

**SAVINGS BONDS – REDEMPTION AND REISSUE
INSTRUCTIONS FOR ADMINISTERED ESTATES**

IMPORTANT INSTRUCTIONS:

All bonds must be described by serial number on any form submitted. All bonds and/or forms, except PD F 5396, *Direct Deposit Sign Up Form*, must be signed in the presence of an authorized certifying officer, available at most financial institutions. The certifying officer must sign, include his/her title, and affix the institution's official stamp or seal in the space provided.

TO REDEEM BONDS FOR A DECEDENT'S ESTATE:

- Provide a certified copy of the letters of appointment, with a legible seal of the court having jurisdiction. Letters of appointment are valid for one year from the date they are issued. If that time has passed, provide an updated copy of the letters of appointment, with a legible seal or stamp, showing they are in full force and effect and have not been revoked.
- If more than one person is named on the bonds, provide certified copies of the death certificates for both. Each death certificate must be certified or sworn to by the state or local registrar, with a legible seal or stamp, as a true and correct copy taken from the official records. It is not necessary to provide a death certificate for the last-deceased bond owner if the date of death appears in the letters of appointment.
- The legal representative of the estate must sign the request for payment on the back of each bond **or** complete a *Special Form Of Request For Payment Of United States Savings And Retirement Securities Where Use Of A Detached Request Is Authorized*, PD F 1522. The legal representative must provide his/her official title and the estate identification number, if one is available.
- If a PD F 1522 is not submitted, a *Direct Deposit Sign-Up Form*, PD F 5396, may be completed by the legal representative to have the redemption payment electronically deposited.
- Series EE, E, and I bonds can be cashed at a local financial institution. Some of these transactions may have to be forwarded to a Treasury Retail Securities Site or to the Bureau of the Public Debt for further processing. Series HH/H bonds must be sent to one of the Treasury Retail Securities Sites listed on the following page, unless otherwise instructed. Submit the bonds with the appropriate evidence and applicable form(s) for processing.

TO REISSUE BONDS IN THE NAME OF A DECEDENT'S ESTATE:

- Provide a certified copy of the letters of appointment, with a legible seal of the court having jurisdiction. Letters of appointment are valid for one year from the date they are issued. If that time has passed, provide an updated copy of the letters of appointment, with a legible seal or stamp, showing they are in full force and effect and have not been revoked.
- If more than one person is named on the bonds, provide certified copies of the death certificates for both. Each death certificate must be certified or sworn to by the state or local registrar, with a legible seal or stamp, as a true and correct copy taken from the official records. A death certificate is not required for the last-deceased bond owner if the date of death appears in the letters of appointment.
- The legal representative of the estate needs to complete a *Request to Reissue United States Savings Bonds*, PD F 4000.
- If Series HH/H bonds are being reissued, the legal representative must complete and sign a *Direct Deposit Sign-Up Form*, PD F 5396, for direct deposit of the interest payments.
- Submit the bonds, forms, and evidence to the Department of the Treasury, Bureau of the Public Debt, PO Box 7012, Parkersburg, WV 26106.

TO DISTRIBUTE BONDS TO PERSONS ENTITLED TO AN ESTATE:

- Provide a certified copy of the letters of appointment, with a legible seal of the court having jurisdiction. Letters of appointment are valid for one year from the date they are issued. If that time has passed, provide an updated copy of the letters of appointment, with a legible seal or stamp, showing they are in full force and effect and have not been revoked.
- If more than one person is named on the bonds, provide certified copies of the death certificates for both. Each death certificate must be certified or sworn to by the state or local registrar, with a legible seal or stamp, as a true and correct copy taken from the official records. It is not necessary to furnish a death certificate for the last-deceased bond owner if the date of death appears in the letters of appointment.
- The legal representative of the estate needs to complete a *Request By Fiduciary For Distribution Of United States Treasury Securities*, PD F 1455, showing distribution is being made to the person(s) entitled.
- **If the person entitled wants to reissue the bond(s) to add a co-owner or beneficiary:** Each person entitled to the bond(s) must complete a *Request To Reissue United States Savings Bonds*, PD F 4000.
- If Series HH/H bonds are being reissued, the person entitled must also complete a *Direct Deposit Sign-Up Form*, PD F 5396, for direct deposit of the interest payments.
- **If the person entitled wants to redeem the bond(s):** The person entitled to the bond(s) must sign the request for payment on the back of the bond(s) to which they are entitled **or** complete a *Special Form Of Request For Payment Of United States Savings And Retirement Securities Where Use Of A Detached Request Is Authorized*, PD F 1522. The Taxpayer Identification Number and address of the person entitled must be provided.
- If a PD F 1522 is not necessary, a PD F 5396 may be completed to have the redemption payment electronically deposited.
- Submit the bonds, forms, and evidence to one of the Treasury Retail Securities Sites listed below, unless otherwise instructed.

FINAL MATURITY INFORMATION

Any bonds that have reached final maturity may not be reissued. The only option is to redeem the bonds.

Series	Issue Date	Final Maturity	Series	Issue Date	Final Maturity
E	5/41 to 11/65	40 Years	H	6/52 to 1/57	29 years, 8 months
E	12/65 to 6/80	30 Years	H	2/57 to 12/79	30 Years
EE	All Issues	30 Years	HH	All Issues	20 Years
Savings Notes	All Issues	30 Years	I	All Issues	30 Years

TREASURY RETAIL SECURITIES SITES

Treasury Retail Securities Site
 PO Box 299
 Pittsburgh, PA 15230-0299
 1-800-245-2804

Treasury Retail Securities Site
 PO Box 214
 Minneapolis, MN 55480-0214
 1-800-553-2663