

STATE OF CALIFORNIA

CUSTOMER ACCOUNT NUMBER (CAN) REQUEST
AFS-94A (REV 6/3/04)

INSTRUCTIONS for (1) ACTION

- A** - Add New CAN. Columns 1, 3, 4 are required.
- M** - Modification in unit name and/or address. Columns 1,2,4 are required
- I** - Inactivate CAN. Columns 1,2,4 are required.

MAIL TO:

Department of General Services
 SRF Fiscal Services (IMS Code Z-1)
 707 Third Street, 10th Floor
 West Sacramento CA 95605
 FAX TO: **(916) 376-5165**
 E-mail to: **SRFFiscalServices@dgs.ca.gov**

FROM:

(1) ACTION

CUSTOMER ACCOUNT NUMBER (CAN)

(4) BILL TO ADDRESS has limitations:

Circle one:

(2) CURRENT #

(3) NEW #

5 LINES & 25 CHARACTERS MAXIMUM PER LINE

A
M
I

Agency Name (1) _____

Unit Name (2) _____

Address (3) _____

(4) _____

City / State / Zip (5) _____

State - Interagency Messenger Service (IMS) Code:

Check **ONLY 1** of the following boxes that best describes your organization:

- State Government
- Private Entity
- School District (Public, Private, Superintendent)
- Local Government (Cities, Counties, Other States, & Districts)
- Federal Government

TO BE COMPLETED BY STATE AGENCY REQUESTING CHANGE FOR ELECTRONIC FUND TRANSFER PAYMENT ONLY:

CONTROLLER'S ACCOUNT #: _____

Print name of requesting person

Title

Date

Approved by

Title

Date

Address

E-Mail Address

Fax Number

Phone Number

- Fill out the appropriate columns and return this form to SRF Fiscal Services at the above address. If the form is in by the 18th workday, the Customer Account Number will be valid for use on the 1st workday of the following month.
- After you have obtained a Customer Account Number, and if you plan to order from Procurement/Material Services Warehouse via a Supply Order (STD 116), please contact them at (916) 574-2200 Calnet 8-481-2200 to establish a Delivery Address Code.
- Customer Account Number information is available on our web site at **www.ofs.dgs.ca.gov**. For questions and inquiries, contact DGS Accounting Office by E-Mail at **SRFFiscalServices@dgs.ca.gov**