United States Department of the Interior

U.S. GEOLOGICAL SURVEY
State Discipline Science Center
Address
City, State Zip

Date

Company Name
Company Address
City, State, Zip

RE: Requesting EFT/CCR Registration

Dear *Vendor Name*

The Debt Collection Improvement Act requires Federal payments to be made electronically. Your electronic funds transfer must be made via Automated Clearing House (ACH) account, not by wire. Additionally all vendors are required to register in the Central Contractor Registration (CCR) for payments. CCR is the primary vendor database for the U.S. Federal Government. Prior to registering in CCR, vendors must obtain a Data Universal Numbering System (DUNS) number from Dun and Bradstreet. Once A DUN is issued, vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration annually to maintain an active status. CCR validates the vendor information and electronically shares the secure and encrypted data with Federal agencies finance offices to facilitate paperless payments through EFT. Vendors can register with CCR at www.ccr.gov.

(Attachment A)