



Treasury Financial Manual

Transmittal Letter No. 638

Volume I

To: Heads of Government Departments, Agencies, and Others Concerned

1. Purpose

This transmittal letter provides Federal agencies with revisions to TFM Volume I, Part 3, Chapter 6000: Purchasing Paper U.S. Savings Bonds, Series EE and I, Through the Voluntary Payroll Savings Plan. This chapter prescribes procedures and forms used for the Voluntary Payroll Savings Plan purchase of paper U.S. Savings Bonds, Series EE and I.

2. Page Changes

Remove

Table of Contents for Part 3 (T/L 633)

I TFM 3-6000 (T/L 613)

Insert

Table of Contents for Part 3

I TFM 3-6000

3. Effective Date

This transmittal letter is effective immediately.

4. Inquiries

Direct questions concerning U.S. Savings Bonds regulations and the sale of U.S. Savings Bonds to:

Division of Program Administration
Bureau of the Public Debt
Department of the Treasury
200 Third Street, Room 509
Parkersburg, WV 26106-5312
Telephone: 304-480-6319

Division of Customer Assistance
Bureau of the Public Debt
Department of the Treasury
P.O. Box 7012
Parkersburg, WV 26106-7012
Telephone: 1-866-388-1776

Date: June 19, 2007

Kenneth R. Papaj
Commissioner

PART 3 - PAYROLLS, DEDUCTIONS, AND WITHHOLDINGS

Table of Contents

Chapter	Section	Title
1000		INTRODUCTION
	1010	Scope and Applicability
	1015	Authority
	1020	Compliance With Executive Order 13224 (Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten To Commit, or Support Terrorism) and Foreign Assets Control Regulations
	1025	Definitions
	1030	Allotments of Pay for Savings Accounts
	1035	Payments of Net Pay for Employees
	1040	Financial Institution as Agent
	1045	Acquittance to the United States
	1050	Deductions From Pay for TreasuryDirect SM Accounts
	1055	Child Support Withholding and Remittance
	1060	Emergency Payroll Procedures
	1065	Federal Offset Program
		Contacts
2000		PAYROLL VOUCHERS
	2010	Scope and Applicability
	2015	Authority
	2020	Compliance With Executive Order 13224 (Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten To Commit, or Support Terrorism) and Foreign Assets Control Regulations
	2025	Prescribed Standard Forms
	2030	Voucher Preparation and Scheduling
	2035	Voucher Verification and Certification
	2040	Method of Payment
	2045	Supplemental Payments
	2050	Claims for Deceased Employees
	2055	Federal Offset Program
		Contacts
3000		PAYMENTS TO THE OFFICE OF PERSONNEL MANAGEMENT FOR HEALTH BENEFITS, GROUP LIFE INSURANCE, AND CIVIL SERVICE RETIREMENT
	3010	Scope and Applicability
	3015	Authority
	3020	General Description of the System
	3030	Forms Prescribed for Procedures in This Chapter
	3040	Procedures To Be Used by Civilian Agencies
	3050	Procedures To Be Used by Military Agencies
	3060	Preparing and Reporting the Journal Voucher (SF 2812) on the Paying Agency's Statement of Transactions
	3070	Submission of Forms to the Office of Personnel Management

Chapter	Section	Title
	3080	Procurement of Forms
	3095	Inquiries
		Appendix
		Forms Prescribed for Payments to the Office of Personnel Management for Health Benefits, Group Life Insurance, and Civil Service Retirement
4000		FEDERAL INCOME, SOCIAL SECURITY, AND MEDICARE TAXES
	4010	Scope and Applicability
	4015	Authority
	4020	Federal Withholding Rules
	4025	IRC Instructions
	4030	Federal Insurance Contributions Act (FICA)
	4035	Correcting Income and FICA Tax Withholding Errors
	4040	Privacy Act Requirements
	4045	Accounting for Taxes
	4050	Payment of Taxes
	4055	Filing Quarterly Tax Returns
	4060	Filing Annual Information Returns
	4065	Use of Magnetic Media for Filing Annual Information Returns
	4070	Resident and Nonresident Aliens
	4075	Deceased Employees
	4080	Levy for Unpaid Tax Liability
	4085	Payment or Reimbursement of Employees' Expenses
	4090	Special Certifying Requirements of Federal Income Taxes Withheld From Salaries of U.S. Government Employees Employed in Guam, the Commonwealth of Northern Mariana Islands (CNMI), or American Samoa
		Contacts
		Appendices
		1. Guide to Information Returns
		2. Directory of Internal Revenue Service Representatives and IRS Attaches in Foreign Countries
5000		WITHHOLDING OF DISTRICT OF COLUMBIA, STATE, CITY, AND COUNTY INCOME OR EMPLOYMENT TAXES
	5010	Scope and Applicability
	5015	Authority
	5020	Definitions of Terms
	5025	Severance Pay
	5030	Administration of Agreements
	5035	Withholding Requirements
	5040	Tax Withholding Certificates
	5045	Military Withholding
	5050	Accounting for Withheld Taxes
	5055	Correction of Errors
	5060	Payment of Withheld Taxes
	5065	Voluntary Withholding
	5070	Disclosure of Withholding Information

Chapter	Section	Title
	5095	Inquiries
		Appendices
		<ol style="list-style-type: none"> 1. Regulations - Withholding of District of Columbia, State, City, and County Income or Employment Taxes by Federal Agencies - 31 CFR 215 2. List of States With Which the Secretary of the Treasury Has Withholding Agreements, Effective Dates, and Addresses of Tax Offices 3. List of Cities and Counties With Which the Secretary of the Treasury Has Withholding Agreements, Effective Dates, Types of Tax, and Addresses of Tax Offices 4. List of States, Cities, and Counties With Other-Than-Standard Agreements 5. FMS Form 7311: Employee's Withholding Certificate for Local Taxes - City or County 6. DD Form 2058: State of Legal Residence Certificate
6000		PURCHASING U.S. SAVINGS BONDS, SERIES EE and I, THROUGH THE VOLUNTARY PAYROLL SAVINGS PLAN
	6010	Scope and Applicability
	6015	Authority
	6020	Compliance With Executive Order 13224 (Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten To Commit, or Support Terrorism) and Foreign Assets Control Regulations
	6025	Prescribed Forms
	6030	Payroll Allotment
	6035	Issuance of Savings Bonds
	6040	Accounting Procedures
	6045	Bond Issuance Procedures and Supporting Documentation
	6050	Undeliverable, Lost, Stolen, Destroyed, and Reissued Savings Bonds Issued by the FRB, Pittsburgh Branch
		Contacts
		Appendices
		<ol style="list-style-type: none"> 1. SB-2362 Authorization for Purchase and Request for Change, United States Series EE Savings Bonds or United States Series I (Inflation-Indexed) Savings Bonds 2. Bond Allotment Table
7000		ALLOTMENTS AND ASSIGNMENTS OF PAY
	7010	Authority
	7015	Definition of Terms
	7020	Authorization by Employee
	7025	Order of Precedence for Deductions From Salary/Wages
	7030	Accounting for Allotments and Assignments
	7035	Notification to Allottees - Pledges to Combined Charity Drives
	7040	Other Voluntary Allotments
	7045	Reimbursement for Certain Allotments
	7050	Method of Paying Allotments
		Contacts

Part 3—Chapter 6000

PURCHASING PAPER U.S. SAVINGS BONDS, SERIES EE AND I, THROUGH THE VOLUNTARY PAYROLL SAVINGS PLAN

This chapter prescribes procedures and forms used for the Voluntary Payroll Savings Plan purchase of paper U.S. Savings Bonds, Series EE and I, by payroll allotments. This savings plan allows civilian and military employees of the U.S. Government to regularly save a part of their earnings through voluntary payroll allotments. This chapter also covers undeliverable, lost, and reissued paper savings bonds, as well as nonreceipt claims.

Section 6010—Scope and Applicability

The Bureau of the Public Debt (Public Debt), Department of the Treasury (Treasury), administers the Savings Bond Program. As Treasury's fiscal agent, the Federal Reserve Bank of Cleveland, Pittsburgh Branch (FRB, Pittsburgh Branch), issues paper savings bonds. It also processes undeliverable and reissued paper savings bonds, and nonreceipt claims.

Notes

- For the purposes of this chapter, the term "agency" refers to the employer agency or the payroll services provider agency.
- For detailed information about both paper and electronic savings bonds and other Treasury securities, refer to the TreasuryDirect Web site at www.treasurydirect.gov.

Section 6015—Authority

Executive Order 9135, dated April 16, 1942, established the Voluntary Payroll Savings Plan. The Code of

Federal Regulations (CFR) governs U.S. Savings Bonds series as cited below:

- For Series EE: 31 CFR Parts 351 and 353.
- For Series I: 31 CFR Parts 359 and 360.
- For Series E: 31 CFR Parts 315 and 316.

Section 6020—Compliance With Executive Order 13224 (Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten To Commit, or Support Terrorism) and Foreign Assets Control Regulations

Executive Order 13224 prohibits transactions with persons who commit, threaten to commit, or support terrorism. Treasury's Office of Foreign Assets Control (OFAC) maintains the Specially Designated Nationals (SDN) and Blocked Persons list, which provides a list of individuals and entities covered by Executive Order 13224. The SDN and Blocked Persons list also includes the additional restrictions found in the Foreign Assets Control regulations at 31 CFR Chapter V.

Agencies must not make or certify payments, or draw checks or warrants, payable to an individual or organization listed on the SDN and Blocked Persons list. Agencies should consult the SDN and Blocked Persons list at <http://www.ustreas.gov/offices/enforcement/ofac/sdn/index.html> before making payments.

Direct questions concerning Executive Order 13224 or the SDN and Blocked Persons list to OFAC. See the contact information at <http://www.ustreas.gov/offices/enforcement/ofac/contacts.html> or call 202-622-2490.

Section 6025—Prescribed Forms

Agencies use the following prescribed forms and table for Series EE and I savings bonds:

- SB-2362: Authorization for Purchase and Request for Change, United States Series EE Savings Bonds or United States Series I (Inflation-Indexed) Savings Bonds (see Appendix I for a sample).
- FA 400: Request for Reissue or Refund of Purchase Price Due to

Error in Issue or in Registration of United States Savings Bonds.

- FA 500: Order Summary for Purchases of Payroll Series EE Savings Bonds.
- FA 501: Order Summary for Purchases of Payroll I Bonds.
- PD F 3062: Claim for Nonreceipt of Series EE/I United States Savings Bonds.
- PD F 1048: Claim for Lost, Stolen or Destroyed United States Savings Bonds.
- Bond Allotment Table (see Appendix 2).

See the Contacts page for ordering forms.

Section 6030—Payroll Allotment

6030.10—Authorization

To enroll in the Voluntary Payroll Savings Plan for Series EE or Series I savings bonds, the employee completes and submits an SB-2362 (Appendix 1) or a Treasury-approved form to his or her payroll office. The employee must submit a separate SB-2362 to request either Series EE or Series I savings bonds. The employee must provide his or her taxpayer identification number (TIN), usually the Social Security account number. The allotment continues until the employee cancels or changes the authorization in writing (see subsections 6030.50 and 6030.70). When an employee is buying bonds for someone else, he or she should provide that owner's or first-named co-owner's TIN. The employee's TIN may be used if the owner's or co-owner's TIN is not available.

6030.20—Available Denominations

Through the Voluntary Payroll Savings Plan, an employee may purchase

paper Series EE savings bonds in \$100, \$200, \$500, and \$1,000 denominations. The Series EE paper savings bond purchase price is one-half its face value. For example, the purchase price of a paper \$100 Series EE savings bond is \$50.

An employee also may use the Voluntary Payroll Savings Plan to purchase paper Series I savings bonds in \$50, \$75, \$100, \$200, \$500, and \$1,000 denominations. The purchase price of a paper Series I savings bond is its face amount. For example, the purchase price of a paper \$100 Series I savings bond is \$100. May 1999 was the first authorized issue date for \$200 Series I savings bonds. September 1998 was the first authorized issue date for Series I savings bonds of all other denominations available under the Voluntary Payroll Savings Plan.

An employee may not purchase Series I savings bonds in \$5,000 and \$10,000 denominations or Series EE savings bonds in \$50, \$75, \$5,000, and \$10,000 denominations through the Voluntary Payroll Savings Plan.

6030.30—Amount of Allotment

The minimum allotment for a paper Series EE or I savings bond purchase is \$3.75 per biweekly pay period and \$6.25 per monthly pay period. Employees may make allotments greater than the minimum allotment in any amount, and an allotment need not be a fractional part of the purchase price. The Bond Allotment Table (Appendix 2) illustrates sample allotments and the number of pay periods needed to purchase different denominations of paper Series EE savings bonds. Employees may choose other allotment schedules as their payroll systems allow.

If an allotment is not a fractional part of the purchase price, the balance is applied toward the purchase of the next bond. Agencies should not give the employee refunds of the balance unless the allotment is changed to fractional parts.

6030.40—Effective Date for New Payroll Allotments

New allotments begin the first pay period after the date shown by the employee on the SB-2362 or other authorized form, if received in the payroll office within 5 working days of the end of that pay period. Otherwise, allotments begin in the pay period following receipt of the authorization.

6030.50—Effective Date for Changes of Payroll Allotment Authorization

An employee prepares a new authorization form to change the allotment amount, bond denomination, form of registration, or address on a future bond. Changing the allotment amount or bond denomination becomes effective after completing the bond purchase covered by the prior authorization. Agencies may permit changes in allotment or denomination at an earlier date if the money accumulated under the prior authorization is refunded or applied to purchase lower denomination bonds (see subsection 6030.20 for available denominations).

The effective date of a change in registration or address follows the same rule as a new allotment (see subsection 6030.40).

6030.60—Transfer of Payroll Allotment Authorizations

The allotment authorization is part of the official record sent to the transferee agency when the employee transfers from one payroll office to another within the Federal Government (either between agencies or within an agency). The releasing agency notes on the form "Transferred to (name and address of agency and date)" and retains copies of the original and amending authorizations.

The transferee agency continues deductions based on the transferred authorization. The transferee agency may prepare a different authorization form

and may support it with the transferred authorization.

The transferring agency sends any unapplied balance to the transferee agency through the Intra-governmental Payment and Collection (IPAC) System. (Refer to TFM Volume I, Part 6, Chapter 4000, for additional IPAC guidance.) This provides the employee with uninterrupted bond issuance.

6030.70—Cancellation of Payroll Allotment Authorization

An employee files a written request to cancel a payroll allotment authorization. After receiving the cancellation notice, the agency refunds any remaining balance in the employee's allotment account as soon as practicable.

Agencies should cancel payroll allotment authorizations that do not include a TIN with the name of the registered owner or the first-named co-owner on the savings bond (see subsection 6035.20). They refund any balance in the employee's allotment account as soon as practicable after the purchaser has refused or cannot provide a TIN (see subsections 6030.10 and 6045.20).

6030.80—Termination of Service

When the employee is terminated from Federal service, the payroll allotment authorization is canceled. If, at the time of termination, the balance in the employee's allotment account is insufficient to purchase a bond, the employee may make a cash payment to complete the purchase of the bond or may request a refund of the balance. Agencies handle the allotment of a deceased employee according to TFM Volume I, Part 3, Chapter 2000, Section 2045. If at the time of termination the accumulated payroll deductions cannot be refunded, agencies deposit the accumulated payroll deductions according to TFM Volume I, Part 6, Chapter 3000.

6030.90—Restriction as to Withdrawals

Agencies do not allow employees to do the following with funds accumulated through payroll allotments to purchase bonds:

- Make partial withdrawals;
- Make loans;

OR

- Assign accumulated funds to a third party.

Section 6035—Issuance of Savings Bonds

Note

A complete 9-digit TIN (usually the Social Security account number) is required for the registration and must be included in the order file for each bond ordered. However, on the face of a paper savings bond, the TIN is printed in masked format (** * 6789), showing only the last four digits.

When the accumulated allotment amount equals the purchase price, paper savings bonds are issued in the denomination requested. See subsection 6035.10 concerning registrations. See subsections 6035.30 and 6035.40 concerning bond issue dates.

6035.10—Registration

Savings bonds, including Series I savings bonds, are issued only in registered form. The registration must express the actual ownership of, and interest in, the bond. Savings bonds are issued in the names of natural persons in their own right as follows:

- A single ownership form—One individual only.
- A co-ownership form—Two individuals only listed in

alternative form (for example, "A" or "B").

- A beneficiary ownership form—Two individuals only (for example, "A" payable on death (POD) to "B").

Other authorized forms of registration for Series EE savings bonds are in 31 CFR Section 353.7. Additional authorized forms of registration for Series I savings bonds are in 31 CFR Section 360.6.

Do not use courtesy titles in registrations on savings bonds. However, include a suffix, such as "Sr" or "Jr", when ordinarily used or when necessary to distinguish the owner from another member of his or her family. (Punctuation is not used and does not appear on the bonds.) Also, use a married woman's given name, not that of her husband (for example, "Mary A Jones", not "Mrs Frank B Jones"). In the address, include the number and street, route, or any other local feature; city; State; and ZIP Code, where appropriate.

6035.20—Identifying Numbers

All paper Series EE and I savings bonds list/reference the TIN, usually the Social Security account number, of the first-named person on the bond. For bonds issued since August 1, 2006, the TIN is printed on the bonds in masked format (** * 6789) showing only the last four digits. Agencies will cancel a savings bond allotment authorization that does not include the required TIN (see subsection 6030.70). Agencies do not require, and should not request, the TIN of the second-named co-owner or beneficiary to be named on paper savings bonds.

Employees need not have their savings bonds reissued only to change, correct, or mask the TIN. However, agencies or employees, as applicable, must send the correct TIN to Public Debt's Treasury Securities Accounting Branch (see the Contacts page).

6035.30—Average Dating

Paper Series EE and I savings bonds purchased biweekly, monthly, or by other Federal pay systems are issued under average dating rules discussed below.

Series EE and I savings bonds are issue dated as of the first day of the month in which the end of a pay period falls when the account accumulates at least one-half of the purchase price. This date is used regardless of the number of consecutive payroll deductions required to complete the full purchase price.

Under the average dating rules, one \$200 bond compared with the aggregate of two \$100 bonds gives the employee the financial advantage of an earlier issue date. This results in earlier interest earnings and an earlier maturity date.

When applicable, average dating also is used as follows:

- An account is canceled and cash payment is made to complete a bond purchase.
- An account is cleared to allow an earlier effective date for a change in denomination or amount of allotment and a part or all of the balance is taken in lower denomination bonds available under the Voluntary Payroll Savings Plan (see subsection 6030.20).

6035.40—Dating

Except where the provisions for average dating apply (see subsection 6035.30), bonds are dated the month the employee's bond account accumulates the total purchase price of the selected paper bond denomination. Since employee bond accounts are credited at the end of each pay period, the bond issue date is the month the employee's account accumulated the bond purchase price.

6035.50—Incoming Bond Issuance Data Deadline

Agencies submit bond order files formatted according to FRB uniform specifications to the FRB, Pittsburgh Branch. The FRB, Pittsburgh Branch, as Treasury's fiscal agent, balances and edits bond orders, prints inscriptions and issue dates on bonds using agency-requested data, and mails bonds to the addresses printed on the bonds.

Section 6040—Accounting Procedures

Each pay period, agencies deduct the bond allotment amount from each employee's pay and record the amount in an individual bond account. They also record purchases or refunds of unused deductions in each employee's bond account.

Each pay period, agencies disburse the total withheld amount from the payroll appropriation to an appropriate agency deposit fund where it accumulates until the purchase price is met.

Agencies provide the FRB, Pittsburgh Branch, with bond information to issue U.S. Savings Bonds according to prescribed reporting instructions and formats. The FRB, Pittsburgh Branch, prepares and processes an SF 5515: Debit Voucher, using the agency location code of the reporting agency, for each agency that submits a bond issue file. The SF 5515 debits each submitting agency for the full purchase price of the bond order. The FRB, Pittsburgh Branch, provides copies of the respective SF 5515s to each reporting agency.

Section 6045—Bond Issuance Procedures and Supporting Documentation

Two FRBs (Pittsburgh and Minneapolis), as fiscal agents of

Treasury, are charged with the custody, issuance, and accounting for sales of savings bonds. However, only the FRB, Pittsburgh Branch, is charged with the custody, issuance, and accounting for sales of savings bonds covered by this chapter.

6045.10—Submission of Complete Inscription Data

Issuance data must include ZIP Codes for every account for which a U.S. Savings Bond is to be mailed. Agencies send complete issuance data to the FRB, Pittsburgh Branch, electronically or as otherwise approved by that office.

Agencies submitting savings bond issue data must use a computer-prepared or paper copy FA 500 to certify and transmit agency Series EE savings bond issue files to the FRB, Pittsburgh Branch (see the Contacts page). They use the FA 501 to certify and transmit agency Series I savings bond issue files to the FRB, Pittsburgh Branch (see the Contacts page).

Agencies must do the following:

- Submit a separate FA 500 and/or FA 501 for each issue date (month and year) of bonds to be issued.
- Indicate the issue date and total purchase price on each FA 500 and/or FA 501.
- Obtain approval from the FRB, Pittsburgh Branch, before they use another document instead of the FA 500 or FA 501.

6045.20—Edit of Inscription Data

The FRB, Pittsburgh Branch, edits savings bond inscription data records received from each agency payroll office. It deletes from the bond issue request any record without a valid TIN (ordinarily, a Social Security account number) and reduces the total purchase price on the FA 500 and/or FA 501. While agencies are required to provide complete nine-digit taxpayer identification numbers

(usually Social Security account numbers) in their order files for each bond ordered, the TIN is printed on the bonds in masked format (** * 6789) showing only the last four digits.

For erroneous inscriptions that cannot be resolved by the FRB, Pittsburgh Branch, it issues and sends a refund and a listing of the rejected issue requests to the agency. The agency must obtain the proper inscription and reschedule the bond allotment or cancel the payroll allotment (see subsection 6030.70).

6045.30—Maintenance of Inscription Files

The FRB, Pittsburgh Branch, does not maintain a master file of bond inscription records for agency updates. Submitting agencies establish and maintain an automated bond registration database.

6045.40—Documents Submitted to the FRB, Pittsburgh Branch

Agencies submit only the original or computer-prepared version of the FA 500 and/or FA 501 or other appropriate documents to the FRB, Pittsburgh Branch. They also follow the FRB, Pittsburgh Branch, requirements for print layout and format. The FA 500 must show the purchase price (50 percent of the face value, see subsection 6030.20) of the paper Series EE savings bonds requested, and the FA 501 must provide the purchase price (100 percent of the face value) of the paper Series I savings bonds requested. The agency certification on the FA 500 and/or FA 501 authorizes the FRB, Pittsburgh Branch, to issue and distribute the bonds.

6045.50—Subscriber List Number

Agencies need not assign a control number (subscriber list number) to each FA 500, FA 501, or computer-prepared document.

6045.60—Delivery

Generally, savings bonds purchased through payroll deductions are either mailed by the FRB, Pittsburgh Branch, or delivered by the designated agent to the subscribing employee, unless otherwise authorized by the employee in writing. (For example, an employee may authorize a bond to be issued in a relative's name and mailed to that person.) Mail deliveries are made at the risk and expense of the United States to the address given by the purchaser, if it is within the United States, its territories or possessions, or the Commonwealth of Puerto Rico.

Bonds delivered elsewhere will be delivered at the risk of the purchaser. At the discretion of the United States, delivery to an address within the United States may be required, or delivery may be refused to addresses in countries referred to in 31 CFR Chapter II Part 211. Bonds purchased by a U.S. citizen residing abroad are delivered only to such address in the United States as the purchaser directs. Also, bonds are sent to overseas posts by diplomatic pouch or APO and FPO facilities. Bonds may be sent from overseas posts for later remailing within the United States by the same methods.

Section 6050—Undeliverable, Lost, Stolen, Destroyed, and Reissued Savings Bonds Issued by the FRB, Pittsburgh Branch

6050.10—Undeliverable Savings Bonds

The FRB, Pittsburgh Branch, inscribes savings bonds purchased through Federal sector payroll savings plans and, generally, delivers the bonds through the U.S. Postal Service. In a few instances, if requested, the FRB, Pittsburgh Branch, can send bonds in bulk to the employing agency for subsequent delivery to owners.

If the agency-designated agent cannot deliver the savings bond in the established manner, and the current address of the owner is unknown, the agency should forward the bond to Public Debt's Data Entry, Casefile and Scanning Section within 5 days after receipt (see the Contacts page). When an employee is on leave, or in the event of the death of an employee, the agency or designated agent may hold the bond for 30 days. The Chief Financial Officer may authorize the bonds held for a longer period where statements of facts relative to the case indicate such action is warranted. Bonds forwarded to Public Debt must be accompanied by a statement giving the reason.

When a mailed bond is returned by the U.S. Postal Service to the FRB, Pittsburgh Branch, as undeliverable, the FRB, Pittsburgh Branch, must send the savings bond to the payroll office of the bond subscriber's employing agency. When the agency can locate neither the employee nor his or her current mailing address, the agency should forward the bond, with a statement concerning the bond's disposition, to Public Debt's Data Entry, Casefile and Scanning Section (see the Contacts page). If the bond is delivered to the owner, the agency and owner should examine the bond for erroneous address information. The agency corrects any erroneous information before the next submission of bond issuance data to the FRB, Pittsburgh Branch (also, see subsection 6050.30).

In the event of an employee's death, the agency delivers the savings bond to the co-owner or beneficiary, if any, and obtains a receipt. If the bond cannot be delivered within 30 days to a co-owner or beneficiary, or it is in single ownership form, the agency forwards it to Public Debt's Data Entry, Casefile and Scanning Section, with a statement of fact (see the Contacts page).

6050.20—Nonreceipt and Lost, Stolen, or Destroyed Savings Bonds

6050.20a—Nonreceipt of Savings Bond

Employing agencies wait 30 days beyond the printing date of the bond before initiating the claims process. This waiting period allows enough time for return of undeliverable bonds to the FRB, Pittsburgh Branch, and forwarding of these bonds by the FRB, Pittsburgh Branch, to employing agencies (see subsection 6050.10).

If the bond still has not been received 30 or more days after the printing date of the bond, and if the bond is less than 12 months old:

- The employing agency should notify the FRB, Pittsburgh Branch.
- The FRB, Pittsburgh Branch, completes a claim form (PD F 3062) and sends the form to the employing agency.
- The employing agency obtains the required signatures (the bond owner and, if appropriate, others as indicated on the form).
- The bond owner or the employing agency should return the form to the FRB, Pittsburgh Branch, so that a replacement bond can be issued and mailed.

If a non-received bond is 12 months old or older, the employing agency should work with the employee who bought the bond to send a completed and signed claim form (PD F 3062) to Public Debt's Division of Customer Assistance (see the Contacts page). Before doing this, the employing agency may have to contact Public Debt to obtain a claim form and essential information about the

missing bond, such as the bond serial number.

If the FRB, Pittsburgh Branch, sends a savings bond to a designated agent, and if that bond is later lost after the designated agent received it, the employing agency, the designated agent, and the employee who bought the bond should work together to send a completed and signed claim form (PD F 1048) to Public Debt's Division of Customer Assistance (see the Contacts page). The designated agent has to provide a brief statement explaining what happened, that is, how the loss occurred. Before doing this, the employing agency may have to contact that office to obtain a claim form and essential information about the missing bond.

6050.20b—Savings Bond Lost, Stolen, or Destroyed After Receipt by Owner

If a savings bond is lost, stolen, or destroyed after receipt by the owner, the owner completes and signs a PD F 1048 according to instructions on the form and submits it to Public Debt's Division of Customer Assistance (see the Contacts page.)

If the bond serial number is not known, the claimant must provide sufficient information to enable Public Debt to identify the bond by serial number, names (including middle names or initials), complete addresses, series, issue date (month and year), and TIN on the registration record of the missing bond.

If a bond is defaced or mutilated, the bond owner submits the defaced bond or all available fragments of the mutilated bond to Public Debt's Division of Customer Assistance.

Public Debt's Division of Customer Assistance must receive prompt notification if a bond reported as lost, stolen, destroyed, or not received is

recovered or received before a replacement bond or payment of the bond's redemption value is received. A recovered bond (for which a replacement or a check in payment has been issued) is U.S. Government property. Whoever recovers the bond must promptly submit it to Public Debt's Division of Customer Assistance, with a letter of explanation (see the Contacts page).

6050.30—Reissue of Savings Bonds and Refund of Purchase Price

6050.30a—Reissue of Savings Bonds

When it is necessary to reissue a savings bond because of an error in the registration data, or for another reason, the employing agency must prepare a form FA 400. The agency must show on the FA 400 the reason for the reissue. The agency may list more than one savings bond on a single FA 400, provided the bonds are all to be reissued with an identical registration. It must submit the FA 400 to the FRB, Pittsburgh Branch, with the savings bond(s) (see the Contacts page).

6050.30b—Refund of Purchase Price

To get a refund for the purchase price of a savings bond, an employing agency must prepare a form FA 400. It must use a separate form for each different inscription and each different issue date on bonds surrendered. The agency must show on the FA 400 the reason for the refund of purchase price request. It must submit the FA 400 to the FRB, Pittsburgh Branch, with the savings bond(s) (see the Contacts page).

Contacts

Direct inquiries concerning the regulations governing U.S. Savings Bonds and the sale of U.S. Savings Bonds to:

Division of Program Administration
Bureau of the Public Debt
Department of the Treasury
200 Third Street, Room 509
Parkersburg, WV 26106-5312
Telephone: 304-480-6319

Division of Customer Assistance
Bureau of the Public Debt
Department of the Treasury
P. O. Box 7012
Parkersburg, WV 26106-7012
Telephone: 1-866-388-1776

Direct questions concerning procedures for issuance of Series EE and I savings bond stock to:

Federal Reserve Bank of Cleveland, Pittsburgh Branch
P.O. Box 299
Pittsburgh, PA 15230-0299
Telephone: 800-245-2804

Order SB-2362, FA 400, FA 500, FA 501, PD F 1048, and PD F 3062-4 forms from:

Federal Reserve Bank of Cleveland, Pittsburgh Branch
P.O. Box 299
Pittsburgh, PA 15230-0299
Telephone: 800-245-2804

Send the completed FA 400, FA 500, and FA 501 forms to:

Federal Reserve Bank of Cleveland, Pittsburgh Branch
P.O. Box 299
Pittsburgh, PA 15230-0299

Send the correct TIN to:

Treasury Securities Accounting Branch
Bureau of the Public Debt
Department of the Treasury
200 Third Street
Parkersburg, WV 26106-5312

Send undeliverable bonds to:

Data Entry, Casefile and Scanning Section
Bureau of the Public Debt
Department of the Treasury
200 Third Street
Parkersburg, WV 26106-5312

APPENDICES LISTING

Appendix No.	Form/Title
1	SB-2362: Authorization for Purchase and Request for Change, United States Series EE Savings Bonds or United States Series I (Inflation-Indexed) Savings Bonds
2	Bond Allotment Table

SB-2362 E
(OMB Approval 1535-0111)

AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE
UNITED STATES SERIES EE SAVINGS BONDS OR
UNITED STATES SERIES I (INFLATION-INDEXED) SAVINGS BONDS

PRINT IN INK OR TYPE

DATE _____ SOCIAL SECURITY or
EMPLOYEE PAYROLL NUMBER _____

EMPLOYEE'S NAME _____
(First Name) (Middle Name or Initial) (Last Name)

DEPARTMENT/AGENCY _____ BUREAU OR OFFICE _____ LOCATION _____ WORK PHONE _____

REQUESTED ACTION A New Allotment B Increase Allotment C Change Denomination D Change Inscription E Other Action (Describe below)
For allotment options, see your campaign volunteer or payroll office.

OTHER ACTION _____
If checked above _____

If you checked A, B, or C above indicate amount to be allotted each pay period. \$ _____

CHOOSE SERIES I BOND EE (The price of an EE bond is equal to half the denomination of the bond being purchased.)
(The price of an I bond is equal to the denomination of the bond being purchased.)

SELECT DENOMINATION \$50 \$75 \$100 \$200 \$500 \$1,000
I Bond only I Bond or Series EE

BOND INSCRIPTION Complete the following if (a) you checked A or D above; or (b) you have multiple Bond allotments

OWNER'S NAME _____
(First Name) (Middle Name or Initial) (Last Name)

SOCIAL SECURITY NO. (Required) _____

ADDRESS { _____
(Number and Street)
_____ (City or Town) (State) (ZIP Code)

Check one if you wish to designate a co-owner or beneficiary CO-OWNER BENEFICIARY

NAME _____
(First Name) (Middle Name or Initial) (Last Name)

SOCIAL SECURITY NO. (Optional) _____

NOTE: Married women should use their given names, e.g., "Mary L. Smith". If coowner or beneficiary is designated, the inclusion of that individual's Social Security number is desirable but not required. The use of courtesy titles is optional.

EFFECTIVE FIRST PAYROLL PERIOD AFTER _____

EMPLOYEE'S SIGNATURE _____
(Return signed form to your payroll office or campaign volunteer)

I hereby authorize the foregoing allotment from my pay for the purchase of U.S. Savings Bonds to be issued with the inscription shown on this form. This Authorization is to remain in effect until cancelled by me in writing or termination of my employment.

NOTICE UNDER THE PRIVACY AND PAPERWORK REDUCTION ACTS

The Treasury Department's Bureau of the Public Debt keeps records about who owns savings bonds. Please fill in the information that applies to you so that we can issue savings bonds and keep accurate records as authorized by Title 31 of the United States Code, Chapter 31. We don't disclose any information except as authorized by law.

We estimate it will take you about 01 minute to complete this form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. Any comments or suggestions regarding this form should be sent to the Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328.

BOND ALLOTMENT TABLE								
Number of Allotments Required to Purchase Different Denominations of Series EE Savings Bonds								
Purchase Price of Bond	\$50		\$100		\$250		\$500	
Face Value of Bond	\$100 ¹		\$200		\$500		\$1,000	
Amount of Allotment	Number of Bonds	Number of Pay Periods	Number of Bonds	Number of Pay Periods	Number of Bonds	Number of Pay Periods	Number of Bonds	Number of Pay Periods
3.75 ²	3	40	-	-	-	-	-	-
5.00 ²	1	10	1	20	-	-	-	-
6.25	1	8	1	16	-	-	-	-
7.50	3	20	-	-	-	-	-	-
10.00	1	5	1	10	-	-	-	-
12.50	1	4	1	8	1	20	-	-
18.75	3	8	-	-	-	-	-	-
20.00	2	5	1	5	-	-	-	-
25.00	1	2	1	4	1	10	1	20
31.25	-	-	-	-	1	8	1	16
37.50	3	4	3	8	3	20	-	-
50.00	1	1	1	2	1	5	1	10
62.50	-	-	-	-	1	4	1	8
100.00	-	-	1	1	2	5	1	5
125.00	-	-	-	-	1	2	1	4
250.00	-	-	-	-	1	1	1	2
500.00	-	-	-	-	-	-	1	1

¹ Bonds of \$100 or higher denomination will be dated as of the first day of the month in which a pay period ends and at least half of the purchase price is accumulated, regardless of the number of consecutive payroll deductions required to complete the full purchase price (paragraph 6035.30).

² This allotment may be made only by persons paid on a biweekly basis (paragraph 6030.30).

Please note: Other payroll allotments may be used in purchasing U.S. savings bonds in accordance with agency payroll procedures. The allotments shown in the above table are only sample allotments.