

ISSUANCE DATE: September 25, 1997

**CIRCULAR LETTER NO. 1-97**

**TO REGULATED PERSONS AND OTHER PERSONS DOING  
BUSINESS WITH THE FEDERAL MARITIME COMMISSION**

**SUBJECT: REQUIREMENT FOR TAXPAYER IDENTIFYING NUMBERS**

The Debt Collection Improvement Act of 1996 ("Act"), 31 U.S.C. § 7701(c) and (d), requires that each person doing business with the Federal Maritime Commission ("Commission") furnish to the Commission such person's taxpayer identifying number ("TIN")<sup>1</sup>. As a recipient of this circular letter, you have been identified as a person doing business with the Commission.

Accordingly, you are required to furnish your TIN within *thirty days* of the issuance date shown above. You may do so by mailing this letter, with the statement completed below, to the Federal Maritime Commission, Office of Budget and Financial Management, 800 North Capitol Street, N.W., Washington, D.C. 20573. Should you want to receive a confirmation that the Commission has received your TIN submission by mail, please include a copy of your submission and a self-addressed stamped envelope. If you prefer, you may send the TIN via E-mail to tin@fmc.gov or by facsimile to Elloise Tallman or Judy Davis at (202) 523-3782 and the Commission will confirm receipt via the same mode of transmission. Should you have any questions, you may call Ms. Tallman or Ms. Davis at (202) 523-5770.

In accordance with the Act, the Commission intends to use the TIN for purposes of collecting and reporting on any delinquent amounts arising out of your relationship with the Commission.

Edward P. Walsh  
Managing Director

Name of business entity: \_\_\_\_\_ . TIN: \_\_\_\_\_ .

Name of Person Completing Form (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Phone No.: \_\_\_\_\_

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<sup>1</sup> The TIN for an individual may be the individual's social security number.