

## Instructions for Completing ACH Vendor/Miscellaneous Payment Enrollment Form

**Agency Information Section** - Federal agency prints or types the name and address of the Federal program agency originating the vendor/miscellaneous payment, agency identifier, agency location code, contact person name and telephone number of the agency. Also the appropriate box for ACH format is checked.

**Payee/Company Information Section** - Payee prints or types the name and address of the payee/company that will receive ACH vendor/miscellaneous payments, the social security or taxpayer ID number (with suffix) of the payee/company, contact person name, email address and telephone number of the payee/company. An individual who signs this form on behalf of the payee/company is certifying that he or she is legally authorized to bind the payee/company and is enrolling the payee/company to receive payments or refunds via ACH deposit in the designated bank account. Payee also verifies depositor account number, account title, and type of account entered by your financial institution in the Financial Institution Information Section.

**Internet Payment Platform Permission Section** - Payee selects whether or not they would like the refund addendum information sent to IPP. If submit is selected, payee will then need to enroll with IPP and would be able to view refund information as refunds are liquidated.

**Financial Institution Information Section** - Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. Also, the box for type of account is checked, and the signature, title, and telephone number of the appropriate financial institution official are included.

**Email the form to:** [gmb.achrefundsupport@cbp.dhs.gov](mailto:gmb.achrefundsupport@cbp.dhs.gov)

OR

**Mail the form to:**

CBP Revenue Division

ATTN: ACH Refunds Support Team

8899 East 56th Street

Indianapolis, IN 46249

**ACH REFUNDS  
ENROLLMENT FORM**

This form is used to enroll a Payee in Automated Clearing House (ACH) refunds with an addendum record that contains payment-related information processed through the Vendor Express Program. An individual who signs this form on behalf of the Payee/Company is certifying that he or she is legally authorized to bind the Payee/Company and is enrolling the Payee/Company to receive payments or refunds via ACH deposit in the designated bank account. A recipient of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

**PRIVACY ACT STATEMENT**

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3332, 31 CFR 208, and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

**AGENCY INFORMATION**

FEDERAL PROGRAM AGENCY

**U.S. Customs and Border Protection**

AGENCY IDENTIFIER:  
**7005**

AGENCY LOCATION CODE (A)  
**70-05-0800**

ACH FORMAT:  
☒ CCD+ ☐ CTX ☐ CTP

ADDRESS:  
**CBP Revenue Division, 8899 East 56th Street**

**Indianapolis, IN 46249**

CONTACT PERSON NAME:  
**ACH Refund Help Desk (gmb.achrefundsupport@cbp.dhs.gov)**

TELEPHONE NUMBER:  
**( 317 ) 298-1200, Ext. 1178**

**PAYEE/COMPANY INFORMATION**

NAME: SSN NO. OR TAXPAYER ID NO.

ADDRESS:

EMAIL ADDRESS

NAME OF COMPANY OFFICIAL

TELEPHONE NUMBER  
( )

SIGNATURE OF COMPANY OFFICIAL

TITLE

**INTERNET PAYMENT PLATFORM (IPP) PERMISSION**

☐ Submit Tax ID to IPP  
\*\* Additional enrollment is required through IPP.gov; See attached  
☐ Do not submit Tax ID to IPP

**FINANCIAL INSTITUTION INFORMATION**

NAME:

ADDRESS:

BANK/ACH CONTACT NAME:

TELEPHONE NUMBER  
( )

NINE-DIGIT ROUTING TRANSIT NUMBER:

DEPOSITOR ACCOUNT TITLE:

DEPOSITOR ACCOUNT NUMBER:

TYPE OF ACCOUNT:

☐ CHECKING ☐ SAVINGS

SIGNATURE AND TITLE OF BANK/ACH COORDINATOR:

TELEPHONE NUMBER  
( )



[WWW.IPP.GOV](http://WWW.IPP.GOV)

(866) 973-3131

## **Welcome to the Invoice Processing Platform (IPP)**

The Invoice Processing Platform (IPP), is a secure, Web-based service, developed by the Department of the Treasury's Fiscal Service. The purpose is to more efficiently manage payment information. One benefit of IPP is the upload of refund addendum information from Treasury. Use of the IPP service is available free of charge to all Federal agencies and their customers.

The IPP uploads payment and refund information from Treasury allowing agencies and their customers to view refund details and download the payment information.

Vendors can go online to check payment status, or choose to receive e-mails with a simple notification of payment or detailed remittance information. This service reduces payment status inquiries and enables vendors to more easily manage their receivables and match payments or refunds to specific invoices or deposits.

## **What happens next?**

If you requested to have your refund addendum information submitted to IPP on your ACH Enrollment Form, you will receive an email from IPP within 5-7 business days confirming your enrollment.

**\*\* Please ensure the email address you listed on your ACH Enrollment Form is the email that will need to be registered with IPP, as it is an automatic enrollment.**

After an account is established, you will receive two emails. The first one will provide your User ID, and 12 to 24 hours later a second email will give you an 8-character password. Use the ID and password to log onto IPP to change to a password of your own, agree to the rules for using IPP and to answer security questions. Please see the "News and Training" box on your IPP homepage for instructions and videos on how to set-up email notifications, how to invoice, how to add additional users and other relevant information. Allow 5 to 10 business days for registration.

***If you have any questions after you are enrolled, please call IPP Customer Support at (866) 973-3131 or [IPPCustomerSupport@fiscal.treasury.gov](mailto:IPPCustomerSupport@fiscal.treasury.gov)***