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**Authority** - The National Institute of Standards and Technology provides Standard Reference Materials as stated in 15 USC 272(b)(2), which authorizes NIST to develop, maintain, and retain custody of national standards of measurement, and provide the means and methods for making measurement consistent with those standards; and 272(c)(6), which authorizes NIST to prepare, certify, and sell standard reference materials for use in ensuring the accuracy of chemical analyses and measurements of physical and other properties of materials.

**Amendments or Changes to Existing Quote** - Any changes to an existing quote will be treated as an amendment and a new quote will be issued. Some examples include, but are not limited to, the following:

- Changes or additions to the SRM/RM (s) on the quote
- Cost changes (increase or decrease) to the total amount on the quote

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**Shipping** - Refer to <http://www.nist.gov/srm/ordering.cfm#shipment> and/or SRM certificate for shipping details for each SRM ordered. Customers are responsible for all custom duties and import fees.

**Returns** - Refer to <http://www.nist.gov/srm/ordering.cfm#Returns> for information regarding Returns.

**Tax Payer Identification**-All United States customers must provide their Federal Tax Identification Number (TIN). The Debt Collection Improvement Act of 1996 (DCIA) requires NIST to collect this information when setting up an account to purchase Standard Reference Materials.

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**References to NIST in Advertisements** - NIST does not approve, recommend, or endorse any product or proprietary material. No reference shall be made to NIST in any advertising or sales promotion, which would indicate or imply that NIST approves, recommends, or endorses any product or proprietary material.

**NIST Quality System** – Consult the NIST Quality Manual for Measurement Services (NIST QM-I), available for download at <http://www.nist.gov/qualitysystem/>.

**Traceability** - The NIST Policy on Traceability can be found at <http://www.nist.gov/traceability>

**Payment Information** - All billing terms are pre-payment required, unless exception authorized. If authorized, payment terms for domestic customers are Net 30 days from invoice date, and terms for non-domestic customers are Net 45 days from invoice date. All values are expressed in US dollars. Payment must be received within terms to prevent assessment of administrative and late fees, which will be applied at current rate. Penalty charge of 6% per annum will be assessed on balances over 90 days delinquent. No discounts are allowed for early payment.

**We cannot accept a Letter of Credit as a form of payment. Cash payments, EFT, Pay Pal and Western Union payments are not accepted.**

**All payments must be made in US Dollars. NIST does not charge a fee for any payment type.**

**Contact the NIST Accounts Receivable office at 301-975-3880, or via email at [billing@nist.gov](mailto:billing@nist.gov) with questions.**

**Accepted payment methods are credit card, ACH (via [www.pay.gov](http://www.pay.gov) only), check, bank draft, money order, or wire.**

**\*PAY.GOV-Credit Card and ACH** - Electronic payments can be submitted through Pay.gov by ACH, Visa, Master Card, Discover, American Express, check card, or debit card. Go to [www.pay.gov](http://www.pay.gov). To locate the payment forms, enter "NIST" in the search field at the top of the page. Select the Standard Reference Material form. Complete all required fields and submit your payment. For prompt credit, include the invoice number or quote number being paid. A receipt should be printed for your records.

**Note: For ACH payments, please verify with your banking institution that your account is set up to have ACH payments processed. ACH payments can be made through US banks only.**

**Lockbox Information-Check and money order payments** - Select the appropriate address for all check payments to NIST unless otherwise directed by NIST staff:

For regular postal mail only:

NIST  
P.O. Box 6200-12  
Portland, OR 97228-6200

For courier deliveries and postal services requiring signature:

U.S Bank Government Lockbox  
Attention: U.S. Department of Commerce – NIST 6200-12  
17650 NE Sandy Blvd.  
Portland, OR 97230

Please note that all checks must be drawn on a United States bank **and** made payable in US dollars. In addition, the NIST invoice or receivable number, order, or quote number must be referenced on the check stub/remittance advice.

**NIST Gaithersburg Receivables Office** - Non-USD checks, and/or non-US bank checks must be mailed to the Receivables office in Gaithersburg, MD for deposit. This address may also be used for mail-in credit card payments. Include the account number, expiration date, security code and amount with a copy of the invoice or quote being paid. Credit card payments may also be faxed to our office at 301-975-8943. Do not email credit card information. It will be blocked by our email server.

NIST  
100 Bureau Dr., MS 1624  
Gaithersburg, MD 20899

**\*Preferred credit card payment method. Pay.gov requires IE9 or newer, or Chrome browser.**

# NIST National Institute of Standards and Technology • U.S. Department of Commerce

## WIRE PAYMENT INSTRUCTIONS For non-U.S. Financial Institutions

Please provide the following instructions to your Financial Institution for the remittance of **Fedwire payments via SWIFT**. Do not use this information for ACH, EFT or SWIFT transfers, as your transaction will be rejected.

Note: The transfer of funds can only be accomplished by your company going through a U.S. correspondent bank or by having your country's central bank send a SWIFT telecommunication **message (not SWIFT transfer)** to the Federal Reserve Bank of New York (FRB), which is located at 33 Liberty St., New York, NY 10045. **Any transfers that originate at non-U.S. banks will be rejected unless an intermediary U.S. bank completes the transfer.**

### MESSAGE HEADER

Message Type: **FIN 103 Single Customer Credit Transfer**  
Receiver: **TREAS NYC NEW YORK, NY US**

### MESSAGE TEXT

SWIFT FIELD TAG	FIELD NAME	Required Information  (Enter all bolded fields exactly as displayed below)
<b>20:</b>	Sender's Reference Number	<b>{supplied by sender}</b>
<b>23B:</b>	Bank Operation Code	<b>CRED</b>
<b>32A:</b>	Value Date / Currency / Interbank Settled	Date: <b>{supplied by sender}</b> Currency: <b>US Dollar</b> Amount: <b>{supplied by sender}</b>
<b>50K:</b>	Ordering Customer (Payer)**	<b>{all supplied by sender}</b> Payer Name: Payer Address1: Payer Address2: Payer Country:
<b>57D:</b>	Beneficiary's Bank	<b>//FW021030004</b>
<b>59:</b>	Beneficiary Account Number	<b>13060001</b>
<b>70:</b>	Remittance Information	<b>{Quote, Order, Invoice, or other identifying information}</b>
<b>71A:</b>	Details of Charges*	<b>OUR</b>

\* Remitter is responsible for all charges-mark transfer as **OUR** only. Do not use **SHA (Shared)** or **BEN (Beneficiary)**, as NIST is not responsible for sender costs of business. Fees may be incurred by the originating and intermediary bank. NIST does not charge a fee for any payment type. Do not deduct fees from proceeds due the National Institute of Standards and Technology. Any pre-payment reduced by a bank fee deduction will be reflected on your invoice, and must be paid.

\*\* Do not use the name of an individual. For proper credit, the name of the organization making payment must be used. Be sure to include remittance information with the transfer, or email remittance advice to [billing@nist.gov](mailto:billing@nist.gov)

If you need additional information, including wire instructions for US Financial Institutions, please contact NIST Accounts Receivable by telephone at 301-975-3880, by fax at 301-975-8943, or by email at [billing@nist.gov](mailto:billing@nist.gov)

### WIRE PAYMENT INSTRUCTIONS

#### For U.S. Financial Institutions

Please provide the following instructions to your Financial Institution for the remittance of **Fedwire payments**.

Do not use this information for ACH, EFT or SWIFT transfers, as your transaction will be rejected.

<i>Fedwire Field Tag</i>	<i>Fedwire Field Name</i>	<i>Required Information (Enter all bolded fields as displayed below)</i>
{1510}	Type/Subtype	<b>1000</b>
{2000}	Amount	<i>(enter payment amount)</i>
{3400}	Receiver ABA routing number *	<b>021030004</b>
{3400}	Receiver ABA short name	<b>TREAS NYC</b>
{3600}	Business Function Code	<b>CTR</b> <i>(or CTP)</i>
{4200}	Beneficiary Identifier (account number)	<b>813060001000</b>
{4200}	Beneficiary Name	<b>National Institute of Standards and Technology or NIST</b>
{5000}	Originator**	<i>(enter the name of the originator of the payment)</i>
{6000}	Originator to Beneficiary Information – Line 1	<i>(enter invoice number)</i>
{6000}	Originator to Beneficiary Information – Line 2	<i>(enter quote number – if any)</i>
{6000}	Originator to Beneficiary Information – Line 3	<i>(enter type of service – if any – i.e. SRM, NVLAP, Calibration, etc.)</i>
{6000}	Originator to Beneficiary Information – Line 4	<i>(enter purpose of payment – if any – i.e. prepayment or gift)</i>

**\*Receiver Financial Institution name and address: Federal Reserve Bank of New York, 33 Liberty St., New York, NY 10045**

**Remitter is responsible for all charges, as NIST is not responsible for sender costs of business. Your transfer should be marked appropriately- do not deduct fees from proceeds due the National Institute of Standards & Technology. NIST does not charge a fee for any payment type.**

**\*\*Do not use the name of an individual. For proper credit, the name of the organization making payment must be used.**

**Be sure to include remittance information with the transfer, or e-mail remittance advice to [billing@nist.gov](mailto:billing@nist.gov)**

*If you need additional information, please contact NIST Accounts Receivable by telephone at 301-975-3880, by fax at 301-975-8943, or by e-mail at [billing@nist.gov](mailto:billing@nist.gov).*