

# Instructions to complete UFMS Vendor Request Form (ACH Form) Claimant/Petitioner

Please follow these instructions when filling out this form. If a box is not listed in these instructions, do not complete it:

**Box 1: Select New or Update**

**Box 14: Vendor Name:**

- If you are a Business – *Name of the business*
- If you are an individual – *Your name*
- If you are an attorney filling out this form on behalf of a client – *Your client's name*

**Box 16: EIN/SSN/TIN:**

- If you are a Business – *Tax ID Number*
- If you are an individual – *Social Security Number*
- If you are an attorney filling out this form on behalf of a client – *Your client's Social Security Number or Tax ID number*

**Box 17: Street Address:** Your current address

**Box 18: City, State, Zip Code:** Your current city, state, and zip code

**Box 19: Country:** Country of address in boxes 17 and 18

**Box 20: E-mail Address:** Your email address

**Box 21: Vendor Phone No.:** Your phone number

**Box 22: Fax Number:** Your fax number, if available

**Box 23: Contact Name:**

- If you are a Business – *Point of contact name*
- If you are an Individual – *Your name*

**Box 24: NCIC Code:** Party ID number included in header of petition decision letter

**Box 26: Bank Name:** Name of bank where funds are to be transferred

**Box 27: Street Address:** The address for the bank in box 26

**Box 28: City, State, Zip Code:** The city, state, and zip codes for the bank in box 26

**Box 29: Country:** The country for the bank in box 26

**Box 30: Bank Phone No.:** The phone number for the bank in box 26

**Box 31: ABA Number:** Routing number for the bank holding the account where funds are to be transferred

**Box 32: Account Number:** Your account number where funds are to be transferred

**Box 33: Account Type:** Corporate Checking, Personal Checking, or Savings

Pat Smith  
123 Main Street  
City, State 54321

101

Date \_\_\_\_\_

Pay to the Order of \_\_\_\_\_ \$

\_\_\_\_\_ Dollars

Memo \_\_\_\_\_

⑆04100001531⑆12345678⑈0101

Banking Routing Number      Account Number