

## Stakeholder Requests Bulk Payments at Mobile or Fixed Sites

The following are Lockheed Martin's policies for bulk payment for TWIC applicants. The bulk payment option is provided to give stakeholders additional flexibility in how they purchase TWIC credentials for applicants within their organizations.

### Payments at a Mobile Enrollment Site

- **For groups of employees at a single location**, the situation is very straightforward. Bulk payments for enrollments at a single stakeholder site may be done with a corporate check as a single payment and will be based on the anticipated number of enrollments at the facility. Unless otherwise arranged in advance with the Field Coordinator, the stakeholder is required to provide payment in full for their enrollees at the start of enrollments and will be required to provide a listing of individuals to be enrolled. As individuals are enrolled, they will be marked off on the list and a daily tally will be reconciled at the close of business each day. At the conclusion of the mobile deployment period, a final reconciliation will be conducted between the Lockheed Martin representative and the stakeholder. If a refund is required, it will be processed at that time for payment via check to the stakeholder in accordance with Lockheed Martin's financial processes.
- **For stakeholders with applicants at multiple locations**, there are two scenarios:

(1) **Parallel enrollment** -- in this case we need a separate list of employees for each site so the TAs know who will be enrolled at which location. A separate bulk payment can be made by corporate check for each site. Site requirements and population minimums for mobile enrollment are contained in the mobile enrollment document. To avoid confusion, it is important that an accurate list of applicants be provided for each mobile location in advance, and that the applicants enroll at the location previously specified by the stakeholder. Stakeholder will be required to identify, by individual, whether or not each individual qualifies for a regular fee TWIC or a reduced fee TWIC card due to a HME/FAST/MMD/MML.

(2) **Sequential enrollment** -- a single list of employees is sufficient, and we can check off enrollments as we go from site to site. Single payment by corporate check is preferred. Site requirements and population minimums for mobile enrollment are contained in the mobile enrollment document. The stakeholder will be required to identify, by individual, whether or not each individual qualifies for a regular fee TWIC or a reduced fee TWIC card due to a HME/FAST/MMD/MML.

### Payments at a Fixed Enrollment Site

- **For bulk payment at a fixed location**, arrangements can be made with Field Coordinators on a case-by-case basis. Stakeholders will need to provide a list of employees that will enroll at each location. It is important that Lockheed Martin be

provided a list of applicants who will enroll at a specific enrollment center. If the applicants decide to visit a center other than the one specified at the time of bulk payment, there will be no record of this applicant and they will be asked to make individual payment. Bulk payments for enrollments at a single site may be done with a corporate check as a single payment and will be based on the anticipated number of enrollments at the facility. The stakeholder will be required to identify, by individual, whether or not each individual qualifies for a regular fee TWIC or a reduced fee TWIC card due to a HME/FAST/MMD/MML.

Unless otherwise arranged in advance with the Field Coordinator, the stakeholder is required to provide payment in full for their enrollees in advance. We must have firm agreement on the name of their organization and a means to identify individuals (an employee number is preferred if possible, so we can verify a badge). If individuals do not properly identify themselves (and their parent organization) or are not on the list, they will not be allowed to enroll under the bulk account. This is to ensure that we are only enrolling applicants that the stakeholder wishes to sponsor. As individuals are enrolled, they will be marked off on the list and a daily tally will be reconciled at the close of business each day. At the conclusion of the expected deployment period, a final reconciliation will be conducted between the Lockheed Martin representative and the stakeholder. If a refund is required, it will be processed at that time for payment via check to the stakeholder in accordance with Lockheed Martin's financial processes. Stakeholders will be required to identify, by individual, whether or not each individual qualifies for a regular fee TWIC or a reduced fee TWIC card due to a HME/FAST/MMD/MML.

A reconciliation date will be agreed between the stakeholder and the responsible Lockheed Martin Field coordinator at the time initial payment is made. This date shall not be more than 60 days from the time of initial payment. If more time is required for completion of a stakeholder's applicants, this shall be mutually agreed between the stakeholder and the Field Coordinator at the time of reconciliation.

For companies who will require Lockheed Martin Corporation's W-9, please contact the following:

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301-640-2620

Companies requiring a Lockheed Martin address for issuance of corporate checks may use the following:

Lockheed Martin Corporation  
1040 S. Parkway Frontage Road  
Lakeland, FL 33811