

INVOICE/APPENDIX A-XXXX-00X
to User Agreement No. _____

between **UT-BATTELLE, LLC (CONTRACTOR)** and

NAME OF INSTITUTION (USER)

Pursuant to the above-identified User Agreement and subject to the terms and conditions stated therein, CONTRACTOR shall provide, furnish, or otherwise make available to duly authorized employees or representatives of USER the following facilities, equipment, services, material and/or information for the following purpose.

Facility	
Purpose	
Term	The earlier of _____ from date of last signature on this Appendix or termination of the User Agreement
Total Estimated Cost	\$
Current Invoice Amount	\$ (DUE UPON RECEIPT)
Invoice # / Date	
Payment Schedule	
ORNL Technical Contact	
Select One:	<input type="checkbox"/> Partial Cash Advance <input type="checkbox"/> Full Cash Advance <input type="checkbox"/> Full Cash Advance/Task-by-Task Basis (see payment schedule)

User Facility Director or Administrator represents that this project does not engage CONTRACTOR (UT-Battelle) staff in collaborative research.

Signature of User Facility Director or Administrator

Date

To be completed by USER:

DUNS Number: _____

Must be registered in the federal [System for Award Management \(SAM\)](#).

Organization Classification (select one)

- U.S. Small For-Profit Business (per SBA definition)
- Other U.S. For-Profit Business
- U.S. Non-profit Organization
- U.S. University or Educational Institution
- U.S. Contractor-Operated National Laboratory
- U.S. Federal Agency
- Non-U.S. For-Profit Business
- Non-U.S. Non-Profit Organization
- Non-U.S. University or Educational Institution
- Non-U.S. Government Agency or Entity
- Other (Please specify): _____

User Billing Address:

User Purchase Order (if applicable):

USER must check one:

- Some or all of the funding and/or scope of this project is subject to U.S. federal agency grant, cooperative agreement, or contract number _____ (Funding Agreement.) To the extent that the intellectual property provisions in the Funding Agreement are inconsistent with the terms and conditions in this User Agreement, the terms and conditions of the Funding Agreement shall prevail. Note: If funding and/or scope includes federal funds or overlaps with scope from a federally funded project, the entire project shall be subject to the terms of the Funding Agreement.
- No federal funds are being used to fund this project, and no part of this project scope overlaps with the scope of any project(s) funded by the U.S. Government in which User participates or will participate.

By signing this document, the signatories attest that they are legally authorized to commit their respective Parties to this Agreement.

Proposed on behalf of USER	Accepted on behalf of CONTRACTOR
Signature:	Signature:
Name (print):	Name:
Title (print):	Title:
Date:	Date:

Payment Instructions for Customers of UT-Battelle, LLC/Oak Ridge National Laboratory

The information below provides payment instructions to customers of UT-Battelle, LLC, who are providing funds that are associated with work done at Oak Ridge National Laboratory. We highly encourage our domestic customers and individuals to utilize Automated Clearing House (ACH) methods available to them. This is the most efficient and cost-effective manner for receiving and accounting for your funds. Also provided are instructions for sending fund transfers through the U.S. Treasury's Fedwire system. While this is an additional option for domestic companies, it is a requirement for foreign customers. Please note that special instructions are provided to assist with international payments.

While check payments remain an acceptable method of payment, we will process these in electronic form whenever possible, as disclosed in the notice below.

ACH Instructions

Receiving Depository Financial Institution (DFI):	Cashlink ACH Receiver – Federal Reserve
ABA Routing Transit Number:	051036706
Account Name:	UT-Battelle, LLC
Account Number:	349010
Type of Account:	Checking

Fedwire Instructions

Bank name:	US Treasury, New York, NY 33 Liberty Street New York, NY 10045
ABA Routing Transit Number:	021030004
Account Number:	89000001
Beneficiary Name:	UT-Battelle, LLC Beneficiary
Address:	One Bethel Valley Road Oak Ridge, TN 37830

Please reference applicable invoice/contract numbers and/or other appropriate information on the payment detail or beneficiary information line to assist us with applying your payment correctly.

Special Wire Instructions for International Customers:

Please note that U S Treasury, does not have a swift code. Please contact your financial institution for assistance with sending a wire transfer through the U.S. Fedwire system using an intermediary bank. Our bank will not assess any charges or fees against your transfer; however, it is important to plan carefully with your financial institution to ensure that an adequate amount of funds are transferred to allow for any fees deductions that “may” be assessed by your bank or the intermediary bank. Your financial institution should be able to advise you of any applicable charges. Also, please note that all fund transfers must be in the form of United States Currency.

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 paper 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.

Notice to Customers Making Payment by Check (Continued):

Privacy Act – A privacy Act Statement required by 5 U.S.C. § 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made of your check information, is available from the following U.S. Department of the Treasury, Financial Management Services web site at: <http://www.fms.treas.gov/otcnet/index.html>, or call toll free at 1-866-945-7920 (option 4, option 5, option 4) to obtain a copy by mail. Furnishing the check information is voluntary, but a decision not to do so may require you to make payment by some other method.

Check Remittance Instructions

All checks shall be made payable to UT-Battelle, LLC. Please include appropriate remittance advice and mail to:

UT-Battelle, LLC
Attn: Treasury
Services
P.O. Box 2008
MS-6437
Oak Ridge, TN 37831

Contact Information

We greatly respect the value of our customer's time and efforts. If you have any questions or would like clarification regarding any of this information, please don't hesitate to contact us. We look forward to helping in any way we can.

Primary Contact: Darin Berkley, Cash Manager, UT-Battelle Treasury & Corporate Accounting
Email: berkleydk@ornl.gov
Phone: 865-241-1256
Fax: 865-241-1073

Additional Contacts: Mark Boatner, Supervisor, UT-Battelle Tax & Treasury
Services Email: boatnermj1@ornl.gov
Phone: 865-576-1436
Fax: 865-241-4063