Certain individuals such as postdoctoral fellowship recipients, honorary award recipients, invitational travelers, and Intergovernmental Personnel Act (IPA) program staff 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 to initiate NSF payments. The automated email was sent from the "NSF Individual Banking" email address (btdfm005@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.
- 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.
Step 3. Enter your personal and banking information

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

Each IPA who submits bank account information in the Individual Banking module in Research.gov must also work with their Division of Human Resource Management (HRM) representative to update their address in the IPA Connector system. Please inform your HRM representative of any address updates entered in the Individual Banking module in Research.gov so that they can be added to IPA Connector.

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 with "Individual Banking" in the subject line to discuss your situation.

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.
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.

Success message

SUCCESS: The form has been successfully submitted.

Individual Information

- Name: John A. Clinton, Jr.
- Email Address: clinton@jhu.edu
- Home Phone: (703) 123-4578
- Business Phone: (571) 123-4677

Home Address

- Home Address: 2415 Eisenhower Ave.
- Alexandria, VA 22314, USA

Bank Account Information

- Account Type: Savings
- Routing Number: 01601726
- First Ipswich Bank
- Account Number: 1911
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 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 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 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. 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.