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# Treasury Financial Manual

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Transmittal Letter No. 613

Volume I

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

## 1. Purpose

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

## 2. Page Changes

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I TFM 3-6000

### Insert

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I TFM 3-6000

## 3. Effective Date

Immediately.

## 4. Inquiries

Direct questions concerning savings bonds regulations to:

Office of Securities Operations  
Division Program Administration  
Bureau of the Public Debt  
Department of the Treasury  
Parkersburg, WV 26106-1328  
Telephone: 304-480-6319

For other questions regarding this transmittal letter, contact:

Operational Integrity Branch  
Financial Management Service  
Department of the Treasury  
401 14<sup>th</sup> Street, SW., Room 329B  
Washington, DC 20227  
Telephone: 202-874-6576

Richard L. Gregg  
Commissioner

Date: January 7, 2004

## Part 3—Chapter 6000

# PURCHASING 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 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 savings bonds, as well as nonreceipt claims.

### Section 6010—Scope and Applicability

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

#### Note

For the purposes of this chapter, the term "agency" refers to the employer agency or the payroll services provider agency.

### 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—Prescribed Forms

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

- SB 2152: Authorization for Purchase and Request for Change, United States Series EE Savings Bonds. (See Appendix I for a sample.)
- SB 2253: Authorization for Purchase and Request for Change, United States Series I 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 Savings Bonds.
- FA 501: Order Summary for Purchases of Payroll I Bonds.
- PD F 3062: Claim for Relief on Account of Loss, Theft or Destruction of United States Savings Bonds After Valid Issue

but Prior to Receipt by Owner, Co-owner or Beneficiary.

- PD F 1048: Application for Relief on Account of Loss, Theft or Destruction of United States Savings Bonds and Retirement Securities.
- Bond Allotment Table. (See Appendix 2.)

See the Contacts page for ordering forms.

### Section 6025—Payroll Allotment

#### 6025.10—Authorization

To enroll in the Voluntary Payroll Savings Plan for Series EE savings bonds, the employee completes and submits an SB 2152 (Appendix 1) or a Treasury-approved form to his or her payroll office. The employee enrolls to buy Series I savings bonds by completing and submitting an SB 2253 (Appendix 1) or a Treasury-approved form to his or her payroll office. The employee must provide his or her taxpayer identifying number (TIN), usually the Social Security account number. The allotment continues until the employee cancels or changes the

authorization in writing. (See subsection 6030.20.) 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.

### **6025.20—Available Denominations**

Through the Voluntary Payroll Savings Plan, an employee may purchase Series EE savings bonds in \$100, \$200, \$500, and \$1,000 denominations. The Series EE savings bond purchase price is one-half its face value. For example, the purchase price of a \$100 Series EE savings bond is \$50.

An employee also may use the Voluntary Payroll Savings Plan to purchase Series I savings bonds in \$50, \$75, \$100, \$200, \$500, and \$1,000 denominations. The purchase price of a Series I savings bond is its face amount. For example, the purchase price of a \$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 either 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.

### **6025.30—Amount of Allotment**

The minimum allotment for a Series EE or I 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 an aliquot 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 Series EE savings bonds. Employees may choose other allotment schedules as their payroll systems allow.

If an allotment is not an aliquot 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 aliquot parts.

### **6025.40—Effective Date for New Accounts**

New allotments begin the first pay period after the date shown by the employee on the SB 2152, SB 2253, 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.

### **6025.50—Effective Date for Changes**

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 6025.20 for available denominations.)

The effective date of a change in registration or address follows the same rule as a new account. (See subsection 6025.40.)

### **6025.60—Transfers**

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 support it with the transferred authorization.

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

### **6025.70—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 request a refund of the balance. Agencies handle the allotment of a deceased employee according to I TFM 3-2000, Section 2045. They deposit nonrefundable, accumulated payroll deductions to account 20X6133: "Payment of Unclaimed Moneys," or to miscellaneous receipt account 1060: "Forfeitures of Unclaimed Money and Property" (I TFM 6-3000).

### **6025.80—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 (subsection 6030.20). 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 6025.10 and 6040.20).

### 6025.90—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.

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## Section 6030—Issuance of Savings Bonds

When the accumulated allotment amount equals the purchase price, savings bonds are issued in the denomination requested. See subsection 6030.10 concerning registrations. See subsections 6030.30 and 6030.40 concerning bond issue dates.

### 6030.10—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 Section 353.7, Department of the Treasury Circular, Public Debt Series Number 3-80, as revised and amended (31 CFR Part 353.7). Additional authorized forms of registration for Series I savings bonds are in Section 360.6, Department of the Treasury Circular, Public Debt Series Number 2-98 (31 CFR Part 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/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.

### 6030.20—Identifying Numbers

All Series EE and I savings bonds list the TIN, usually the Social Security account number, of the first-named person on the bond. Agencies will cancel a savings bond allotment authorization that does not include the required TIN (subsection 6025.80). Agencies do not require, and should not request, the TIN of the second-named co-owner or beneficiary.

Employees need not have their savings bonds reissued only to change or correct the TIN. However, agencies or employees, as applicable, must send the correct TIN to the BPD's Treasury Securities Accounting Branch address in the Contacts page.

### 6030.30—Average Dating

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. Use this date 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 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 (subsection 6025.20).

### 6030.40—Dating

Except where the provisions for average dating apply (subsection 6030.30), bonds are dated the month the employee's bond account accumulates the total purchase price of the selected 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.

### 6030.50—Incoming Bond Issuance Data Deadline

Agencies submit bond order files formatted according to FRB uniform specifications to FRB, Pittsburgh Branch. 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 named on the bonds.

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### Section 6035—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.

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 (ALC) 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. FRB, Pittsburgh Branch, provides copies of the respective SF 5515s to each reporting agency.

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### Section 6040—Bond Issuance Procedures and Supporting Documentation

Five FRBs (Pittsburgh, Minneapolis, Kansas City, Buffalo, and Richmond), as fiscal agents of Treasury, are charged with the custody, issuance, and accounting for sales of savings bonds.

#### 6040.10—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, by telecommunication (via BULKDATA), magnetic tape cartridge, or diskette (using a PC software package provided or approved by the FRB, Pittsburgh Branch).

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. 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.

#### 6040.20—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.

For erroneous inscriptions that cannot be resolved by FRB, Pittsburgh Branch, it will issue and send 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 (subsection 6025.80).

#### 6040.30—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.

#### 6040.40—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 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 6030.30) of the Series EE savings bonds requested. The FA 501 must provide the purchase price (100 percent of the face value) of the 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.

#### 6040.50—Subscriber List Number

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

#### 6040.60—Bond Issue List

After the FRB, Pittsburgh Branch, processes the agency order, it provides a copy of the bond serial number range (distribution) data directly to the agency that submitted the bond issue data. It also forwards a listing of rejected issue requests to the agency. The agency must retain these forms for use in a site audit and to obtain information from the FRB, Pittsburgh Branch, concerning the related bonds.

**6040.70—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 Ch 11 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.

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**Section 6045—Undeliverable, Lost, Stolen, Destroyed, and Reissued Savings Bonds Issued by FRB, Pittsburgh Branch**
**6045.10—Undeliverable Savings Bonds**

The FRB, Pittsburgh Branch, inscribes savings bonds issued 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 the BPD's Mail Services 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 returned to BPD must contain a statement giving the reason for their return.

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/her current mailing address, the agency should forward the bond, with a statement concerning the bond's disposition, to the BPD's Mail Services Section. (Use the address in 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 6045.30)

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 BPD's Mail Services Section, with a statement of fact. (See the Contacts page.)

**6045.20—Nonreceipt and Lost, Stolen, or Destroyed Savings Bonds*****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 FRB, Pittsburgh Branch, and forwarding of these bonds by FRB, Pittsburgh Branch, to employing agencies. (See subsection 6045.10.)

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 6 months old:

- The employing agency should notify FRB, Pittsburgh Branch.
- 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 possibly others as indicated on the form).
- The bond owner or the employing agency should return the form to FRB, Pittsburgh Branch, so that a replacement bond can be issued and mailed.

If a non-received bond is 6 months old or older, the employing agency should work with the employee (the employee who bought the bond) to send a completed and signed claim form (PD F 3062) to BPD's Accrual Services Division (see the Contacts page). Before doing this, the employing agency may have to contact BPD to obtain a claim form and essential information about the missing bond, such as the bond serial number.

If 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 (the employee who bought the bond) should work together to send a completed and signed claim form to BPD's Accrual Services Division (see the Contacts page). The designated agent has to provide a brief statement explaining what happened--that is, how the loss occurred. The agency sends the statement and claim form to BPD's Accrual Services Division (see the Contacts page). Before doing this, the employing agency may have to contact that office to obtain a claim form and essential information about the missing bond.

### ***Savings Bond Lost, Stolen, or Destroyed After Receipt by Owner***

The owner completes and signs a PD F 1048 according to instructions on the form and submits it to the BPD's Accrual Services Division. (See the Contacts page.)

If the bond serial number is not known, the claimant must provide sufficient information to enable the BPD to identify the bond by serial number, names (including middle names or initials), complete addresses, series, issue dates (month and year), and TINs on the missing bonds. The BPD's Accrual

Services Division will not consider claims filed 6 years or more after the final maturity of a savings bond unless the claimant supplies the serial number of the bond.

If a bond is defaced or mutilated, the bond owner submits the defaced bond or all available fragments of the mutilated bond to BPD's Accrual Services Division.

The BPD's Accrual Services Division 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 has been issued) is U.S. property. Whoever recovers the bond promptly must submit it to the BPD's Accrual Services Division, with a letter of explanation. (See the Contacts page.)

### **6045.30—Reissue of Savings Bonds and Refund of Purchase Price**

#### ***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 (see the Contacts page). 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).

#### ***Refund of Purchase Price***

To get a refund for the purchase price of a savings bond, employing agencies must prepare a form FA 400. 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).

## **Contacts**

### ***Direct inquiries concerning the sale of U.S. savings bonds to:***

Office of Securities Operations  
Bureau of the Public Debt  
Department of the Treasury  
Parkersburg, WV 26106-1328  
Telephone: 304-480-6319

### ***Direct questions concerning the regulations governing U.S. savings bonds or 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 FA 400, FA 500, FA 501, PD F 1048, and PD F 3062 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  
Division of Accounting Services  
Bureau of the Public Debt  
P.O. Box 1328  
Parkersburg, WV 26106-1328



**APPENDICES LISTING**

<b>Appendix No.</b>	<b>Form/Title</b>
1	SB 2152: Authorization for Purchase and Request for Change, United States Savings Bonds Series EE  SB 2253: Authorization for Purchase and Request for Change, United States Inflation-Indexed Savings Bonds Series I
2	Bond Allotment Table

## SB 2152: Authorization for Purchase and Request for Change, United States Savings Bonds Series EE

SB-2152 (Revised August 1997) OMB No. 1535-0111	<b>AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE                  UNITED STATES SAVINGS BONDS</b>	Series <b>EE</b>
PRINT OR TYPE IN INK		
DATE	EMPLOYEE'S NAME (First Name) (Initial) (Last Name)	
DEPARTMENT/AGENCY BUREAU OR OFFICE		SOC. SEC. OR EMP. PAYROLL NO.
LOCATION		WORK PHONE
<input type="checkbox"/> A New Allotment <input type="checkbox"/> B Increase Allotment <input type="checkbox"/> C Change Denomination <input type="checkbox"/> D Change Inscription <input type="checkbox"/> E Other Action (Describe on Reverse)		
(if you checked A, B, or C above complete the following)		AMOUNT TO BE ALLOTTED EACH PAY PERIOD* \$ _____
		BOND DENOMINATION (cost/price) <input type="checkbox"/> \$100 (\$50) <input type="checkbox"/> \$200 (\$100) <input type="checkbox"/> \$500 (\$250) <input type="checkbox"/> \$1,000 (\$500)
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)		
<input type="checkbox"/> Check One CO-OWNER <input type="checkbox"/> BENEFICIARY <input type="checkbox"/>	(First Name) (Middle Name or initial) (Last Name) SOCIAL SECURITY NO. (Optional)	

\*For allotment options, see your campaign volunteer or payroll office

**E. OTHER ACTION (Explain)**

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Note: The furnishing of a Social Security number for the owner or first named co-owner of a Bond is required by the regulations governing Savings Bonds, i.e., Department Circular PD Series 3-80 (31 CFR 353). The numbers are used to maintain ownership records of the Bonds. Other information requested by this form is also required under the above regulations to establish the rights, authority and/or entitlement of the signers. Failure to furnish any of the requested information may prevent completion of the transaction. Married women should use their given names, e.g. "Mary L. Smith". If co-owner 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.

I hereby authorize the foregoing allotment from my pay for the purchase of U.S. Savings Bonds Series EE to be issued with the inscription shown on this form.

This authorization is to remain in effect until canceled by me in writing or termination of my employment.

EFFECTIVE ON THE FIRST PAYROLL PERIOD AFTER

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Employee's Signature (Must be same as shown on payroll.)

Optional



<b>BOND ALLOTMENT TABLE</b>								
<b>Number of Allotments Required to Purchase Different Denominations of Series EE Savings Bonds</b>								
Purchase Price of Bond	\$50		\$100		\$250		\$500	
Face Value of Bond	\$100 <sup>1</sup>		\$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 <sup>2</sup>	3	40	-	-	-	-	-	-
5.00 <sup>2</sup>	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

<sup>1</sup> 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 6030.30).

<sup>2</sup> This allotment may be made only by persons paid on a biweekly basis (paragraph 6025.30).

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.

# TREASURY FINANCIAL MANUAL

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	1500	Description of Accounts Relating to Financial Operations
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