

UNITED STATES DEPARTMENT OF AGRICULTURE
TRANSMITTAL -- TELEPHONE AND UTILITIES

A IDENTIFICATION						
1 (Check One) (1) <input type="checkbox"/> Service Center <input type="checkbox"/> Single Agency	2 T/A CONTACT POINT (10)	3 DOCUMENT NUMBER (6)	4 ACTION CODE (1)	5 ACC. NUMBER (25) OR TELEPHONE NO. (10)	6A SUFFIX (2)	6B BUILDING TYPE (1) (Check One) <input type="checkbox"/> Government Owned <input type="checkbox"/> Leased
7 GSA GEOGRAPHICAL LOCATION CODE (9)		8 GSA GEOGRAPHICAL LOCATION CODE CORRECTION (9)		9 ACC. NO. (25) OR TELEPHONE NO. (10) CORRECTION		10 EFFECTIVE MONTH (2)

B VENDOR			C SERVICE LOCATION		
11 NAME (35)			17 NAME (35)		
12 ADDRESS (35)			18 ADDRESS (35)		
13 CITY (20)	14 STATE (2)	15 ZIP CODE (5)	19 CITY (20)	20 STATE (2)	21 ZIP CODE (5)

16. VENDOR IDENTIFICATION (9)

D SERVICE DESCRIPTION					
22 TYPE SERVICE	23 ACTION CODE	24 SERVICE DATE	25 RATE TABLE	26 BILLING CYCLE	27 MAXIMUM BILL AMOUNT

E MISCELLANEOUS			
28 STATE OR LOCAL TAX (1)	29 ANTICIPATED BILL ADJ. (7)	30 REFUNDABLE DEPOSITS (7)	31 CUSTOMER ID (8)

F ACCOUNTING CLASSIFICATION												
FIN PROJ	CLASS CODE	STATE CHARGED	STATE WORKED	AREA	FIELD OFFICE	FIPS CITY CODE	PROJECT NUMBER			. SCS	FUND CODE	F/S UNIT
APPRN	STATE	ACCOUNT		FUNCTION	SUB-FUNCTION	SUB-UNIT	PROJECT NUMBER			. FS		
A		B		C		D	E			DIST RATIO 3		

SIGNATURE	PHONE (Area Code and Number)	FTS	COMM	DATE
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29. Explanation of Anticipated Bill Adj.