

Dear Vendor,

This notification is to inform you that it is time for the annual verification of your authorized representative for making changes to your vendor record. This verification process is crucial for maintaining the security and integrity of your vendor record. We appreciate your prompt attention to this matter and cooperation in completing the verification process.

It is important for us to ensure that the information we have on file is accurate and up to date. If there are any updates to Authorized Representative or if the current authorized representative is no longer valid, please provide us with the necessary information as soon as possible. **If no changes are required, no response required.**

POC First Name	POC Last Name	POC Name	Vendor Name
XXXX	XXX	XXX	XXX

INSTRUCTIONS:

1. Send an email to: VAFSCVendMgmtAuthRep@va.gov
2. Add this to the email Subject line: **ATTN: Nationwide Vendor File – AR**
3. Copy the requested data elements below and paste them into the email
4. Provide the Required information requested
5. Repeat steps 3 and 4 above for everyone designated as an AR.

Company (Payee/Vendor) Information:

REQUIRED – Tax ID/FEIN (Identification number registered with the IRS):

REQUIRED – IRS Registered Name (and Doing Business As (DBA) name):

REQUIRED – Mailing Street Address:

REQUIRED – Mailing City, State, and Zip Code:

Banking Information:

REQUIRED – Current Routing Number (starts 0,1,2,3):

REQUIRED – Current Account Number (include any leading zeroes):

Authorized Representative Information:

REQUIRED – First Name:

REQUIRED-Middle Name, Middle Initial, or None

REQUIRED – Last Name:

REQUIRED – Work/Official Number:

REQUIRED – Work/Official Email Address:

REQUIRED– Official Title:

Optional – Fax Number:

If you use 3rd Party Representation:

REQUIRED – 3rd Party Company Name (and DBA):

If you have any questions or require further assistance, please do not hesitate to contact FSC Customer Support at 1-877-353-9791 or email us at VAFSCCSHD@va.gov. Thank you for your cooperation.

Note: If you require an update to your address or banking information, please log into CEP <https://www.cep.fsc.va.gov/> to make the change.

Nationwide Vendor File
Department of Veteran Affairs
Financial Services Center-Austin, TX
877-353-9791

