

INSTRUCTIONS FOR COMPLETING THE SF 1199A (Direct Deposit Form)

(PLEASE READ THIS CAREFULLY!)

Section 1 (To be completed by Payee)

- A. Type or print your organization's name, address and telephone number. Do NOT enter an individual's name. Forms containing changes made with whiteout or handwritten changes to the payee name are unacceptable.
- B. Leave **BLANK or enter name of the organization**. Do NOT put an individual's name in this field. **Section B of the 1199A (Direct Deposit form) cannot contain the name of an individual.** Such forms will be rejected. This was not an issue previously but it definitely is now. **Forms with nothing in Section B will be accepted; however, HHS prefers the institution's name appear there.**
- C. **MANDATORY FIELD** - The form can not be processed without this information. Enter your **Federal** Employer Identification Number (EIN). This is your 9-digit tax ID number, issued by the IRS. Do NOT enter a tax exempt number in this field.
- D. Check type of Bank account "Checking" or "Savings."
- E. The account number to which the funds will be "Direct Deposited" at your financial institution. Do NOT use whiteout or make handwritten changes to the account number.
- F. Check box, "Other" and type the name of the awarding Federal agency.
Ex: CNCS-FFMC.
- G. Leave blank.

Sign and date, using the name(s) of individual(s) having signature authority over the account to which funds are to be deposited. NOTE: the date of your signature must be **before** the date of the bank signature.

HHS is also concerned about original signatures on the form. As it is sometimes very difficult to distinguish a signature in black ink from a photocopy, I suggest that a **signature in blue ink, or some other color, will help prevent any delay in processing.**

Section 2 (Return completed "Govt. Agency" copy to the address below)

Corporation for National & Community Service
FFMC Grants Management
The Curtis Center - 601 Walnut Street
Suite 876E

Philadelphia, PA 19106

Section 3 (To be completed by your financial Institution)

The bank's representative MUST sign the form and provide a telephone number for contact purposes. The depositor account title MUST be filled in and should MATCH the payee name from Section A in most cases. Maintain the payee's copy for YOUR records.

NOTE:

Please remove the carbon sheets when submitting. Routine handling in transit causes the bottom two copies to get marked up and become relatively illegible.