



INDIVIDUALS (Literature Fellowships) Instructions for Completing the ESC Confidential Delphi Supplier Set Up Form

8/6/18

The National Endowment for the Arts (NEA) is required to collect social security number and bank information for all Literature Fellowships in order to set up a record for you in our Finance system and to make award payments to you. This data is collected via the **ESC Confidential Delphi Supplier Set Up** form.

The form is available in REACH at <https://grants.arts.gov/eGMS-Reach/Login.aspx> and at <https://www.arts.gov/grants/manage-your-award>. To access in REACH, find your offer under MY OFFERS and go to the Instructions Tab.

- Download and save the form from REACH.
- Save it using the following naming convention - "First name Last name, application number."

INSTRUCTIONS FOR COMPLETING THE FORM

Only fill in the fields that are highlighted.

DO NOT click the CLEAR FORM button.

DO NOT change any fields that are pre-filled for you.

STEP 1: PAGE 1

Under the **Details Supplier Header Information** section, in the **SSN/TIN** field enter your social security number. Do not include spaces or dashes.

Be careful, any errors in your SSN will delay payment (once requested).

Scroll to page 2.

ESC Enterprise Services Center
CONFIDENTIAL DELPHI SUPPLIER SET UP FORM

HEADER SUMMARY

DEPARTMENT:

CONTACT NAME:

CONTACT PHONE: CONTACT EMAIL:

ACTION REQUESTED:

NOTES:

DETAILS SUPPLIER HEADER INFORMATION

REVISION TO SUPPLIER: * If "NO", this will be a new record.

SUPPLIER NUMBER: **SSN/TIN:**

SUPPLIER NAME:

DUNS NUMBER: DUNS EXCEPTION REASON:

CLASSIFICATION TAB: * If "FEDERAL" is selected, select an "ELIMINATIONS/TPC" code

ELIMINATIONS/TPC:

IRS 1099 TAX REPORTING STATUS: 1099 REPORTABLE:

ORGANIZATION TYPE:

INCOME TAX TYPE:

NON REPORTING REASON CODE: * Required if EXEMPT

STEP 2: PAGE 2

Under the **Site Level Information** section, enter your address in the **3 address lines**. You do not need to use all 3.

Enter **City, State**, and **US Zip Code**.

Under **Payment Tab** section enter your bank information. This includes,

- **Name on bank account**
- **Routing #** or RTN – see paragraph below for instructions regarding the nine-digit RTN number.
- **Account #** - bank account number.
- **Type of Account** – this is a drop down menu of checking or savings
- **Bank Name**.

| SITE LEVEL INFORMATION | | | |
|--|--|--|---|
| SITE STATUS: | <input type="text" value="NEW"/> | SITE NAME: | <input type="text"/> |
| COUNTRY: | <input type="text" value="USA"/> | | |
| ADDRESS 1: | <input type="text"/> | | |
| ADDRESS 2: | <input type="text"/> | | |
| ADDRESS 3: | <input type="text"/> | | |
| CITY: | <input type="text"/> | | |
| STATE: | <input type="text"/> | US ZIP CODE: | <input type="text"/> - <input type="text"/> |
| FOREIGN ZIP CODE: | <input type="text"/> | | |
| PAYMENT TAB | | | |
| PAYMENT METHOD: | <input type="text" value="EFT"/> | * If payment method is "CHECK", must have a one time check waiver. | |
| TERMS: | <input type="text" value="PROMPT NET 30"/> | | |
| PAY GROUP: | <input type="text" value="VENDOR"/> | | |
| ALLOW INTEREST INVOICE: | <input type="text" value="NO"/> | ALWAYS TAKE DISCOUNT: | <input type="text" value="NO"/> |
| NAME ON BANK ACCOUNT: | <input type="text"/> | | |
| ROUTING #: | <input type="text"/> | ACCOUNT #: | <input type="text"/> |
| TYPE OF ACCOUNT: | <input type="text"/> | BANK NAME: | <input type="text"/> |
| SUBMIT FORM TO: 5-AMC-KINTANA Supplier_Setup@faa.gov | | | |
| PRIVACY ACT STATEMENT: This statement is provided pursuant to the Privacy Act of 1974, 5 USC § 552a. | | | |
| AUTHORITY: 31 CFR Part 209 and/or Part 210 authorizes DOT/FAA to collect this information. | | | |
| PURPOSE: DOT/FAA will use this information to process payments from the Department of the Treasury to the financial institution and/or its agent. | | | |
| ROUTINE USE(S): The information provided may be disclosed in accordance with the system of record notice DOT/ALL 7 - Departmental Accounting and Financial Information System (DAFIS) and Delphi Accounting System - 65 FR 19481 - April 11, 2000 and the "Blanket Routine Uses" that are available at the beginning of DOT's Compilation of Systems of Record Notices located at: https://www.transportation.gov/individuals/privacy/privacy-act-system-records-notices | | | |
| DISCLOSURE: Provision of the requested information is Mandatory in accordance with 31 CFR Part 209 and Part 210; failure to provide the requested information will affect the processing of payment. | | | |

Check that your bank's nine-digit Routing Transmittal Number (RTN) and your bank account numbers are correct.

An incorrect number will prevent your bank from crediting your account.

A sample check graphic is on the next page to help you in identifying your routing and account numbers.

The routing and account numbers may be in slightly different places on your check.

Please contact your financial institution to verify the correct routing and account numbers.

The routing number must be nine digits. If the first two digits are not 01 through 12 or 21 through 32, the direct deposit will be rejected.

Your check may state that it is payable through a bank different from the financial institution at which you have your checking account. If so, do not use the routing number on that check. Instead, contact your financial institution for the correct routing number to enter on this line.

The checking account number can be up to 17 digits (no letters). Include hyphens but omit spaces and special symbols. Do not include the check number.

Sample Check

OTIS PUPETTE
SINDEE PUPETTE
123 Main Street
Anyplace, MD 20901

PAY TO THE ORDER OF _____ \$ _____

ANYPLACE BANK
Anyplace, MD 20901

For _____

① 250250025 ② 202020186 ③ 5777

15-000000000

5777

DOLLARS

Do not include the check number

SAMPLE

STEP 3: SUBMITTING THE FORM

After you have filled it out the form, **Re-name it with your** First name Last name, application number.

Then, go to the Documents Tab in [REACH](#) and upload the file. .

DO NOT submit the form to the FAA!

The last step, when finished, is to go to the **Accept/Decline Tab** to click the Accept Button to accept the offer.