



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

11/6/18

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 – see page 3.
- Save it using the following naming convention - **Last name First name, application number**

## INSTRUCTIONS FOR COMPLETING THE FORM - 3 STEPS

Only fill in the fields that are **highlighted**. The form defaults to all capitals.

**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).

Tab to the **Supplier Name** field and enter your legal name in this order,

FIRST NAME, LAST NAME, MIDDLE INITIAL

Scroll to page 2.

**ESC Enterprise Services Center**  
CONFIDENTIAL DELPHI SUPPLIER SET UP FORM

Clear 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 "FEDERAL" is selected, 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:  SITE NAME:

COUNTRY:

ADDRESS 1:

ADDRESS 2:

ADDRESS 3:

CITY:

STATE:  US ZIP CODE:  -

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: 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 \_\_\_\_\_ 19 \_\_\_\_\_

\$ \_\_\_\_\_

DOLLARS

ANYPLACE BANK  
Anyplace, MD 20901

For \_\_\_\_\_

①: 250250025 ②: 202020186 ③: 5777

9-digit routing number (RTN)

checking account number

Do not include the check number

5777

15-00000000

SAMPLE

### STEP 3: SUBMITTING THE FORM

After you have filled out the form, **re-name** to: **Last name First name, application number**. Save the form to your computer as a PDF.

Only use Adobe Reader 9 or later. If you are a **Mac** user - do not use the Preview program on the Mac because it is incompatible with our system.

Do not “distill” the PDF. This removes the form fields. If you do this, the form cannot be used. If you do not see blue form fields, you have not saved the PDF correctly.

Once saved, go to the Documents Tab in [REACH](#) and upload the PDF.

**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.