



U.S. Department of Transportation
Procurement Office

400 Seventh St., S.W.
Washington, DC 20590
www.dot.gov

039270434
Port of Port Townsend
375 Hudson St
Port Townsend, WA 98368

November 7, 2012

To Whom It May Concern,

Our records show that you are currently registered as a prospective contractor for procurements issued by the U.S. Department of Transportation. However after reviewing your record we have noticed that you have not submitted your financial information release form.

Your financial institution's privacy policy may not allow it to release your financial information even to government institutions without your consent; therefore we must have such form on file before we can move on with any procurement decisions.

In November 2012, the procurement plan for the second quarter of 2013 will be finalized. To be eligible for procurement with the U.S. Department of Transportation, you must submit the abovementioned form to us by fax at 202-318-4325.

Please make sure your fax is preceded by a cover page so we may correctly identify your company.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Julie Weynel".

Julie Weynel,
Senior Procurement Officer

Authorization to release financial information

Company name: Port of Port Townsend

DUNS: 039270434

EIN: _____

Bank name: _____

Branch phone: _____

Branch fax: _____

Operating account number: _____

We hereby authorize Department of Transportation to obtain financial information on our accounts held at your bank.

Signing officer

Signature

Printed name

E-Mail Address

FORMS FAXED WITHOUT A COVER PAGE WILL NOT BE PROCESSED