Entities must request that their Financial Institution submit a Bank Verification Letter (BVL) directly to CMS via facsimile along with a cover sheet to allow us to process a refund. The BVL must be faxed directly to CMS from your bank to be considered valid.

NOTE: We do not accept Wire Transfer Routing Numbers or an ACH Deletion/Reversal Form.

Sample BVL Fax Cover Sheet

Date:	Today's Date
To:	CMS/CCIIO
From:	[Your Financial Institution]
Fax:	[Bank Fax Number]
Subject:	Bank Verification Letter
Contact Name:	[Contact Name]
Contact Number:	[Contact Phone]

INFORMATION NOT RELEASABLE TO THE PUBLIC UNLESS AUTHORIZED BY LAW: This information has not been publicly disclosed and may be privileged and confidential. It is for internal government use only and must not be disseminated, distributed, or copied to persons not authorized to receive the information. Unauthorized disclosure may result in prosecution to the fullest extent of the law.

Sample Bank Verification Letter

Date

The Bank Verification Letter must be on official bank letterhead and contain the following information:

- Issuer name on the account
- TIN (optional) but recommended
- Bank account type (checking/savings)
- Electronic routing transit number
- Bank account number
- Authorized bank officer's name, signature, and contact information

Financial Institutions should submit the Bank Verification Letter directly to CMS by facsimile to (443) 380 - 5196.

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