

Government of the District of Columbia



Office of Advisory Neighborhood Commissions  
1350 Pennsylvania Avenue, Suite 11, N.W.  
Washington, DC 20024

**MEMO**

**To:** ANC Chairpersons and Treasurers

**From:** Kent Boese, Executive Director

A handwritten signature in black ink, appearing to read "Kent Boese".

**Date:** 4/7/2026

**Subject:** Commission Authorization to OANC for Supplier Registration and Renewal

Dear ANC Chairpersons and Treasurers,

The Office of Advisory Neighborhood Commissions (OANC) is writing to request your Commission's authorization regarding a limited administrative function related to required District government financial systems.

This letter serves two purposes:

1. To request your ANC's formal authorization to designate the Office of Advisory Neighborhood Commissions (OANC) as your agent solely for the purpose of completing the initial setup, account registration, and 3-year renewal of your supplier profile in the District's DIFS and PASS systems. Including the Automated Clearing House (ACH) Direct Deposit Authorization Form.
2. To collect required information that must be submitted as part of the District's supplier registration process.

This information and authorization is necessary to ensure that your quarterly allotments can continue to be electronically deposited into your checking account.

To proceed with the District's registration and renewal requirements, the Office of the Chief Financial Officer requires that each ANC provide the following information in order for each Commission to maintain an active account and receive funds by direct deposit. As the OANC has most, if not all, of this information already in our files we are offering to maintain these accounts on behalf of ANCs as your designated agent. Where information is missing, we will reach out to you on a Commission-by-Commission basis for that information.

Information required by the OCFO:

- Taxpayer Identification Number (TIN) or Tax Registration Number
- U.S. bank name and bank branch

---

ANC Authorization to OANC for Supplier Registration and Renewal Agent

- Bank routing number
- Bank account number
- Account type
- Social Security Number or Federal Employer Number.
  
- A bank document containing the above information, dated within the last 90 days
- Designation of an Administrative Contact for your ANC supplier profile, including:
  - Name
  - Phone number
  - Email address
  - ANC address associated with the bank account

By authorizing the OANC as your agent for this limited purpose, your ANC will streamline compliance with District financial system requirements while retaining full control of all financial decisions, accounts, and authorizations. The OANC’s role is strictly administrative and limited to completing the required financial system registrations and renewals when necessary.

Please confirm your ANC’s authorization by signing below and returning this letter at your earliest convenience.

Finally, the OANC recommends that this matter be discussed and approved at a public meeting as an official act of the Commission.

ANC \_\_\_\_\_

Date of Public meeting \_\_\_\_\_

Vote: \_\_\_\_\_

---

*Chairperson Signature*

*Date*

*Treasurer Signature*

*Date*