

## **CONFIDENTIAL DELPHI SUPPLIER SET UP FORM**

### **HEADER SUMMARY**

DEPARTMENT:

CONTACT NAME:

CONTACT PHONE:

CONTACT EMAIL:

ACTION REQUESTED:

NOTES :

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### **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

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**SITE LEVEL INFORMATION**

SITE STATUS:

SITE NAME:

COUNTRY:

ADDRESS 1:

ADDRESS 2:

ADDRESS 3:

CITY:

STATE:

US ZIP CODE:

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FOREIGN ZIP CODE:

**PAYMENT TAB**

PAYMENT METHOD:

\* If payment method is "CHECK", must have a one time check waiver.

TERMS:

PAY GROUP:

ALLOW INTEREST INVOICE:

ALWAYS TAKE DISCOUNT:

NAME ON BANK ACCOUNT:

ROUTING #:

ACCOUNT #:

TYPE OF ACCOUNT:

BANK NAME:

**SUBMIT FORM TO:** 9-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.