

# Department of Justice (DOJ) Asset Forfeiture Program

## Vendors/Payees

Below is a list of Vendor Request Forms (Form) which have been partially completed for your convenience. Please review the list and descriptions to determine which Form is applicable. Each Form has specific instructions located on the second page to further assist you.

If you are unable to open the Forms listed below then please use the [Basic UFMS Vendor Request Form](#). If requesting an international payment then please use the [Asset Forfeiture - International Vendor Request Form](#). Please see at the bottom of this page for other important reminders.

[Asset Forfeiture – DOJ Equitable Sharing](#) – Meant for State & local Law Enforcement Agencies attempting to enroll or update banking information for *DOJ Equitable Sharing* payments.

[Asset Forfeiture – Return of Funds/Settlement Payment](#) – Meant for the *return of seized cash, court ordered third party payments, and settlement payments* as directed by Seizing Agency (e.g., FBI, DEA, ATF) or United States Attorney's Office (USAO) as appropriate.

[Asset Forfeiture – Granted Petition Payment](#) – Meant for granted *petition for remission/mitigation* letters from the Criminal Division (MLARS), Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), or Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

[Asset Forfeiture – Adoption Decline/Return to S&L](#) – Meant for State & local Law Enforcement Agencies looking to (*re*)*obtain seized cash* after the federal government has declined forfeiture or adoption. Typically, the State & local Law Enforcement Agency is pursuing forfeiture at the State level.

[Asset Forfeiture – Non-Citizen \(Domestic\) Payment](#) – Meant for any domestic (U.S.) based payment to a non-citizen (alien) resident who does not have a Tax ID Number.

[Asset Forfeiture – Tort Claim Payment](#) – Meant for granted tort claim letters from the United States Marshals Service, Office of General Counsel.

### Important Reminders

- **Handwritten submissions:** Forms must be electronically filled out before they are submitted to the AFD ACH Mailbox at [AFD.ACHForms@usdoj.gov](mailto:AFD.ACHForms@usdoj.gov). Handwritten submissions, including pen-and-ink changes, will be rejected.
- **Box 16 - EIN/SSN/TIN:** The Tax Identification Number (TIN) entered on the Form should be that of the person or entity who is legally entitled to the funds. Under no circumstances, should a representative (attorney, next of kin, etc.) of the defendant, claimant, or petitioner enter their personal or business TIN on the Form. You may be asked to provide supporting documents to validate the TIN. Individuals without a TIN should use the [Asset Forfeiture – Non-Citizen \(Domestic\) Payment Form](#).

- **Box 24 - NCIC/TPID Code:** For DOJ Equitable Sharing purposes, this number is your Agency's NCIC/ORI code (e.g., MD1234567). For all other purposes, the TPID code is your 6-10 digit CATS Party ID Number (e.g., 1788649). This number is typically conveyed in the subject of the correspondence instructing you to complete the Vendor Request Form. Please contact the Agency who sent you the correspondence should you have any questions about the CATS Party ID Number. Please note, a CATS Asset ID Number (e.g., 19-DEA-123456) is not a valid entry for Box 24.
- **Financial Institution Information:** Ensure Box 12: Payment Type is completed before attempting to complete Boxes 26 – 33. The ABA Number and Account Number must be able to accept *Automated Clearing House (ACH)* network payments. ABA Numbers and Account Numbers designated solely for Wires or Fedwires network payments will result in a payment cancellation.
- **Submission Timeframes:** Generally, Forms are reviewed and processed within five (5) business days of the submission date. Forms submitted between September 25<sup>th</sup> and October 10<sup>th</sup> may take additional time due to annual system maintenance. The submitter and, if different, vendor contact indicated in Box 20 of the Form will receive notice via e-mail from AFD Forms indicating the status of the Form. The e-mail notice for successful Forms will provide additional details about the forthcoming payment including points of contact.
- **Payment Cancellation/Rejection Notices:** If you have received an e-mail from AFD Forms indicating that your payment was either cancelled or rejected then there was a problem with your original Form submission. The reason for the cancellation/rejection and a brief description will be listed in the e-mail. Regardless of the reason, an updated Vendor Request Form must be submitted to reprocess your payment. Generally, the account number previously provided is either inaccurate or no longer valid in our system due to inactivity.