

Non-Federal Check Payment Form

Procedures for Sending a Check to a Pooled Fund Project:

1. Advise the **Lead Agency Contact** that a check will be sent.
2. Ask for the **Office Code** and **Pooled Fund Project Number** to include with the check.
3. Below is the form to complete with the instructions. **Send the form with the check!**

Pooled Fund Project Number: Click or tap here to enter text.		
FHWA Lead Organization: Click or tap here to enter text.	FHWA Lead Organization Code: Click or tap here to enter text.	
FHWA Lead Contact: Click or tap here to enter text.	FHWA Lead Phone Number: Click or tap here to enter text.	
Would you like to receive an invoice? <i>If Yes, complete the contact information below to return the invoice/receipt of funds to.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address: Click or tap here to enter text.		
City: Click or tap here to enter text.	State: Click or tap here to enter text.	Zip Code: Click or tap here to enter text.
Email Address: Click or tap here to enter text.		Phone Number: Click or tap here to enter text.

Mail Check Payment to the following address for Paper Check Conversion (PCC) processing:
Include this Form!

REGULAR MAIL

DOT/FHWA
c/o ESC, AMK-324
P.O. Box 268865
Oklahoma City, Ok 73125

FEDEX OVERNIGHT MAIL

FHWA-Accounts Receivable
HQ Room 265
6500 S. Macarthur Blvd.
Oklahoma City, Ok 73169

Notice to Customers Making Payment by Check

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

This information is essential for getting the funds to the correct FHWA Office.

Questions about this process can be directed to:

Tricia Sergeson

Transportation Pooled Fund Program Manager

(202) 493-3166 patricia.sergeson@dot.gov