

Certain individuals such as postdoctoral fellowship recipients, honorary award recipients, invitational travelers, and Intergovernmental Personnel Act (IPA) program staff who receive payments from NSF directly to their individual bank account by Electronic Funds Transfer (EFT).

- If you meet the criteria for this NSF payment process, you were notified via automated email of the steps that must be completed in [Research.gov](https://www.research.gov) to initiate NSF payments. The automated email was sent from the “NSF Individual Banking Bot” email address ([btfdm005@associates.nsf.gov](mailto:btfdm005@associates.nsf.gov)) with “ACTION REQUIRED: Steps to Initiate NSF Payments” in the subject line.
- Banking information provided in Research.gov is secure and will be used by NSF to make EFT payments to you and only as authorized by law.
- In order to enter banking information in Research.gov, you must have an NSF account (NSF ID). For step-by-step instructions, refer to the *Register for an NSF Account* section of the [Account Management guide](#). Please see page 4 of this guide for specific guidance related to individual banking.
- You should not enter banking information in Research.gov if you are an individual who does not have a U.S. bank account, you are a reviewer, or you are a panelist. Organizations utilize NSF’s Award Cash Management Service (ACM\$) for award payments and post-award financial processes.

## How to Enter Individual Banking Information in Research.gov

### 1 Step 1. Access Individual Banking module in Research.gov

- Open [Research.gov](https://www.research.gov).
- Click Sign In located at the top right of the screen to enter credentials.
- From the My Desktop page, select **Individual Banking** in the Manage Financials tile (*see screenshot to the right*) or from the top menu bar Manage Financials dropdown options.
- You will be navigated to the Individual Banking Social Security Number screen.



### 2 Step 2. Enter your Social Security Number

- Enter your Social Security Number in the fields provided.
- Click **Submit**.

\* Social Security Number (enter without dashes)

\* Re-Enter Social Security Number

### 3 Step 3. Enter your personal and banking information

- Fields denoted by a red asterisk are required and must be completed.

**Individual Information**

Enter your full legal name. For those that are U.S. Citizens, enter your full legal name under which you file your taxes.

\*First Name: John Middle Initial: A \*Last Name: Clinton Suffix: Jr

Email Address: clinton@fau.edu

\*Home Phone: 7031234578

Business Phone: 5711234567

**Home Address**

Only use letters and numbers, as entering special characters will delay payments. For example, use 'Kings Highway' instead of 'King's Highway'.

\*Country: United States

\*Home Street Address: 2415 Eisenhower Ave

Home Street Address (Line 2):

Home Street Address (Line 3):

\*City: Alexandria

\*State/Territory: Virginia \*Postal Code: 22314

Only U.S. domestic bank accounts can be entered. If you do not have a U.S. bank account, please send an email to [itrkinqry@nsf.gov](mailto:itrkinqry@nsf.gov) with "Individual Banking" in the subject line to discuss your situation.

**Bank Account Information**

\*Account Type:  Checking  Savings

\*Routing Number (9 digits): 011001726  First Ipswich Bank

\*Account Number: 1234567891011

\*Re-Enter Account Number: 1234567891011



Click the Certification section box to confirm the accuracy of the information you have provided. The submit button will be disabled until the certification is checked.

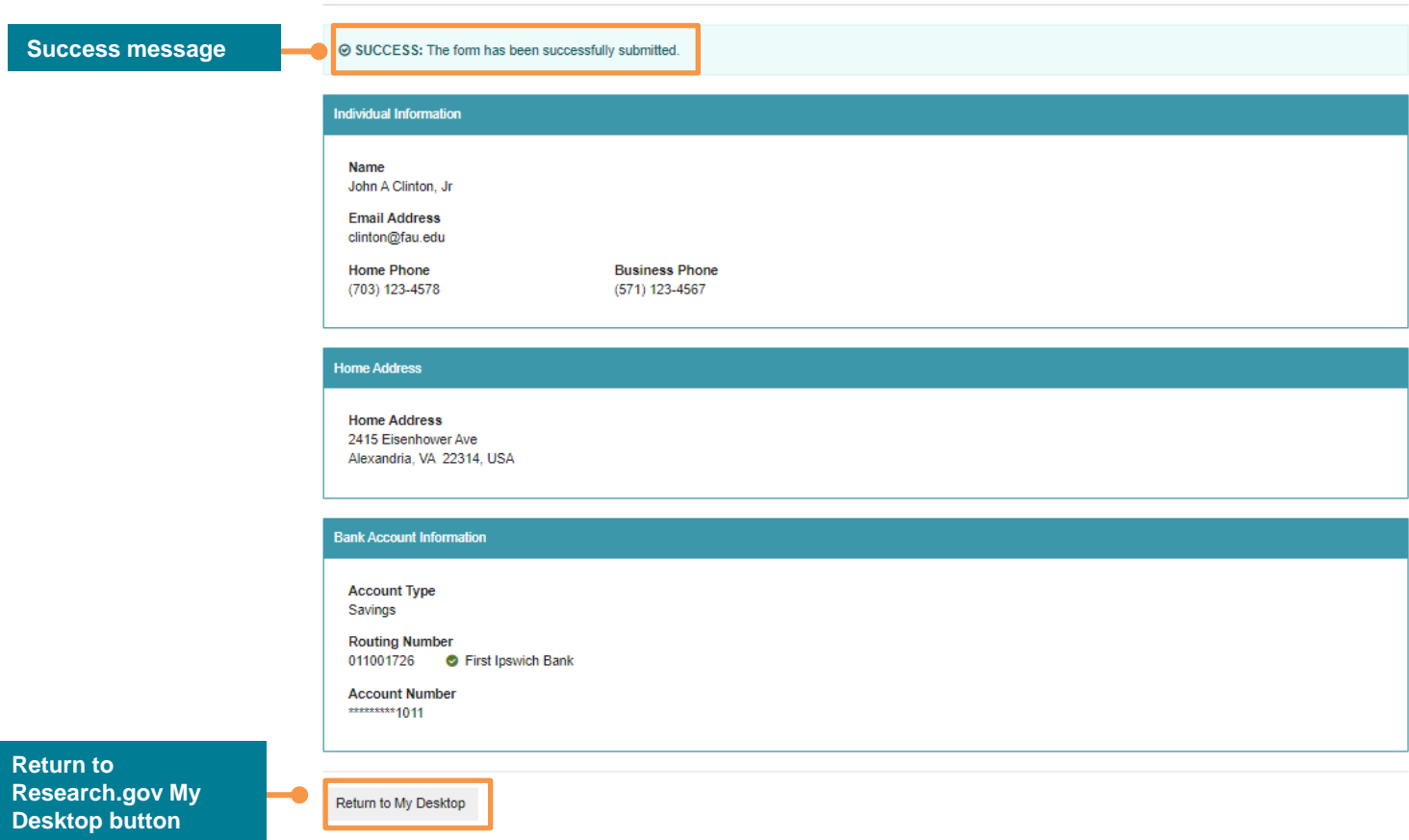
**Certification**

\* I hereby certify as to the accuracy of the information contained herein, and I understand that if this information is incorrect, payment could be delayed by a period of 30 to 90 days.

Submit

## 4 Step 4. Review Confirmation Screen

- After certifying and submitting your banking information, you will see a confirmation screen summarizing the information you entered.
- A message at the top of the confirmation screen indicates the Individual Banking form information has been successfully submitted.
- If there are any errors or if you want to update submitted information later, you can repeat steps 1- 3 to make revisions. Note that payment could be delayed by a period of 30 to 90 days if information is incorrect.
- Click the My Desktop button to exit the Individual Banking module.



The screenshot shows a confirmation screen with three main sections: Individual Information, Home Address, and Bank Account Information. A success message is displayed at the top, and a 'Return to My Desktop' button is at the bottom.

**Success message** → SUCCESS: The form has been successfully submitted.

**Individual Information**

<b>Name</b> John A Clinton, Jr	
<b>Email Address</b> clinton@fau.edu	
<b>Home Phone</b> (703) 123-4578	<b>Business Phone</b> (571) 123-4567

**Home Address**

**Home Address**  
2415 Eisenhower Ave  
Alexandria, VA 22314, USA

**Bank Account Information**

<b>Account Type</b> Savings	
<b>Routing Number</b> 011001726	📍 First Ipswich Bank
<b>Account Number</b> *****1011	

**Return to Research.gov My Desktop button** → Return to My Desktop



## ***NSF Account (NSF ID) Reminders for Individual Banking***

### ***If You Have an Existing NSF Account (NSF ID).....***

Verify that the primary email address for your existing NSF account (NSF ID) in [Research.gov](https://www.research.gov) matches the email address in the "To" line of the automated email sent to you by NSF with "ACTION REQUIRED: Steps to Initiate NSF Payments" in the subject line.

- If your existing NSF account in [Research.gov](https://www.research.gov) has a primary email address that differs from the email address in the "To" line of the automated email, please update the primary email address in your NSF account to the one in the "To" line of the automated email.
- Refer to the *View and Edit My NSF Account Profile* section of the [Account Management guide](#) for step-by-step instructions to view your NSF account primary email address and to update it if needed.

### ***If You Do Not Have an NSF Account (NSF ID).....***

Register for an NSF account (NSF ID) in [Research.gov](https://www.research.gov) using the email address in the "To" line of the automated email sent to you by NSF with "ACTION REQUIRED: Steps to Initiate NSF Payments" in the subject line as the primary email address for your NSF account.

- Follow the instructions in the *Register for an NSF Account* section of the [Account Management guide](#).
- It is critical that your NSF account primary email address matches the email address in the "To" line of the automated email. Registering with a different email address or changing this email address in the future could delay NSF payments to you.

### **Questions**

If you have any questions or for assistance to complete the steps to initiate NSF payments, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays) or via [rgov@nsf.gov](mailto:rgov@nsf.gov). This email should only be used to contact the NSF Help Desk with inquiries or for assistance and must not be used to transmit banking information or any personally identifiable information such as your Social Security Number to NSF.