

The following is required to establish a private party account with NAVFAC:

All customers requesting a new account are required to issue a memo on their company letterhead. The following information should be included in this memo.

1. Type of services requested
2. Start date and end date (estimated if necessary)
3. Point of contact Information: Name, Phone, Fax, **Email**
4. Billing Address
5. Tax ID #

The following should be sent with the memo to the Comptrollers office in San Diego.

a. An Estimate in writing from the department in which services are provided. The estimate should be for:

1. Three months noting recurring service. This type of estimate will determine how much the security deposit will be.

Or

2. Lump sum estimate for one time service or less than 3month of services is required. (This type of estimate determines how much money needs to be provided to NAVFAC SW before service any service is rendered) Please be sure the money sent considers surcharge amount for non-federal customers (**FY09 surcharge is 2.7%**).

Note: All estimates should include contact information regarding the department providing services or will not be accepted.

Once this is complete, please forward the memo to NAVFAC Comptrollers office. The fax number and mailing address and points of contacts are on page 2. Comptroller's office will review the memo and estimate. The amount of deposit or advance will be finalized by the comptroller's office. An account will be set up when the money is received.

NOTE: **Make payables such as security deposits or advance payments to NAVFAC SW.** All questions regarding what type of account required will be determined upon the setting up the account at NAVFAC SW Comptrollers office. Please contact comptroller's office at NAVFAC SW should you have any further questions.