

TRAVELER DATA REQUEST

INSTRUCTIONS

Section (1) - Traveler Information

1-8 - Self-explanatory

Section (2) - EFT/DDS

9. Enter the account type to which you would like your EFT payment sent.

10. Enter the number of the account specified above.

* The account number can be up to 17 characters (both numbers and letters). Include hyphens but omit spaces and special symbols.

* Enter the number from left to right.

11. Enter your Routing Transit Number.

* Your routing number is located at the bottom of your checks.

* The routing number must be nine digits in length and if the first two digits are not 01 through 12 or 21 through 32, the EFT direct deposit will be rejected. If rejected, Code 3352.2 will contact the traveler to obtain a valid routing number and will notify FAS-Cleveland Disbursing Office so that the payment can be corrected.

* When reviewing your check information, if it states that it is payable through a bank different from the financial institution at which you have your checking account, do not use the routing number on that check. Instead, contact your financial institution for the correct routing number.

12. - 14. Self-explanatory

SECTION (1) TRAVELER INFORMATION

1. NAME	2. SOCIAL SECURITY NUMBER
3. ACTIVITY/CODE	4. GRADE/CCS LEVEL (e.g., E5, O3, GS-9/NC-II)
5. HOME STREET ADDRESS	6. CITY
7. STATE	8. ZIP CODE

SECTION (2) EFT/DDS

9. ACCOUNT TYPE (Checking or Savings)	10. ACCOUNT NUMBER
11. FINANCIAL INSTITUTION'S ROUTING TRANSIT NUMBER	
12. SIGNATURE (Traveler)	13. DATE

14. REMARKS

Privacy Act Statement

Authority: 5 USC 5701, 37 USC 404-427, EO 9397, 31 USC 3322, 31 CFR 209 and/or 210.

Principal Purpose(s): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent.

Routine Use(s): To substantiate claims for reimbursement for official travel.

Disclosure: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed and may delay or prevent the receipt of payments through the EFT/DDS programs.