



# Billing Address Code (BAC) Request Form 4046

**Note:** To establish a Printing and Binding Deposit Account BAC, please use Form 4045.

### For GPO Use Only

Date received \_\_\_\_\_

New BAC \_\_\_\_\_

Date BAC established \_\_\_\_\_

Date Customer notified \_\_\_\_\_

### METHOD OF PAYMENT

- IPAC Billing (Indicate ALC Below)
- Non-IPAC Billing (  Check  Credit Card )

### AGENCY LOCATION CODE (ALC)

(Required for IPAC Billing Only)

### AGENCY REQUESTOR'S INFORMATION

Name \_\_\_\_\_

Department or Government Establishment \_\_\_\_\_ Bureau/Office \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### AGENCY FINANCE POINT-OF-CONTACT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**OPTIONAL** — COMPLETE ONLY IF REQUESTING AGENCY REQUIRES (Go to <http://www.gpo.gov/customers/sf1.htm> for more information.)

Treasury Account Symbol (TAS) \_\_\_\_\_

Line of Accounting (LOA) \_\_\_\_\_

\_\_\_\_\_

### Additional Information

I certify that the establishment of a new BAC is authorized by law and necessary to the conduct of official Government business of the above-mentioned government establishment.

Authorizing Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Submit completed form via fax to **202.512.1789** or email a digital scan to the Commercial Billing Section at [requestnewbac@gpo.gov](mailto:requestnewbac@gpo.gov)

For questions regarding the establishment of a BAC, call **202.512.0197** or email [requestnewbac@gpo.gov](mailto:requestnewbac@gpo.gov).