

# DEPOSIT ACCOUNT APPLICATION

**The Convenient NTIS Deposit Account — A fast, efficient, and economical way to order from NTIS!** This convenient debit account service simplifies ordering from NTIS. Simply deposit funds in an account and draw from these funds when you order. The advantages are many:

- Easy ordering — by telephone, fax, online, or mail
- Statements provide detailed transactions and routing information — you will know what you ordered and when.
- You can track your expenditures easily—providing hard facts for future budgets.
- An established NTIS Deposit Account records all your transactions.

To open an account, fill out and return this application. If you have any questions, please call **(703) 605-6630**. When your NTIS Deposit Account is established, NTIS will send you your account number with instructions. A statement will be sent to you for each month there is activity in your account.

TIN / EIN \_\_\_\_\_ DATE \_\_\_\_\_

ATTENTION / NAME \_\_\_\_\_

COMPANY / ORGANIZATION \_\_\_\_\_ DIVISION / ROOM NUMBER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PROVINCE / TERRITORY \_\_\_\_\_ INTERNATIONAL POSTAL CODE \_\_\_\_\_

COUNTRY \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_

AGENCY LOCATION CODE (ALC) \_\_\_\_\_ TREASURY ACCOUNTING SYMBOL (TAS) \_\_\_\_\_

## METHOD OF PAYMENT (please print or type)

I would like to open an account with \$ \_\_\_\_\_

I understand the initial minimum deposit is \$200,\* and that NTIS will charge a \$25 quarterly maintenance fee.

\* Customers who are opening a deposit account to establish an ongoing subscription may deposit an estimate of a year's charges, even if the amount is less than \$200.

Check / Money Order enclosed for \$ \_\_\_\_\_  
(PAYABLE TO NTIS IN U.S. DOLLARS)

\*Checks will be converted into an electronic fund transfer, see <http://www.ntis.gov/help/eft>.

**DO NOT ENTER YOUR CREDIT CARD NUMBER or DEPOSIT ACCOUNT NUMBER on this order form** if you are faxing or emailing your order. To pay by credit card (MasterCard, VISA, American Express, Discover) or NTIS deposit account, please send the order and then call the NTIS Subscriptions Department at (800) 363-2068 or (703) 605-6060 between 8:30 am - 5:00 pm EST, Monday - Friday.

**NTIS Web Site** — [www.ntis.gov](http://www.ntis.gov)

## ORDER BY MAIL / E-MAIL

Deposit Account Section  
National Technical Information Service  
5301 Shawnee Road  
Alexandria, VA 22312  
E-mail: [orders@ntis.gov](mailto:orders@ntis.gov)

## FEDERAL GOVERNMENT AGENCIES

### Defense Agency

MIPR Required

IPAC Payment

Advance Payment Enclosed

*Mail-in option only*

Invoice Required\*

*\*Account will be opened when payment is received.*

ALC # \_\_\_\_\_  
ALC (Agency Location Code) required.

### Non-Defense Agency

Purchase Order Required

Please provide me a **Web User ID and Password**, so I can use my deposit account when ordering from <http://www.ntis.gov>.

## Notice to Customers Making Payment by Check

**Authorization to Convert Your Check:** If you provide us a check to make your payment, your check will be converted into an electronic fund transfer. "Electronic fund transfer" is the term used to refer to the process in which we electronically instruct your financial institution to transfer funds from your account to our account, rather than processing your check. By providing your completed, signed check to us, you authorize us to copy your check and to use the account information from your check to make an electronic fund transfer from your account for the same amount as the check. If the electronic fund transfer cannot be processed for technical reasons, you authorize us to process the copy of your check.

**Insufficient Funds:** The electronic fund transfer from your account will usually occur within 24 hours, which is faster than a check is normally processed. Therefore, make sure there are sufficient funds available in your checking account when you send us your check. If the electronic fund transfer cannot be completed because of insufficient funds, we may try to make the transfer up to two times.

**Transaction Information:** The electronic fund transfer from your account will usually occur within 24 hours, which is faster than a check is normally processed. Therefore, make sure there are sufficient funds available in your checking account when you send us your check. If the electronic fund transfer cannot be completed because of insufficient funds, we may try to make the transfer up to two times.

**Your Rights:** You should contact your financial institution immediately if you believe that the electronic fund transfer reported on your account statement was not properly authorized or is otherwise incorrect. Consumers have protections under a Federal law called the Electronic Fund Transfer Act for an unauthorized or incorrect electronic fund transfer.

**Privacy Act:** A Privacy Act Statement required by 5 U.S.C. § 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made of your check information, is available from our internet site at <http://www.ntis.gov/help/eff/>, or call 1-800-553-6847 or (703) 605-6000 and request a copy of **NTISPR-1076**. Furnishing the check information is voluntary, but a decision not to do so may require you to make payment by some other method.