



Department of Energy
Western Area Power Administration
Sierra Nevada Customer Service Region
114 Parkshore Drive
Folsom, California 95630-4710

JAN 6 2010

Dear Valued Customer:

This notice is to inform you that effective February 1, 2010, the address to which a customer remits payment by check to Western Area Power Administration (Western) will change.

Western has been asked to notify our customers of the following:

Due to changes at Western Area Power Administration's bank our P.O. Box address will change. Effective February 1, 2010, the new address will be:

Western Area Power Administration
File #4185
P.O. Box 301509
Los Angeles, CA 90030-1509

Be aware, if the old P.O. Box is used the posting of your payment will be delayed. The same is true if a payment is remitted to the new P.O. Box before the effective date.

Please be careful to select the correct address when mailing payments in January 2010. Payments anticipated to be received on or after February 1, 2010, should be mailed to the address above. While payments anticipated to be received prior to February 1, 2010, should be mailed to the address used for previous payments. For your convenience, the enclosed can be used as a reference when selecting your payment method.

If you have any questions regarding the change in address, please contact Mandy Cunningham, Accounting Technician, Sierra Nevada Region, at (916) 353-4004.

Sincerely,

A handwritten signature in cursive script that reads "Janice Nations".

Janice Nations
Financial Manager

Enclosure

There are three ways that Western can receive payments:

1. Through **ACH** (Automated Clearing House):
When sending a payment through an Automated Clearing House, please use the following banking information:

Richmond Federal Reserve Bank
P.O. Box 27622
Richmond, VA 23261
ABA # 051036706 Account # 312003

2. Through **EFT** (Electronic Funds Transfer) or **Fedwire**:
When sending a payment through Electronic Funds Transfer or Fedwire, please use the following Fedwire information:

Federal Reserve Bank – New York City
To: ABA #021030004
BNF=/AC-89001602

3. **By Check**:
When sending a payment by check, please send payment to our lockbox at the following address **if payment will be received no later than January 31, 2010**:

Western Area Power Administration
File #4185
PO Box 894185
Los Angeles, CA 90189-4185

When sending a payment by check, please send payment to our lockbox at the following address **if payment will be received on or after February 1, 2010**:

Western Area Power Administration
File #4185
PO Box 301509
Los Angeles, CA 90030-1509

To prevent a delay in the posting of your payment, please use caution when selecting which address to use based on the timing of your payment.

Note: For proper crediting to your account: Please reference your company's name and invoice number when sending a payment through ACH or EFT. When paying by check, please include a copy of the invoice or reference the invoice number on your remittance.

If you have any questions regarding the payment instructions described above, please contact Mandy Cunningham at (916) 353-4004.