



## WITS 3 LOCATION GROUP (LG) FORM

Thank you for choosing WITS 3! This application can be used to establish a new Location Group (LG).

Please complete the below form in its entirety. Typing your name into the Signature Block on this form constitutes a formal signature.

**Upon completion of the form, please email the form to your  
GSA Account Management Representative.**

After GSA assigns the BAC and/or LG, your GSA representative will forward your application to the appropriate vendor(s) for account establishment. You will be notified of your account and related information by the vendor(s).

If you need assistance with this application, please contact your GSA Account Management Representative directly or call (202) 708-7700 or email [wits3.accounts@gsa.gov](mailto:wits3.accounts@gsa.gov).

**Instructions for DoD customers ONLY:**

If you need to establish a new BAC or LG code, contact the DTS-W Customer Care Center at [703-571-4482](tel:703-571-4482), Option 3 or [dtswcarecenter@conus.army.mil](mailto:dtswcarecenter@conus.army.mil).

### QUICK REFERENCE

**CLIENT PROFILE INFORMATION** (*to be completed by all customers*).....p. 2

**LOCATION GROUP(S) (LG) REQUEST** (*new or updated*).....p. 3

**INSTRUCTIONS - The .PDF application can be completed and returned electronically using Adobe Reader. Place the cursor directly in each field requiring completion and fill in the information. Save your document by using the File/Save As menu option to save as a .pdf document.**



## CLIENT PROFILE INFORMATION

<b>Agency (Include Bureau/Division):</b>	
<b>Billing Agency Bureau Code:</b> <i>(Four-Digit numerical code assigned by the U.S. Department of Treasury)</i>	
<b>Authorizing Official:</b>	
Title:	
Street Address/Room/Floor:	
City/State/Zip Code:	
Email address:	
Phone Number:	Fax Number:
DAR Supervisor Name:	DARA Name:
DAR Supervisor Phone Number and Email Address:	DARA Phone Number and Email Address:
<b>Signature:</b>  <hr/> <i>(Authorizing Official)</i>	<b>Date:</b>



## LOCATION GROUP(S) (LG) REQUEST

Establish New Location Group (LG)

New LG Address(es):
---------------------

BAC(s) Associated with LG:

BAC(s):
---------

LG is for a Telecommute Location:    Yes             No

FOR GSA USE ONLY
New LG number(s):
Signature of Assigner: _____

## FOR VENDOR USE ONLY

WITS 3 Vendors shall provide the requested information and return to the Revenue Management Division at [WITSbilling@gsa.gov](mailto:WITSbilling@gsa.gov).

<i>Notes and Process Dates</i>	
<b>Business Office:</b>	<b>Date:</b>
<b>Ordering System Admin:</b>	<b>Date:</b>
<b>Billing Group:</b>	<b>Date:</b>

<b>Billing Account Number (BAN):</b>
<b>Billing Account Code (BAC):</b>
<b>Location Group (LG):</b>