

## Helpful Hints with DLA Reimbursement form fields

DLA Name: Identify the DLA city/county name and DLA number or the company requesting reimbursement

Examples include: PARK RAPIDS DEPUTY REGISTRAR #68 INC, Monticello 002, HANSCOM ENTERPRISES, INC

Contact information may need to discuss the reimbursement:

Office manager's name: Who is requesting reimbursement?

Remittance Address: This is the physical address to receive checks or the SWIFT address

Office telephone number: What number will reach the requestor?

Email address: What email will reach the requestor?

FEIN: If known the tax ID to verify the account

\*\*\*FEIN is not needed if you know your SWIFT Supplier information

SWIFT ID: SWIFT Supplier ID – Location Number (if known)

Certification and Signature:

Please use the following steps if you are unaware of your Adobe Pin

Configure New Digital ID

Create your self-designed Digital ID

Save to Window Certificate Store

Documentation: This field can be used to communicate details from the DLA office to the DSCO approvers.

After you have signed the form, you will receive a pop-up to save a copy of your signed file.

You need to save a copy of the file. Once that is done the file is sent through email prompts in order to submit the request to DSCO. Please add additional documentation to the email before sending your request for approval.

Items in the For Official Use

These fields are completed by the DSCO at the Department of Public Safety. Fields will be completed upon approval of payment by DSCO.