



Division of Payment Management
7700 Wisconsin Ave, 10th Floor
Bethesda, Maryland 20814

Division of Payment Management
Payment Management System Access Form

This form must be completed in its entirety in order to be processed

Please fill in, print and fax

Action(s) Requested: (check all that apply)

- Establish New User Access
Change Existing User Access: Current PMS Username
Update Existing User Contact Information: Current PMS Username
Deactivate User Access: Current PMS Username if not known, print or type first and last name of person to be deactivated and complete sections 1, 2 and 5 below

1. Name of Institution/Organization:
2. Payee Identification Number(s) (PIN) if not known, list EIN:

Is the action requested for all accounts associated with this PIN(s)? Yes No

3. Request to Establish/Change Access or Update Contact Information for:
Name: Title:
Mailing Address:

E-Mail Address: Telephone #:

4. Type of access requested for user. Please select one in each category if applicable.

Payment Requests and Inquiries

Federal Financial Report (FFR)
(B type accounts can only receive FFR View Only)

- Payment Requests and Inquiries
Inquiry Only
FFR Preparer Only
FFR Certifier Only
FFR Preparer and Certifier
FFR View Only

5. Supervisor's Approval of requested action (recipient organization authorized representative)
If you are the highest ranking person in your organization, please sign your own form.

Supervisor's Signature:
Supervisor Name (Please Type):
Supervisor's Title: Supervisor's Telephone #:

IF THIS IS A NEW ACCOUNT, PLEASE MAIL THIS FORM ALONG WITH YOUR SF-1199A DIRECT DEPOSIT FORM.

IF YOUR BANKING INFORMATION HAS BEEN ESTABLISHED IN THE PAYMENT MANAGEMENT SYSTEM, YOU MAY FAX THIS FORM TO DIRECTLY TO THE DIVISION OF PAYMENT MANAGMENT AT 301-492-5096.