



U.S. Department of Agriculture  
Procurement Office  
1400 Independence Ave., S.W.  
Washington, DC 20250  
[www.usda.gov](http://www.usda.gov)

Robert H Heath Farms Inc  
1453 1st Ave  
Coloma  
WI 54930-9460

March 14, 2012

Dear Sirs,

Our records show that you are currently registered as a prospective contractor for procurements issued by the U.S. Department of Agriculture. However after reviewing your record we have noticed that you have not submitted your financial information release form.

Your financial institution's privacy policy may not allow it to release your financial information even to the government institutions without your consent; therefore we must have such form on file before we can move on with any procurement decisions.

In April 2012, the procurement plan for the second semester of 2012 will be finalized. To be eligible for procurements with the U.S. Department of Agriculture, you must submit the above-mentioned form to us by fax at 202-821-4737.

Please make sure that your fax is preceded by a cover page so we may correctly identify your company.

Sincerely yours,

Frank Rutenberg  
Senior Procurement Officer

**Authorization to release financial information**

Date: \_\_\_\_\_

Business name: \_\_\_\_\_

DBA (Doing Business As): \_\_\_\_\_

Bank name: \_\_\_\_\_

Branch phone: \_\_\_\_\_ Branch fax: \_\_\_\_\_

Bank contact: \_\_\_\_\_

Operating account number(s): \_\_\_\_\_

Tax ID: \_\_\_\_\_

By signing below, I authorize the Department of Agriculture to contact our financial institution regarding the status of our accounts and to conduct a background check according to the federal law.

Signing officer 1

Signing officer 2

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Print name \_\_\_\_\_

**NOTE: IF MORE THAN ONE SIGNATURE IS REQUIRED ON THE ACCOUNT, PLEASE MAKE SURE THAT BOTH OF THE AUTHORIZED SIGNERS/HOLDERS SIGNED THE FORM**

**FORMS FAXED WITHOUT A COVER PAGE WILL NOT BE PROCESSED**