

## DOI EFT/IPP Waiver Request Form

The Debt Collection Improvement Act of 1996 requires that all payments be made by electronic funds transfer (EFT) after January 1, 1999. Waivers to this requirement may be granted under the conditions described below. Please mark the condition which applies and complete the information requested at the bottom.

The Department of the Interior's (DOI) Electronic Invoicing and Payment Requirements - Internet Payment Platform (IPP) local clause requires that all new awards have invoices submitted electronically via the Internet Payment Platform (IPP). Waivers to this requirement may be granted under the conditions described below. Please mark the condition which applies and complete the information requested at the bottom. Once complete, submit via an FBMS Help Desk Ticket. **\*Note:** If condition 9 below is selected, the vendor will be receiving a waiver for IPP only and does not automatically result in an EFT waiver.

### Waiver Requests for Hardship

- Condition 1  An individual [includes employees and sole proprietors] with or without an account with a financial institution determines that payment by EFT, or that submission of invoices through IPP, would impose a hardship due to either a physical or mental disability, or a geographic, language, or literacy barrier, or would impose a financial hardship. The requirement to receive payment by EFT is automatically waived for all individuals who do not have an account with a financial institution and who are eligible to open an electronic transfer account (ETA under Public Law 104-208, until such date as the Secretary of the Treasury determines that the ETA is available).

The requirement to submit invoices through IPP is automatically waived for all individuals who do not have payment capability using EFT with a financial institution.

### Waiver Requests Involving Natural Disasters, Public Safety, or Foreign Payments

- Condition 2  The political, financial, or communications infrastructure of a foreign country does not support payment by EFT or does not support access to IPP for submitting invoices electronically.
- Condition 3  Where the payment is to a recipient within an area designated by the President or an authorized agency administrator as a disaster area. This waiver is limited to payments made within 120 days after the disaster is declared.
- Condition 4  A response to contingency operations conducted by or in support of the Department of Defense.
- Condition 5  Where payment by EFT, or the submission of invoices electronically may pose a threat to national security, the life or physical safety of an individual may be endangered, or a law enforcement action may be compromised.
- Condition 6  The contract terms allow for a Foreign Vendor to invoice and be paid in foreign currency.
- Condition 7  The purchase is being made in support of emergency operations being conducted by DOI or in support of contingency operations conducted by the Department of Defense and the conditions prevent the invoice from being submitted electronically. Include the following information:

Award Number: \_\_\_\_\_ Award Type: \_\_\_\_\_

Award Total Dollar Value: \_\_\_\_\_

Award Description: \_\_\_\_\_

### Waiver Requests for Non-Recurring Payments or Public Expedience

- Condition 8  Where the agency does not expect to make more than one payment to the same recipient within a one-year period, i.e., the payment is non-recurring, and the cost for making the payment by EFT exceeds the cost of making the payment by check.

(Attachment B)

**Waiver Condition for IPP Only**

Condition 9

Where DOI's need for goods and services is of such unusual and compelling urgency that the Government would be seriously injured unless payment is made by a method other than by EFT; unless invoices are submitted by the vendor other than in electronic form through IPP; or, where there is only one source for goods or services and the Government would be seriously injured unless payment is made by a method other than EFT or invoicing by the vendor is permitted by a means other than through the IPP system. Include the following information:

Award Number: \_\_\_\_\_ Award Type: \_\_\_\_\_

Award Total Dollar Value: \_\_\_\_\_

Award Description: \_\_\_\_\_

**Explanation of Waiver Request (Please explain how the condition marked was met.)**

Vendor Name \_\_\_\_\_

Vendor Address: \_\_\_\_\_

DUNS /TIN/Vendor Number \_\_\_\_\_

Vendor Preferred Payment Method: Check \_\_\_ Wire \_\_\_

Signed (Requestor) \_\_\_\_\_ Title \_\_\_\_\_

Phone No. \_\_\_\_\_ Date \_\_\_\_\_

Approved: Procurement Analyst, Office of Acquisition and Property Management

Name \_\_\_\_\_

Signature \_\_\_\_\_

Phone No. \_\_\_\_\_ Date \_\_\_\_\_