


U.S. Department of the Interior
Office of the Secretary
Interior Business Center
Human Resources Directorate

Trading Partner Agreement

Parties to the Agreement	
Paying Agency	Billing Agency
Bureau/Agency Name:	Bureau/Agency Name: Interior Business Center
Address:	Address: 7301 W Mansfield Avenue Denver, CO 80235
Project Coordinator:	Project Coordinator: Adrian Hafner
Telephone: Fax number:	Telephone: (303) 969-7375 Fax number: (303) 969-5462
Accounting Data	
Agency Location Code:	Agency Location Code: 14019999
Treasury Account Symbol:	Treasury Account Symbol: 14X6276
Duns number:	Duns number: 608957460
BETC:	BETC: COLL/DISN GF
Purchase Order number: N/A	Purchase Order number: N/A
Invoice number: N/A	Invoice number: N/A
Accounting Classification Code:	Accounting Classification Code: 14X6276
Accounting Office Point of Contact:	Accounting Office Point of Contact: Michelle Blackmon (303) 969-5649 7401 W Mansfield Avenue Denver, CO 80235
Description	
This agreement establishes the collection of biweekly or miscellaneous payroll charges. Effective October 1, 2023, until September 30, 2024. IPACs may be processed on the last day of the month. Paying Agency will be notified in advance of IPAC charges via the FPPS Summary Reconciliation Report. Paying Agency agrees not to reverse the biweekly payroll charges.	Amount: Total Charge to Appropriation amount as identified on the biweekly FPPS Summary Reconciliation Report and supporting documentation for miscellaneous charges.
Approvals	
Approval of Paying Agency	Approval of Billing Agency
Signature:	Signature: 
Date:	Date: 8/01/2023
Name: Title:	Name: Adrian Hafner Title: Chief, Review and Analysis Branch
<i>Please fax the TPA agreement to (303) 969-5462, Attn: Michelle Blackmon, or email at Michelle_D_Blackmon@ibc.doi.gov no later than September 8, 2023.</i>	