

DEPOSITS FOR CREDIT TO TREASURY'S GENERAL ACCOUNT

This chapter establishes procedures to be followed by the Depositories located within the 50 United States and the District of Columbia (domestic Depositories) when making deposits for credit to Treasury's General Account (TGA).

Section 2010 - Scope and Applicability

This chapter applies to Treasury's General Account Depositories located within the 50 United States and the District of Columbia (domestic Depositories) and others to whom specifically extended.

Section 2015 - Authority

These procedures are authorized by the Code of Federal Regulations at 31 CFR 202.

Section 2020 - Definition of Terms

Analysis Earnings Rate (AER) - The 3-month Treasury Bill Auction Average (Investment) rate used to compute the imputed value on Compensating Balances, Average Daily Immediately Available Funds, and Average Daily Uncollected Funds.

Automated Clearing House (ACH) - A computerized network used by member financial institutions to process payment orders in machine readable form.

Average Daily Immediately Available Funds - The monthly average of funds not assigned float, deposited into the TGA during the month. The funds are available to the Depository on the Date of Deposit. When making the CASH-LINK Bank Management Report,

the Depository will report the rounded total for Average Daily Immediately Available Funds for product code 610 100. Alternatively, this information may be based on a percentages of monthly deposits and derived from the CASH-LINK Deposit Reports and appear on the Statements of Account Activity (SAAs) for product code 710 100.

Average Daily Uncollected Funds - The monthly average of funds deposited into the TGA assigned float, and transferred to the Federal Reserve Bank prior to collection. When making the month's CASH-LINK Bank Management Report, the Depository will report the rounded total for product code 610 200. Alternatively, this information may be based on a percentage of monthly deposits and derived from the CASH-LINK Deposit Reports and may appear on the SAAs for product code 710 200.

Cash Concentration Services - Banking services that facilitate the movement, either by voice, computer, or touch-tone telephone, of information on deposits collected. They also create electronic funds transfers to move funds from the local points to a concentration point.

Checks - Checks drawn on the U.S. Treasury, U.S. Postal money orders, as well as other checks,

drafts, and money orders payable at par. This excludes checks payable in foreign currency and/or drawn on financial institutions outside the 50 United States and the District of Columbia.

Credit or Credit Entry - An entry made to the ledger balance of a demand deposit account maintained with the Depository that increases the dollar value of funds on account.

Cutoff Time - A predesignated time beyond which transactions presented or actions requested will be considered received on the next business day.

Debit or Debit Entry - An entry made to the ledger balance of a demand deposit account maintained with the Depository that decreases the dollar value of funds on account.

Deposit Reporting Location - A financial institution or branch of a financial institution that reports TGA deposits directly to the Financial Agent.

Depository (also referred to as a Bank) - A financial institution designated under 31 CFR Part 202 as a Depository and Financial Agent of the U.S. Government and authorized by Treasury to perform certain services for Federal agencies.

Depository Banking Day/Depository Business Day - That part of any day on which the Depository is open to the public for performing substantially all of its banking functions, including weekends. The Depository will state an hour no earlier than 2:00 p.m. local time as a cutoff time for the handling of TGA transactions. Any transactions received after the cutoff will be deemed received on the following business day.

Federal Funds Rate - The interest rate at which reserves are traded among commercial banks for overnight use in amounts of one million dollars or more. The daily Federal Funds Rate is based on the closing bid of the previous business day. The Federal Funds Rate is published under the title "Federal Funds Rate" in the weekly H-15 Statistical Release of the Federal Reserve Board of Governors.

Fedwire Deposit System (FDS) - The computer-to-computer link between Treasury and the Federal Reserve Bank (FRB) of New York, which supports the processing of wire-based funds transfers between Treasury and the public.

Financial Agent - For this document, the financial institution providing cash concentration services to transfer deposit funds and information from the Depositories to Treasury.

Immediately Available Funds - Collected overnight balances maintained in the TGA with a Depository.

Late Call-in Authorization - Specific, written permission from FMS for a Depository to report the day's deposits after 8:00 p.m. eastern time on the Date of Deposit. Such reports are made the morning of the business day after the Date of Deposit prior to 1:00 p.m. eastern time.

Memorandum of Understanding (MOU) - To perform services under the TGA system, a Depository will execute a written MOU with Treasury. The MOU represents an agreement by the Depository to perform services according to the specifications established by Treasury in V TFM, supplements or bulletins thereto, and amendments to any of the foregoing. These requirements are incorporated by reference into the MOU and specify the services to be performed.

Recognized Expenses - Expenses that are defined in Supplement #1 to V TFM.

1031 Wire Request (Request for Funds) - An administrative message sent to a Depository that reported its daily deposit activity after the cutoff for ACH transfers. The message requests the Depository to transfer a stated amount of funds to the FRB via a responding Type 1032 wire (funds) transfer message.

Standard Form (SF) 215 (also SF 215-A, SF 215-B) - The form presented to a Depository by a U.S. Government agency with checks and other payment instruments to make a deposit. A Depository may complete an SF 215 to adjust a deposit error.

SF 5515 - The form used to debit the TGA to decrease the amount of a deposit made to that account. A Depository may complete a SF 5515 to process a returned item against the TGA or to adjust an error from a prior deposit. A U.S. Government agency may complete an SF 5515 to accomplish either of these functions.

Treasury's General Account (TGA) - The account maintained by financial institutions with ap-

propriate designation and authorizations for deposits and processing of collections by U.S. Government agencies.

Uncollected Funds - Funds deposited into Treasury's General Account that are assigned float.

Wire (Funds) Transfer Message - A Fedwire funds transfer message sent to transfer funds by wire from the Depository to the Treasury's General Account at the Federal Reserve Bank of New York. The number of Fedwire Funds Transfer Messages sent during the month to satisfy CASH-LINK Deposit Reports is derived by CASH-LINK and appears on the SAAs as units for product code 700 220.

Section 2025 - Background

2025.10 - Use of Domestic Depositories

A TGA is maintained with an authorized Depository to accelerate the collection and availability of funds to Treasury. Government officers who wish to deposit receipts with a domestic Depository must make the necessary arrangements with the Banking Operations Branch (BOB). The Depository may only accept deposits from Government agencies for credit to a TGA when specifically authorized to do so by BOB (see contacts page). In the event a Depository is requested to accept a deposit from an unauthorized Government agency, the Depository will notify BOB, and will advise the agency to refer to I TFM 5-4000 for the proper disposition of the deposit.

2025.20 - General Description of CASH-LINK

CASH-LINK is a cash concentration system designed to concentrate funds and accounting details for deposits made by Federal agen-

cies to TGAs maintained at designated Depositories. The system consolidates agency accounting records at the Depository level, performs data entry via a Financial Agent, and transfers the funds to the FRB through electronic funds transfer technology. Funds are transferred from the Depositories directly to the Treasury's account at the FRB via the ACH system or wire transfers.

The Financial Agent collects accounting information from the Depositories on a scheduled basis, prepares information to initiate funds transfers, and provides accounting details to the Financial Management Service (FMS). FMS reconciles the accounting details of deposits reported by banks with those reported by Federal agencies.

Compensation for services provided by a domestic Depository in operating a TGA will be in the form of an ACH credit to the Depository's specified account, in the form of the imputed value of a non-interest bearing Treasury Time Balance (TTB) placed at the Depository, and/or the imputed value of collected overnight balances maintained in the TGA (immediately available funds). The method of compensation will be at the discretion of FMS.

2025.30 - How to Become a Depository

A financial institution interested in obtaining TGA deposits may market its services to Federal agencies in its area. Treasury establishes a Depository based upon the request of a Federal agency and evaluation of the efficiencies offered by such a relationship.

To be designated as a Depository, the financial institution must meet the eligibility requirements of 31 CFR Part 202, be able to accept

ACH debits (Section 2030.50), agree to a written MOU with FMS, and be specifically authorized by Treasury to accept deposits.

Section 2030 - Operational Requirements

2030.10 - Deposit Proof Requirements

The Depository will proof each deposit received by balancing the dollar amount printed on the face of the SF 215 with the sum of accompanying remittance items. The Depository will correct any out-of-balance occurrence caused by the Federal agency in preparing the deposit by either preparing an additional SF 215 or SF 5515 to balance with the sum of the accompanying remittance items. Depositories will not adjust the amount by changing the amount on the face of the SF 215 submitted by the Federal agency. See Supplement #2 to V TFM, the CASH-LINK User Guide, for specific details on processing adjustments.

2030.20 - Crediting the Deposit

Each deposit received by a Depository from Government agencies for credit to Treasury will be credited in the TGA on the day of receipt if received prior to the cut-off time.

2030.30 - Depository Reporting Requirements

Depositories will report deposit information according to instructions provided in Supplement #2 to V TFM, the CASH-LINK User Guide. Deposits will be reported by either personal computer with modem interface, or by touch-tone telephone response to the Financial Agent. Treasury may determine the method of reporting for a Depository.

2030.40 - Backup Processing Requirement

In some instances, the Financial Agent may be incapable of accepting deposits due to power failures or other unforeseen difficulties. Under these circumstances, Depositories will transfer funds and accounting information according to Supplement #1 to V TFM: CASH-LINK Operating Instructions for Domestic Treasury's General Account Depository Banks, Section 11, Exception Processing. Depositories affected by this requirement will be specifically designated and formally advised by Treasury. Liabilities in Section 2055 will apply for all Depositories.

2030.50 - Funds Transfers

TGA Depositories are required to transfer the full amount of the deposit less debits in the TGA to the Treasury on the business day following the Federal agency deposit. Depositories failing to so transfer will be liable for the imputed value of these funds in accordance with Section 2055. Depositories will monitor the TGA on a daily basis for the correctness of the funds transfers. A Depository is compensated for the imputed value of Uncollected Funds transferred to Treasury as described in Section 2055.10. Funds will be transferred from the Depository to Treasury via ACH debits or wire transfers.

a. ACH Debits. For Depositories that complete their deposit reports prior to 8:00 p.m., eastern time, on the day of deposit, the Financial Agent will prepare, in ACH format, requests to debit the Depositories' accounts or their correspondents' accounts, and credit the Treasury's account at the Richmond FRB. The Depositories' ac-

counts will be debited and Treasury's account credited on the next business day by the Richmond FRB.

All Depositories, except those specifically exempted, will report through the CASH-LINK system prior to the ACH cutoff on the day of Federal agency deposit. Any Depository that can show a legitimate need to be authorized to report after the ACH cutoff will request and receive a written Late Call-in Authorization from BOB (see Contacts page). The request will include appropriate justification and documentation so that an evaluation can be completed in an efficient manner. BOB will notify Depositories in writing of the disposition of their requests for Late Call-in Authorization.

In all cases, the deposit report to the Financial Agent must occur no later than 1:00 p.m., eastern time, on the business day following the day of deposit. All Depositories that have been granted written Late Call-in Authorizations will wire transfer TGA funds to the New York FRB immediately upon receipt of the 1031 Wire Request. The funds transfer message will reference the acceptance number given by the CASH-LINK system.

b. Wire Transfers. For Depositories that complete their deposit reports after the 8:00 p.m., eastern time ACH cutoff, but before the wire cutoff time, the Financial Agent will collect the information necessary to prepare a 1031 Wire Request. The cutoff for completing a deposit report for which funds will be transferred by wire is 1:00 p.m., eastern time, on the business day following the day of deposit.

To improve Treasury's cash management position, if operationally feasible, Depositories will make their deposit report to the Financial Agent by 9:30 a.m., east-

ern time, on the business day following the day of deposit. The Financial Agent will send the 1031 Wire Request directing the Depository to transfer the funds by wire to the New York FRB. Depositories will act on the 1031 Wire Request by preparing and sending a responding wire transfer no later than 1 hour after receipt of the request for funds. All wire transfers will be formatted as specified by the FRB and received at Treasury's account with the New York FRB, by 2:00 p.m., eastern time, on the business day following the day of deposit.

c. Multiple Accounts Per CASH-LINK Account Key. Although a Depository may utilize more than one account to facilitate the processing and reconciliation of TGA deposits into a single CASH-LINK Account Key, the CASH-LINK Deposit Report consolidating those deposits will result in Treasury debiting only one account. Depositories requiring Treasury debit more than one account will request written authorization from BOB. BOB will notify Depositories in writing of the disposition of their requests.

d. Returned ACH Debits. If Treasury receives a dishonored ACH debit request, BOB will contact the Depository to determine the reason the request was dishonored and instruct the Depository to wire transfer the funds to Treasury's account at the New York FRB. Treasury reserves the right to charge the Depository for the cost of the wire transfer when an ACH debit has been refused.

2030.60 - Deferred Account Requirements

a. Deferred Accounts. In specific cases, at Treasury's sole discretion, Treasury will give written authorization to Depositories to defer the transfer of Uncollected

Funds. Supplement #1 to V TFM, CASH-LINK Operating Instructions for Domestic Treasury's General Account Depository Banks and Supplement #2, the CASH-LINK User Guide, specify the procedures to be followed when processing a deferred account.

b. Description of the Automated Deferred Accounting Process. Each deferred Depository will record the deposit report deferred information and report it to CASH-LINK via the deposit reporting system screen. Each deferred report will be processed through an edit routine to ensure that the report is accurate. The CASH-LINK system will track any funds not transferred.

2030.70 - Returned Item Requirements

The Depository may debit the current day's deposit for the amount of checks dishonored and returned unpaid. The procedures specified in Supplement #1 to V TFM, CASH-LINK Operating Instructions for Domestic Treasury's General Account Depository Banks, provide the details for processing such an adjustment.

Section 2035 - Compensation

2035.10 - Eligibility for Compensation

During negotiations between Treasury and a financial institution regarding the establishment of a TGA, the subject of compensation will be addressed. If a financial institution requires compensation, it will formally advise Treasury during the negotiations. Alterations in the amount of compensation subsequent to the estab-

ishment of a TGA will be based on the results of an analysis of the information provided in accordance with Section 2035.50.

2035.20 - Product Categories and Standard Item Rates

BOB will provide a schedule of income and recognized expense categories (to be recognized for purposes of compensation). For each category, a per-category item rate will be provided and made a part of the MOU between Treasury and the Depository, in accordance with Supplement #1 to V TFM.

Such categories and per-category item rates will remain in effect until superseded. Treasury will revise these rates periodically.

2035.30 - Sources of Income

Depositories may be compensated for services provided to the Treasury by means of ACH credits, the imputed value of TTBs, and/or the imputed value of collected overnight balances maintained in the TGA (Immediately Available Funds). The method of compensation is at the sole discretion of Treasury.

a. ACH Credits. Treasury may compensate the Depository by means of an ACH credit for the recognized services provided. The amount of the credit is determined by the volume of recognized expenses, based on the applicable per category item rates, less the imputed value of any Immediately Available Funds of the delayed transfer of funds. Treasury will compensate the Depository on a monthly basis.

b. Imputed Value of a Treasury Time Balance. Treasury may compensate the Depository by maintaining a balance in a time deposit entitled "U.S. Treasury Time Deposit - Open Account" at the Depository. The amount to be maintained in the time account will be determined by Treasury by the projected volumes of recognized expenses, which are based on the applicable per-category item rates, less the projected imputed value of any Immediately Available Funds or the delayed transfer of funds. The balance will be adjusted or removed at the sole discretion of Treasury. At all times, TTBs are subject to withdrawal by the Treasury. When feasible and when in the Government's best interest, Treasury will provide the Depository with written notice of its intent to withdraw the TTB and will not ordinarily withdraw the TTB until

the expiration of 14 calendar days after the date of the written notice. However, nothing will preclude Treasury from withdrawing TTBs without notice to the Depository. Treasury will not be liable for any costs realized by the Depository in the event of a TTB withdrawal.

As provided in Section 2035.60, Depositories will pledge collateral security for the entire TTB in advance of any TTB being placed at those Depositories.

c. Imputed Value of Collected Overnight Balances (Immediately Available Funds) maintained in the TGA. As partial or complete compensation for the services provided by the Depository in operating the TGA, Treasury will calculate the imputed value of the Immediately Available Funds in the TGA.

2035.40 - Analysis Earnings Rate (AER)

The imputed value of TTBs and Treasury's General Accounts are calculated using the AER, which is the 3-month Treasury Bill Auction average (investment) rate. Such computations occur on a monthly basis by using the following calculations:

Treasury Time Balances (TTBs)

Treasury Time Balance
 (multiplied by) AER Factor
 AER Factor = [AER · 365 (days) x #
 calendar days in month]
 (equals) Imputed Value of TTB

TGA Average Daily Collected Balance (Immediately Available Funds)

Average Daily Immediately Available Funds
 (multiplied by) AER Factor
 (multiplied by) 1 - reserve ratio
 (equals) Imputed Value of TGA Average
 Daily Collected Balance

TGA Average Daily Uncollected Balance (Uncollected Funds)

Average Daily Uncollected Balance
 (multiplied by) AER Factor
 (equals) Imputed Value of TGA Average
 Daily Uncollected Balance

Average Daily Immediately Available Funds is calculated as follows:

Total dollar amount of all items available (including cash & checks drawn on the Depository on the Date of Deposit for the month) · Total number of **business days** in the month x (1 - Reserve Ratio)

Average Daily Uncollected Funds is calculated as follows:

Step 1:

Total dollar amount of all items collected on the **second business day** after the Date of Deposit for the month · Total number of **business days** in the month = subtotal for Step 1

Step 2:

Total dollar amount of all items collected **after the second business day** after the Date of Deposit · Total number of **business days** in the month x 2 = subtotal for Step 2

Step 3:

Subtotal for Step 1 + Subtotal for Step 2 = Total

2035.50 - Income and Expense Reporting

Depositories will report recognized income and expenses on a monthly basis to Treasury in order to receive compensation using the procedures in V TFM, supplements and bulletins thereto, and any amendments to any of the foregoing.

2035.60 - Collateral Requirement

Depositories will pledge collateral security in accordance with Title 31 of the Code of Federal Regulations, Part 202, to secure all public funds maintained with the Depository, including Immediately Available Funds in excess of recognized insurance coverage, as determined by the Treasury. In addition, Depositories will pledge collateral security in the amount of any Treasury Time Balance placed with the Depository, in advance of such placement.

2035.70 - Excess Earnings/Deficient Earnings

Excess earnings occur when a Depository's income earnings as defined in V TFM, any supplements or bulletins thereto, and any amendments to any of the foregoing, are greater than its recognized expenses. Deficient earnings occur when a Depository's income earnings are less than its recognized expenses.

The Depository will be liable to Treasury for all excess earnings, and will return such to Treasury when requested. Treasury will determine in its sole discretion the method by which the Depository will make Treasury whole. Treasury's methods include, but are not limited to —

- A direct payment to the Treasury's General Account at the New York FRB.
- Offsetting past or future cumulative losses in the form of deficient earnings and/or the imputed value of funds.

Similarly, Treasury will be liable to the Depository for deficient earnings, and will in its sole discretion determine the method by which it will make the Depository whole. Treasury's methods include, but are not limited to —

- Adjustments to the TTB.
- ACH credits.
- Offsetting past or future cumulative gains in the form of excess earnings and/or the imputed value of funds delayed.

Section 2040 - Forms

2040.10 - Standard Form 215: Deposit Ticket (SF 215)

Deposits made with Depositories for credit to a TGA will be submitted with the prescribed SF 215.

a. Preparation. The SF 215 will be prepared by the depositor who will enter the date the deposit is presented to the Depository. Instructions for completing the SF 215 are printed on the reverse side of the form. The date of credit (confirmed date) that the Depository has inserted on the SF 215 and the Date of Deposit provided to the Financial Agent by the receiving TGA Depository should always be the same. Depositories may also be required to prepare the SF 215 in complying with the Deposit Proof Requirements (Section 2030.10).

b. Acknowledgement of Receipt. The Depository will date and sign the original and all copies of the SF 215, certifying that the deposit has been received for credit to the TGA. This signature will be in one of the following forms: (1) a handwritten signature of an authorized officer or employee, followed by the title of the officer or employee, followed by the title of the officer or employee; or (2) a rubber-stamp impression showing the name of the Depository, supported by the handwritten initials of the receiving authorized officer or employee, followed by the title; or (3) a facsimile or rubber stamp impression of the signature of an authorized officer or employee placed over the officer or employee's official title, supported by the handwritten initials of the officer or employee. All initials or signatures will be in ink.

c. Disposition of Original and Copies. The Depository will retain the original of each SF 215. Copies of the SF 215 will be distributed according to the instructions printed on each copy. The Depository will not forward any copies of the SF 215 to the FRB or Treasury.

d. Copies of SF 215. The Depository will furnish copies of a processed SF 215, upon request, to a Government agency or Treasury even after the TGA is closed. When a copy is provided, the Depository will plainly stamp "COPY" across the face of the SF 215.

2040.20 - Standard Form 5515: Debit Voucher (SF 5515) and Counterfeit Currency Procedures

The Depository will prepare an SF 5515 to reduce the balance in the TGA as a result of a correction to a deposit (Section 2030.10) or to process a returned check. The De-

pository will handle any check that is not paid for any reason by the bank on which it is drawn according to the procedures described in V TFM, any supplements or bulletins thereto, and any amendments to any of the foregoing.

a. Preparation and Use of an SF 5515. When an unpaid check is returned to the Depository or when a check is lost by the Depository prior to microfilming and/or forwarding for collection, the Depository shall immediately (1) prepare and execute an SF 5515 and (2) charge the amount of the unpaid item to the TGA (Section 2030.70).

Depositories will not add or charge depositing agencies or the Treasury for any service charges, returned check charges, non-sufficient funds charges, or any other non-recognized charges or expenses, on the SF 5515 or otherwise. Endorsements on the reverse of checks deposited will include the depositor's Agency Location Code (ALC) in the top 1 1/2 inches on the check. Depositories will then prepare an SF 5515 from the information furnished on uncollectible checks without referring to the related SF 215. If the depositor's ALC or address is unreadable, or if the check has been lost, the Depository will refer to the related SF 215 to obtain this information. As finding an SF 215 may be time-consuming, Depositories are permitted to compile a list of regular depositing agencies showing their respective ALCs and addresses.

Depositories will retain a record of the drawer, drawee bank, and the amount of each unpaid check. The original of the SF 5515 shall support the charge to the TGA and shall be retained by the Depository. All unpaid checks will be delivered or forwarded to by Depositories to the depositing agency, together with the memorandum and confirmed copies of the SF

5515. If an unpaid check is not recovered by a Depository, a notification to the depositing agency citing the reason the check was not returned will accompany the copies of the SF 5515.

b. Charging Returned Items to the Treasury's General Account. The TGA will be charged with the total amount of the unpaid items recorded on the SF 5515. No service charges, returned check charges, non-sufficient funds charges, or any other non-recognized charges or expenses will be added or charged to the depositing agency on the SF 5515. At the close of business of the same day, the Depository will distribute all copies of the SF 5515 according to the instructions printed on each copy.

c. Handling of Excess Returned Items. If a Depository has an SF 5515 that cannot be fully offset by the deposits in the TGA without causing an overdraft in that account, the Depository will not charge the total amount on the SF 5515 to the TGA on the Depository's books, unless the procedure stated in Section 2040.30 is followed. The Depository will contact BOB for authorization to send the SF 5515 directly to the local FRB with instructions to charge the TGA at that FRB and credit the Depository's reserve account or the reserve account of the Depository's correspondent for the total amount on the SF 5515. If BOB authorizes the above procedure, Treasury will notify the FRB to accept and process the transaction submitted by the Depository as an exception item.

d. Charging Returned Items After the TGA Has Been Closed. If a Depository receives a returned item after its TGA has been officially closed by Treasury, the Depository will contact BOB for written authorization to send the SF 5515 directly to the local FRB.

The SF 5515 will be accompanied by instructions to charge the TGA at that FRB and credit the Depository's reserve account or the reserve account of the Depository's correspondent for the total amount on the SF 5515. After the Depository has received BOB's written authorization, the Depository will prepare the SF 5515 as instructed above. The original of the SF 5515 will be forwarded to the FRB with notification that Treasury has approved the transaction, and the returned item (unpaid check) will be forwarded to the depositing agency, together with the memorandum and confirmed copies of the SF 5515. If BOB authorizes the above transaction in writing, Treasury will notify the FRB to accept and process the transaction submitted by the Depository as an exception item. If Treasury does not authorize the above procedure in writing, no charge to the TGA at the FRB will be permitted.

e. Counterfeit Currency. A debit voucher (SF 5515) will be processed for the amount of suspected counterfeit currency deposited to TGA. Depositories will surrender the suspected counterfeit currency to the Secret Service. On the debit voucher, Depositories will reference the SF 215 used to deposit the surrendered currency to the TGA. Depositories will also provide the depositor with a photocopy of the Secret Service Form 1604: Counterfeit Note Report, that accompanied the surrendered currency to the Secret Service. An SF 215 accomplishing the reversal action will be processed for the amount of surrendered currency that the Secret Service subsequently determines is not counterfeit.

2040.30 - Special Arrangement Between Depository and Depositing Agency

Upon written approval from depositing agencies, Depositories may defer charging the TGA for returned items by having uncollectible checks automatically reprocessed for collection, returned to the depositing agency to be presented again, or replaced by new checks. Under this arrangement, SF 5515s will not be prepared to charge the account unless the checks are not collected or replaced within an agreed period of time. A Depository will not use such an arrangement prior to obtaining written approval from a depositing agency. If such written approval is granted, it is limited to deposits from the approving agency only.

2040.40 - Forms Requisition

See "CONTACTS" page for forms ordering instructions.

Section 2045 - Document Retention

TGA Depositories will retain original copies of each of the following documents for 6 years and 6 months from the date of origin of the completed document, regardless of whether the TGA is subsequently closed. At the end of the 6-year and 6-month retention period, the Depository may destroy the documents. The documents will be maintained in either paper or microfilm or microfiche form. Depositories will not add or charge either the Treasury or any depositing agency for any service charges, copying charges, researching charges, or any other charges for requesting photocopies, or any information regarding retained docu-

ments either before or after the TGA is closed. Depositories will retain the following documents for the above period of time:

- SF 215, SF 215A, and SF 215B.
- SF 5515.
- Trace Numbers from CASH-LINK Deposit Reports.
- Statements of Account Activity (SAAs).

TGA Depositories which cannot produce copies of any of the above documents upon a request by Treasury or a depositing agency within 30 days will be liable for any amount(s) owed to the Government, as calculated by Treasury.

Section 2050 - Resolving Differences

The receiving Depository will provide for accounting detail movement to Treasury via a telecommunications network and truncate the flow of all paper documents in the system. The Depository will retain the original copies of source documents. When there is a difference between agency and Depository reporting of deposits, the agency will contact the Depository. Depositories will cooperate with agencies in resolving differences in reporting deposits for credit to the TGA at the earliest practical date. Failure to cooperate in resolving differences may result in termination of the TGA.

Section 2055 - Value of Funds

The party holding TGA funds longer than permitted will be responsible for the value of those funds. If a Depository holds funds that were required to be transferred to the Treasury, the Depository will be liable to Treasury for the imputed value of the funds erroneously held. Conversely, if the Depository transfers funds in excess

of the proper amount, Treasury will be liable to the Depository for the imputed value of funds erroneously transferred. These liabilities automatically apply without regard to fault.

Treasury will in its sole discretion determine the appropriate manner in which to adjust the party-who-lost value under these circumstances. Value will generally be computed as stated in this section.

Treasury may collect the imputed value of any delayed funds by methods including, but not limited to, increasing the Depository's income on the periodic income and expense analysis by the imputed value of the amount delayed, or by direct billing to the Depository for such value, or by liquidating any collateral pledged by the Depository. Direct billing may take the form of an ACH debit against the Depository. By accepting deposits from Government agencies, the Depository is deemed to authorize Treasury to collect the imputed value of delayed funds by charging through the FRB either the reserve account of the Depository or its correspondent. Imputed value of funds delayed is computed on the average of the daily Federal Funds Rates for the period for which the funds were delayed.

2055.10 - Uncollected Funds Transferred to Treasury

Treasury will reimburse eligible Depositories for the imputed value of Uncollected Funds transferred to Treasury, based upon periodic review of the deposit activity and analysis of the TGA's income (as defined in V TFM, any supplements or bulletins thereto, and any amendments to any of the foregoing) and recognized expenses. The imputed value of Uncollected Funds is computed as

provided in V TFM, any supplements or bulletins, and any amendments to any of the foregoing.

2055.20 - Depository Transfer Delays

If a Depository does not comply with reporting requirements or delays the transfer of funds from the Depository to Treasury for any reason, the Depository will be liable for the imputed value of funds delayed. The imputed value of such funds is calculated utilizing the Federal Funds Rate.

Section 2060 - Process- ing Treasury Checks

Depositaries will clear all checks received in deposit from Federal agencies via its normal banking arrangements. The Depository will not reduce the amount of the net transfer to the FRB by the amount of Treasury checks received in the TGA deposit.

CONTACTS

Forms prescribed in this chapter can be obtained from:

**Supply and Property Management Branch
Division of Facilities Management
Financial Management Service
3361-L 75th Avenue
Ardmore East Business Center
Landover, MD 20785
Telephone number: (301) 344-8577
Fax number: (301) 344-8583**

All inquiries regarding operations of or policies pertaining to the TGA should be directed to:

**Banking Operations Branch
Banking Management Division
Financial Management Service
Department of the Treasury
Prince George's Metro Center II
3700 East-West Highway, Room 5A05
Hyattsville, MD 20782
Telephone number: (202) 874-6900
Fax number: (202) 874-7307**