



**U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION
Accounting Contact Information Document**

Instructions:

Instructions: This document is used to provide the DOL ETA Office of Accounting with contact information for access to the Payment Management System (PMS) for drawing down funds. Please complete all the following information and return this form along with your SF 1199A Direct Deposit Sign-Up and PMS Enrollment form (if applicable) via email, fax, or mail to:

Linda.Porter@psc.hhs.gov
Fax Numbers: 301-492-5096 or 301-492-4581

Payment Management Services
U.S. Department of Health and Human Services
P.O. Box 6021
Rockville, MD 20852
Attention: Linda Porter

GRANT AGREEMENT #:

GRANT RECIPIENT ORGANIZATION NAME:

Primary Contact: This individual is responsible for drawing down funds in the PMS System. The Account Number and temporary password will be assigned and mailed by PMS to the address provided below.

CONTACT NAME: _____ **CONTACT TITLE:** _____

STREET ADDRESS: _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

CONTACT EMAIL ADDRESS: _____

CONTACT PHONE: _____ **CONTACT FAX:** _____



SAVE form
(use format ACCTG_grant# to name)



PRINT form

QUESTIONS concerning:

- the ETA-9130 should be directed to your Federal Project Officer (FPO).
- the completion this document, the form SF 1199A or PMS Subaccounts should be directed to:
Linda Porter at HHS: 301-492-5012 (phone) or email Linda.Porter@psc.hhs.gov.
- your grant/agreement should be directed to your FPO.