



UNITED STATES DEPARTMENT OF AGRICULTURE  
Food and Nutrition Service

**ASAP.gov Information Request Form**

For organizations that do not already have an Automated Standard Application for Payment (ASAP.gov) account established with USDA Food and Nutrition Service, please complete the information below so that FNS can set up the Letter of Credit (LOC) by which award funds will be made available. ASAP.gov is a secure, web-based electronic payment system that allows recipients to access their funding grant funds. Please complete and return this form, along with three copies of the FNS-529 with original signatures (signed in blue ink), to:

USDA Food and Nutrition Service (FNS)  
Grants and Fiscal Policy Division  
3101 Park Center Drive, Suite 740  
Alexandria, VA 22302

- 1. **EIN Number** \_\_\_\_\_
- 2. **DUNS Number** \_\_\_\_\_
- 3. **Organization Type** \_\_\_\_\_
- 4. **FINANCIAL CONTACT INFORMATION**
  - a. **First Name** \_\_\_\_\_
  - b. **Last Name** \_\_\_\_\_
  - c. **Organization Name** \_\_\_\_\_
  - d. **Address** \_\_\_\_\_
  - e. **City** \_\_\_\_\_
  - f. **State** \_\_\_\_\_
  - g. **Zip Code (+4)** \_\_\_\_\_
  - h. **Phone Number** \_\_\_\_\_
  - i. **E-mail Address** \_\_\_\_\_

If you have questions about this form, please contact the Grants Officer assigned to your award, as noted in your FNS Award Letter.