

**S A M P L E**  
**ACH VENDOR/MISCELLANEOUS PAYMENT**  
**ENROLLMENT FORM**

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

**PRIVACY ACT STATEMENT**

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

**AGENCY INFORMATION**

FEDERAL PROGRAM AGENCY Patent and Trademark Office		
AGENCY IDENTIFIER: PTO	AGENCY LOCATION CODE (ALC): 13-10-0001	ACH FORMAT: <input checked="" type="checkbox"/> CCD+ <input type="checkbox"/> CTX
ADDRESS: Box 17, Crystal Park 1, Room-802		
Washington, DC 20231		
CONTACT PERSON NAME: Laurie Taylor		TELEPHONE NUMBER: (703) 305-8167
ADDITIONAL INFORMATION:		

**PAYEE/COMPANY INFORMATION**

NAME: Name of payee/company receiving payment	SSN NO. OR TAXPAYER ID NO. Social Security No. or Employer Id No.
ADDRESS: Address that will receive ACH/vendor/miscellaneous payments	
CONTACT PERSON NAME: Contact person name of the payee/company	TELEPHONE NUMBER: (       )

**FINANCIAL INSTITUTION INFORMATION**

Name:	
Address:	
ACH COORDINATOR NAME:	TELEPHONE NUMBER: (       )
NINE-DIGIT ROUTING TRANSIT NUMBER:	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITOR ACCOUNT NUMBER:	LOCKBOX NUMBER:
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)	TELEPHONE NUMBER: (       )