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| AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER  NN 9588 (REV 1) Page 1 of 2 | **[For External Use](http://www.hii-homeport.com/hii/logos/nns_black_linetag.jpg)** |

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| --- | --- | --- | --- | --- | --- | --- |
| SECTOR | | BUSINESS AREA | | | DATE | |
| NEWPORT NEWS SHIPBUILDING PURCHASES GOODS AND/OR SERVICES FROM (“COMPANY”) | | | | | | |
| LAST NAME | FIRST NAME | MI   . | ADDRESS | CITY | | STATE |
| FAX NO. | | VENDOR NO. (HII USE ONLY) | | FEDERAL TAX ID NO. | | |
| NAME ON INCOME TAX RETURN | | | | DO YOU TYPICALLY RECEIVE IRS FORM 1099?  YES  NO | | |
| FEDERAL TAX CLASSIFICATION  INDIVIDUAL/SOLE PROPRIETOR  C CORPORATION  S CORPORATION  PARTNERSHIP  TRUST/ESTATE  LIMITED LIABILITY COMPANY ► OTHER [EX. 501(c)(3)] ►  TAXED AS:  C CORPORATION  S CORPORATION  PARTNERSHIP | | | | | | |

Company agrees to receive payments for such goods and/or services from Newport News Shipbuilding via Electronic Funds Transfer (EFT) along with the payment terms noted. This authority is to remain in effect until Newport News Shipbuilding has received written notification of termination from Company in such time and such manner as to afford Newport News Shipbuilding a reasonable opportunity to act on it. Company also authorizes the Bank listed below to verify the Company’s account information as necessary to establish the EFT.

IN NO EVENT SHALL NEWPORT NEWS SHIPBUILDING BE LIABLE FOR ANY SPECIAL, INCIDENTAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES AS A RESULT OF THE DELAY, OMISSION, OR ERROR OF AN ELECTRONIC CREDIT ENTRY, EVEN IF NEWPORT NEWS SHIPBUILDING HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. In the event of duplicate payment, overpayment, fraudulent payment, or any payment made in error, company agrees to return any such payment to Newport News Shipbuilding upon discovery of such error by company.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| COMPANY NAME | | | | | | PAYMENT TERMS | |
| PHYSICAL STREET ADDRESS | | | | CITY | | STATE | ZIP CODE |
| REMITTANCESTREET ADDRESS/P.O. BOX | | | | CITY | | STATE | ZIP CODE |
| **BANKING INFORMATION Must be a U.S. bank to use this form** | | | | | | | |
| NAME OF BANK | | | | CITY | | STATE | ZIP CODE |
| TITLE ON BANK ACCOUNT (SEE INSTRUCTIONS) | | | | | | | |
| **EFT INFORMATION Obtain this information directly from bank** | | | | | | | |
| ACH BANK ROUTING/ABA NUMBER (MUST BE 9 DIGITS) | | BANK ACCOUNT NUMBER | | | | | CHECKING  SAVINGS |
| **COMPANY’S BANK CONTACT Person at bank we can contact to verify banking information** | | | | | | | |
| NAME | | | TITLE | | | | |
| TELEPHONE NO. | | | FAX NO. | | | | |
| EFT REMITTANCE DETAIL (CHECK ONE) | | | | | | | |
| Send remittance detail to bank with payment | | | Email remittance detail to the below address\*: | | | | |
| **COMPANY IMPLEMENTATION CONTACT** | | | | | | | |
| NAME | TELEPHONE | | | | EMAIL ADDRESS | | |
| **NEWPORT NEWS SHIPBUILDING IMPLEMENTATION CONTACT** | | | | | | | |
| NAME | TELEPHONE | | | | EMAIL ADDRESS | | |

**VENDOR APPROVAL**

|  |  |  |
| --- | --- | --- |
| SIGNATURE | TELEPHONE NO. | DATE |
| PRINT NAME | EMAIL ADDRESS | |
| TITLE | FAX NO. | |

|  |  |
| --- | --- |
| COMPANY NAME | This is the name of your company. Please fill out the name as it would appear on the invoice. |
| PHYSICAL ADDRESS | This is your company’s physical address. |
| CURRENT REMITTANCE ADDRESS | This is the address for which your invoices read “send payments to.” This should not be confused with your company’s physical location; however, it may be the same. A rule to follow is: Where should payments be mailed in the event a paper check needs to be issued? |
| BANKING INFORMATION | This is the physical location of the bank you use. If you use a branch, please supply the branch’s address in this section. Payment delays will result if information is not correct. |
| TITLE ON BANK ACCOUNT | This should be the exact name as shown on your monthly bank statements. If the name (Title) on your bank account differs from your company name, we will need a written explanation on your company letterhead of the relationship between the name on the account and your company name. This letter can be attached to this form |
| EFT INFORMATION | It is recommended that you obtain this information directly from your bank. The information needed is the routing/ABA (American Banking Association) number of your bank, and your company’s individual account number. When asking your bank for this information, inform them that Newport News Shipbuilding intends to send EFT payments to your account using the ACH (Automated Clearing House). It is important to note that Newport News Shipbuilding is sending an EFT payment through the ACH, not a wire payment, as they are not the same. Newport News Shipbuilding recommends that you send a copy of a voided check with this form. |
| YOUR BANK CONTACT | This should be an employee of your bank whom Newport News Shipbuilding can contact to verify that the banking information provided is correct. |
| EFT REMITTANCE DETAIL | This determines where Newport News Shipbuilding sends your remittance advice for payments that are sent electronically. Newport News Shipbuilding offers two options:  Send remittance detail to bank with payment: Newport News Shipbuilding will electronically send your remittance to your bank along with the payment. When choosing this option, you must set up an agreement with your bank to forward you this information. ( Newport News Shipbuilding will be sending payment and remittance advices in an X-12 820 CTX file via the ACH.)  Email: Newport News Shipbuilding will electronically send your remittance to your company’s email address. You normally will receive your remittance advice one to two days prior to the date the funds will be available in your account. Please provide your email address. This option is recommended for all users not equipped to receive remittance advice from their bank. |
| COMPANY IMPLEMENTATION CONTACT | This should be an employee of your company who can assist with the technical aspects of receiving electronic remittance advices via EDI in the X-12 820 CTX format. |
| SIGNATURE | The form must be signed by someone in your company who has the authorization to permit Newport News Shipbuilding to electronically send payments to your company’s bank account. Please provide all the requested information for this individual. |

AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

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INSTRUCTIONS: The following instructions will assist you in filling out the Authorization for Electronic Funds Transfer. All fields on this form are required for your request to be processed. Instructions are designed to prevent errors which cause delays in your EFT setup.