



**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 overnight mail to:

**Heidi Ren  
U.S. Department of Labor/ETA  
Office of Financial Administration  
200 Constitution Avenue N.W., Room N-4702  
Washington, D.C. 20210**

**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:  
[Heidi Ren](#) 202-693-3876.
- your grant/agreement should be directed to your FPO.