNS+4	
STATION EMAIL ADDRESS	SSN/TIN	
<b>PAYEE/VENDOR TYPE (Select one)</b> <input type="checkbox"/> C - COMMERCIAL <input type="checkbox"/> F - FEDERAL AGENCY <input type="checkbox"/> E - EMPLOYEE <input type="checkbox"/> O - FOREIGN FACTS ID <input type="checkbox"/> I - INDIVIDUAL/HONORARIUM <input type="checkbox"/> A - AGENT CASHIER <input type="checkbox"/> V - VETERAN <input type="checkbox"/> U - UTILITY	NPI	
	<input type="checkbox"/> SMALL BUSINESS - VENDOR MUST BE QUALIFIED AS SMALL BUSINESS IN SAM OR FURNISH SBA CONFIRMATION	
<b>MISCELLANEOUS ACTIONS (Select one)</b> <input type="checkbox"/> WINRS <input type="checkbox"/> ASSIGNMENT <i>(All applicable documents)</i> <input type="checkbox"/> BILL OF COLLECTIONS <input type="checkbox"/> SETTLEMENT/TORTS <input type="checkbox"/> ALAC/LGY ACCOUNT #	VENDOR NAME	
	DBA	
<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>FOR QUESTIONS REGARDING THIS FORM: CONTACT INFORMATION:</p> <p>VENDOR CUSTOMER SERVICE SUPPORT HELPDESK:</p> <p>PHONE: 512-460-5049 EMAIL: <a href="mailto:VAFSCCSHD@VA.GOV">VAFSCCSHD@VA.GOV</a></p> <p>FOR ALL OTHER INQUIRIES:</p> <p>CUSTOMER CARE CENTER: 1-877-353-9791 STATION CARE CENTER: 1-866-372-1141</p> <p>SUBMIT ALL DOCUMENTATION VIA: SECURE FAX: 512-460-5221</p> </div>	CONTACT	
	EMAIL ADDRESS	
	PHONE NUMBER	
	CURRENT ADDRESS <i>(Include Street, City, State and Zip Code)</i>	
	PREVIOUS ADDRESS <i>(Include Street, City, State and Zip Code)</i>	
	<b>EFT/ACH (Required IAW 31 CFR Part 208)</b>	
	BANK NAME	
	BANK ADDRESS <i>(Include City, State and Zip Code)</i>	
	NINE-DIGIT BANK ROUTING NUMBER	
	ACCOUNT NUMBER	
<b>PRIVACY ACT STATEMENT</b> The following 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.	ACCOUNT TYPE <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
	NAME AND TITLE OF PAYEE/VENDOR	
	SIGNATURE OF PAYEE/VENDOR	

**NORMAL PROCESSING TIME IS 3 - 5 BUSINESS DAYS. WE DO NOT ACCEPT INVOICES**

## Instructions for FMS Vendor File Request Form

1. **NEW box option** - Check box if you are a new vendor not in the FMS system.
2. **UPDATE box option** - Check box if you are an existing vendor in the FMS system.

### **VA Facility Information**

3. **Station #** - This portion pertains to the VA Station submitting this form, provide your station 3 digit station number. **FOR STATION USE ONLY**
4. **Station Contact Name** - VA Station employee. **FOR STATION USE ONLY**
5. **Station Phone** - VA Station employee direct number. **FOR STATION USE ONLY**
6. **Station Fax Number** - VA Station fax number. **FOR STATION USE ONLY**
7. **Station Email** - VA Station employee work email address. **FOR STATION USE ONLY**

**Payee/Vendor Type** - Check the appropriate Payee/Vendor Type box. **REQUIRED**

**Miscellaneous Actions** - Check the appropriate Payee/Vendor Type box, some additional documentation required.

### **OPTIONAL**

- ALAC Vendors - **USE ONLY IF ALAC** include the 6 digit account number
- Assignment of Claims- **USE ONLY IF ASSIGNMENT** include Notice of Assignment & Instrument of Assignment
- Federal Vendors- **USE ONLY IF FEDERAL AGENCY** include the 2 digit Facts
- Foreign Vendors- **USE ONLY FOR FOREIGN COUNTRY** include W8Ben with foreign identification number

### **Payee/Vendor Information**

8. **Commercial Vendor Registered in SAM.gov** - If you are registered in System of Awards Management & have a DUNS number check this box. **OPTIONAL**
  9. **DUNS #** - Data Universal Numbering System (DUNS) is a unique 9-digit number that is administered by Dun and Bradstreet (D&B) **OPTIONAL**
  10. **DUNS+4** - If you have more than one EFT account number for the same DUNS number and same physical location as defined by the DUNS address complete this section. **OPTIONAL**
  11. **SSN/TIN** - The Social Security Number (SSN) is the nine-digit number. The Tax Identification Number (TIN) is the nine-digit number which is either an Employer Identification Number (EIN); complete this section with SSN, TIN, EIN or ITIN. **REQUIRED**
  12. **NPI** - A standard 10 digit unique identifiers for health care providers, complete this section if applicable. **OPTIONAL**
  13. **Small Business** - Check box if applicable **OPTIONAL**
  14. **Vendor Name** - Provide legal name as it is on file with the IRS **REQUIRED**
  15. **DBA** - Doing Business As name complete if applicable **OPTIONAL**
  16. **Contact** - Name of Point of Contact if additional information is required **OPTIONAL**
  17. **Email** - Point of Contact email address **OPTIONAL**
  18. **Phone** - Point of Contact phone number **OPTIONAL**
  19. **Current Address** - Provide your most current address, city, state & zip code **REQUIRED**
  20. **Previous Address** - Provide previous address, city, state and zip code **REQUIRED FOR ADDRESS CHANGES**
- EFT/ACH (REQUIRED IAW 31CFR Part 208)**

21. **US. Bank Name** - provide financial institution name city, state & zip code. **REQUIRED**
22. **US. Nine-Digit Bank Routing Number** - Provide 9 digit routing number from check ( DO NOT use Deposit slip routing number) **REQUIRED**
23. **US. Account #** - Provide bank account number maximum 17 digits **REQUIRED**
24. **Account Type** - Check appropriate box that is associated with account number provide above **REQUIRED**
25. **Name & Title of Payee/Vendor** - **REQUIRED**
26. **Signature of Payee/Vendor** - **REQUIRED**

Please fax the completed form to 512-460-5221 for processing.

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**RESPONDENT BURDEN:** The Nationwide Vendor File Division needs this information to establish, modify/change your VA Vendor Record. 31 U.S.C. 3322 and 31 CFR 210, allow us to ask for this information. We estimate that you will need an average of 15 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at [www.reginfo.gov/public/do/PRAMain](http://www.reginfo.gov/public/do/PRAMain).