



FMS VENDOR FILE REQUEST FORM

<input type="checkbox"/> NEW		<input type="checkbox"/> UPDATE	
VA FACILITY INFORMATION		PAYEE/VENDOR INFORMATION	
STATION NUMBER		<input type="checkbox"/> COMMERCIAL VENDOR REGISTERED IN SAM.GOV (Required IAW FAR 4.1102)	
STATION CONTACT		DUNS NUMBER	
STATION PHONE NUMBER STATION FAX NUMBER		DUNS+4	
STATION EMAIL ADDRESS		SSN/TIN	
PAYEE/VENDOR TYPE (Select one)		NPI	
<input type="checkbox"/> C - COMMERCIAL <input type="checkbox"/> F - FEDERAL AGENCY		<input type="checkbox"/> SMALL BUSINESS - VENDOR MUST BE QUALIFIED AS SMALL BUSINESS IN SAM OR FURNISH SBA CONFIRMATION	
<input type="checkbox"/> E - EMPLOYEE FACTS ID <input type="text"/> <input type="text"/>		VENDOR NAME	
<input type="checkbox"/> I - INDIVIDUAL/HONORARIUM <input type="checkbox"/> O - FOREIGN		DBA	
<input type="checkbox"/> V - VETERAN <input type="checkbox"/> A - AGENT CASHIER		CONTACT	
<input type="checkbox"/> U - UTILITY		EMAIL ADDRESS	
MISCELLANEOUS ACTIONS (Select one)		PHONE NUMBER	
<input type="checkbox"/> WINRS <input type="checkbox"/> ASSIGNMENT (All applicable documents)		CURRENT ADDRESS (Include Street, City, State and Zip Code)	
<input type="checkbox"/> BILL OF COLLECTIONS <input type="checkbox"/> SETTLEMENT/TORTS		PREVIOUS ADDRESS (Include Street, City, State and Zip Code)	
<input type="checkbox"/> ALAC/LGY ACCOUNT #		EFT/ACH (Required IAW 31 CFR Part 208)	
<div style="border: 1px solid black; padding: 10px;"><p>FOR QUESTIONS REGARDING THIS FORM: NVF CONTACT INFORMATION:</p><p>NATIONWIDE VENDOR FILE CUSTOMER SERVICE: EMAIL: VAFSCVENDOT@VA.GOV</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>		BANK NAME	
		BANK ADDRESS (Include City, State and Zip Code)	
		NINE-DIGIT BANK ROUTING NUMBER	
		ACCOUNT NUMBER	
		ACCOUNT TYPE	
		<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
		PAYEE/VENDOR PRINTED NAME & TITLE	
SIGNATURE			

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