

# Green Book

2004

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A Guide to Federal Government  
ACH Payments and Collections



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# Green Book

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# Introduction

**W**elcome to the Green Book 2004 — a comprehensive guide for financial institutions processing Federal government ACH payments and collections. You will notice the Green Book 2004 has a different look than the previous edition. There are several reasons for this. When the Green Book was last published in 2000, the majority of Federal payments were made by paper check. Today, the vast majority of Federal payments are made via the Automated Clearing House (ACH). In fact, four of every five Social Security recipients receive payments by Direct Deposit, with more and more signing up every day. Since its inception in 1996, the Electronic Federal Tax Payment System (EFTPS), has collected over \$8.5 trillion dollars through more than 354 million ACH transactions.

With this in mind, the Federal government took a major step in April 1999. The Department of the Treasury issued its revised ACH regulation, 31 CFR 210, Federal Government Participation in the Automated Clearing House. Through this revised regulation, the Federal government adopted the National Automated Clearing House Association (NACHA) Operating Rules (with certain exceptions) as the rules governing Federal ACH payments (and annually publishes a notice of acceptance of any NACHA rule changes).

With very few exceptions, Federal government ACH payments are now subject to the same rules as private industry ACH payments. Where appropriate, sections repeating information contained in the NACHA Operating Rules are removed. As a result, the Green Book 2004 is smaller in size. The Green Book 2004 is designed to deal with exceptions or issues unique to Federal government payments. Federal agency contact information is updated and, since so much information is available via the Internet, web site addresses are included where appropriate. Most importantly, the Green Book 2004 is now available on the Internet at [www.fms.treas.gov/greenbook](http://www.fms.treas.gov/greenbook). We encourage you to visit the web site for frequent updates and news relevant to Federal government ACH payments.

The ACH regulation, 31 CFR 210, provides the basis for most of the information contained in the Green Book 2004. However, there are other regulations that impact Federal government ACH payments. The following table summarizes these regulations:

<b>Regulation</b>	<b>Governs</b>	<b>Developed and maintained by:</b>
31 CFR Part 210	Federal Government Participation in the Automated Clearing House <i>Latest Edition: July 1, 2003 as revised March 19, 2004</i>	Financial Management Service
31 CFR Part 208	Management of Federal Agency Disbursements <i>Latest Edition: July 1, 2003 as revised March 19, 2004</i>	Financial Management Service
31 CFR Part 203	Payment of Federal Taxes and the Treasury Tax and Loan Program <i>Latest Edition: July 1, 2003 as revised March 19, 2004</i>	Financial Management Service
31 CFR Part 370	Electronic Transactions and Funds Transfers Relating to United States Securities <i>Latest Edition: July 1, 2003 as revised March 19, 2004</i>	Bureau of the Public Debt

We are often asked, “Why green?” It’s really simple. The first publication issued in 1975 dealing with the Direct Deposit of Federal government payments had a green cover. More than twenty-five years later, the world of Federal government payments has changed, but the Green Book is still green! We hope you incorporate the Green Book 2004 into your daily operations and visit us frequently at [www.fms.treas.gov/greenbook](http://www.fms.treas.gov/greenbook).

Department of the Treasury  
Financial Management Service  
July 2003

# 1 Enrollment for Federal Payments

## Overview

For Federal government (government) payments made through the Automated Clearing House (ACH) system, the recipient must enroll with the paying Federal agency. This chapter is a guide to the enrollment process for various payment types —both consumer and corporate. There are several enrollment options:

1. **Automated Enrollment (ENR) through the ACH for Federal benefit payments;**
2. **Simplified Enrollment (using the telephone or a form other than the standard Direct Deposit Sign Up Form SF 1199A) for a variety of consumer payments including Federal benefits, principal and interest payments for Treasury securities, interest payments for savings bonds, Federal salary and employment related payments, and IRS tax refunds; and,**
3. **Paper Enrollment (using Direct Deposit Sign Up Form SF 1199A for Federal benefit or salary payments or the ACH Vendor/Miscellaneous Payment Enrollment Form SF 3881 for corporate vendor payments).**

**Errors in the Direct Deposit enrollment process are the primary cause of mis-directed payments. Financial institutions will be held liable for providing incorrect enrollment information and should, therefore, carefully review all Direct Deposit enrollment procedures.**

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## A. Automated Enrollment (ENR)

Automated enrollment is a convenient method for financial institutions to use the Automated Clearing House (ACH) network to transmit Direct Deposit enrollment information directly to Federal agencies for benefit payments. An ENR entry is a non-dollar entry sent through the ACH by any Receiving Depository Financial Institution (RDFI) to a Federal government agency participating in the ENR program. The ENR program is often referred to as *Quick\$tart*<sup>™</sup>. (See Appendix 1 at the end of this chapter.)

ENR is the enrollment method preferred by Federal benefit agencies. The ENR reduces errors in the enrollment process and allows Direct Deposit payments to begin sooner than paper enrollment methods.

An ENR should be used when the recipient is executing a new authorization. This may represent a first-time sign-up for Direct Deposit or a change in financial institutions. The ENR should not be used for changes to existing Direct Deposit enrollments. To change financial institution data for an existing Direct Deposit enrollment, you must use a Notification of Change (NOC). An NOC represents a correction in account information within the existing authorization. (Refer to Chapter 6 for more information on NOCs.)

The following Federal benefit payments are eligible for automated enrollment. Generally, for a recipient to receive the next month's payment by Direct Deposit, the enrollment should be transmitted as follows:

Type of Benefit Payment	Transmitted by:
Social Security (SSA)	The <b>15th</b> of the month
Supplemental Security Income (SSI)	The <b>10th</b> of the month
Veterans Compensation and Pension	The <b>10th</b> of the month
Veterans Education MGIB	Any time of the month
Veterans Education/Selected Reserve	Any time of the month
Veterans Life Insurance	Any time of the month
Veterans Vocational Rehabilitation and Employment Benefits	The <b>15th</b> of the month
Civil Service Retirement Annuity and Survivor Annuity	The <b>15th</b> of the month
Railroad Retirement Annuity	The <b>15th</b> of the month
Railroad Retirement Unemployment/Sickness	Any time of the month

**Note:** Please refer to your current NACHA ACH Rules for formats and instructions.

### SSA Payment Cycling

Since June 1997, the payment date for newly enrolled Social Security beneficiaries is either the second, third, or fourth Wednesday of the month. These additional payment days alleviate the workload peaks for SSA, FMS, and the financial and business communities.

## B. Simplified Enrollment

There are a variety of ways for Federal payment recipients to enroll for Direct Deposit without visiting a financial institution. These options are known as Simplified Enrollment.

The table below shows the Simplified Enrollment procedures for specific payment types.

### Simplified Enrollment Methods

Payment Type	Recipient
Allotments	Completes an approved form at his/her Federal agency personnel office (e.g., FMS Form 2231, <i>FastStart</i> Direct Deposit). Some Federal employees are able to make changes to Direct Deposit information via telephone using <i>Employee Express</i> .
Federal Salary	
Federal Employment-Related Payments (i.e., Travel Reimbursement, Uniform Allowance, etc.)	Recipients should contact their servicing personnel office for more information.
IRS Tax Refunds	<p>Completes the financial institution information section of the IRS Form 1040 during tax preparation.</p> <p>For paper filing completes a U.S. Individual Income Tax Declaration (IRS Form 8453). For electronic filing via IRS <i>e-file</i> completes an 8453OL.</p> <p>Recipients should contact the IRS at <b>1 (800) 829-1040</b> or visit <a href="http://www.irs.gov">www.irs.gov</a> for more details.</p>
Railroad Retirement Board (RRB)	<p>Enrolls with the RRB at the same time he/she applies for benefits, or at any time after he/she begins receiving benefits.</p> <p>Recipients should contact the nearest RRB field office for more details.</p>
Social Security (SSA) and Supplemental Security Income (SSI)	<p>Enrolls at the same time he/she applies for benefits at the SSA.</p> <p>Recipients should contact the SSA at <b>1 (800) SSA-1213 (1-800-772-1213)</b>.</p>
Office of Personnel Management (OPM)	<p>Enrolls at the same time individual applies for benefits. Recipients should call OPM at <b>1 (888) 767-6738</b> or (202) 606-0500 in the Washington, DC area, or visit <a href="http://www.opm.gov/retire">www.opm.gov/retire</a> for more details.</p>

***Simplified Enrollment Methods (continued)***

<b>Payment Type</b>	<b>Recipient</b>
Bureau of the Public Debt <i>TreasuryDirect</i>	<p>Enrolls automatically when he/she establishes a <i>TreasuryDirect</i> account for purchasing Treasury bills, notes, and bonds. Allows for the Direct Deposit of principal and interest payments. Investors use Form PD F 5182, New Account Request, to establish a <i>TreasuryDirect</i> account and to provide Direct Deposit information. Investors use Form PD F 5178, Transaction Request, to change Direct Deposit information.</p> <p>Recipients should contact a designated <i>TreasuryDirect</i> Servicing Office or visit <a href="http://www.treasurydirect.gov">www.treasurydirect.gov</a> for forms and other information.</p>
Veterans Compensation Pension & Education (MGIB)	<p>Enrolls at the same time he/she applies for benefits at the VA or at any time after he/she begins receiving benefits.</p> <p>Recipients should contact the VA National Direct Deposit EFT line at <b>1 (800) 827-1000</b> or visit <a href="http://www.vba.va.gov/ro/.muskogee">www.vba.va.gov/ro/.muskogee</a> for further details.</p>
Veterans Life Insurance	<p>Enrolls at the same time he/she applies for benefits at the VA or at any time after he/she begins receiving benefits.</p> <p>Recipients should contact the VA Insurance office at <b>1 (800) 669-8477</b> or visit <a href="http://www.insurance.va.gov">www.insurance.va.gov</a> for further details.</p>

**General Guidelines for Financial Institutions**

- Financial institutions may be asked to verify banking information for Direct Deposit enrollments. Recipients will need to provide the Federal agency with their:
  - Account number
  - Account type (checking or savings)
  - Routing Number the financial institution uses to receive ACH items.
- Recipients may obtain enrollment information from banking documents such as checks, share drafts, and passbooks. Upon receipt of the enrollment, Federal agencies will capture the Direct Deposit information and assure proper identification of the recipient.



**Note:** Financial institutions can assist the recipients in providing routing and account numbers to be used for Direct Deposit enrollment.

3. Unless a prenotification has been originated by the Federal agency, the first ACH credit is the RDFI's notice of a recipient's new Direct Deposit enrollment.
4. Payments should be returned when they cannot be properly posted. A Notification of Change (NOC) should be originated if corrections are needed for future payments. Refer to Chapter 6 for the procedures for originating NOCs.

**Note:** *Errors in the Direct Deposit enrollment process are the primary cause of misdirected payments. Financial institutions will be held liable for providing incorrect enrollment information and should, therefore, carefully review all Direct Deposit enrollment procedures.*



### ***Simplified Enrollment for Allotments, Federal Salary, and Federal Employment Related Payments***

Recipients who are current Federal employees complete an approved form at their agency personnel office, for military members, servicing pay office. This form may be an SF 1199A or an FMS Form 2231 (*FastStart* Direct Deposit Sign Up) or a similar form used by the employee's agency. The Direct Deposit payments may be for Federal salaries, allotments, or for employment related payments for travel reimbursement or uniform allowance.

It is not necessary for the Federal employee to bring the form to the financial institution for verification of the banking information. However, some may do so if unfamiliar with the account number or the routing number.

#### ***When Should Direct Deposit Begin Once it Has Been Initiated?***

Use the table below to determine when Direct Deposit should begin once the enrollment form is forwarded to the Federal agency.

<b>IF the payment type is...</b>	<b>THEN Direct Deposit should begin within..</b>
Federal salary	2-3 pay periods
Military civilian pay	
Military active duty	
Allotments	
Recurring benefit	60-90 days.
Military retirement/annuity	

### ***Simplified Enrollment for IRS Tax Refunds***

The Internal Revenue Service (IRS) offers the Direct Deposit of IRS Form 1040 tax refunds for both paper and electronically filed returns.

For IRS Form 1040 paper returns, taxpayers receiving refunds and electing Direct Deposit simply complete the financial institution information section of the form and mail the form to the IRS.

For electronically filed returns using an authorized IRS *e-file* provider, the taxpayer will complete a U.S. Individual Income Tax Declaration for Electronic Filing (IRS Form 8453) for refunds by Direct Deposit. This form authorizes the tax preparer to transmit the return and allows the choice of having the refund deposited into a checking or savings account.

Taxpayers preparing returns on a personal computer using commercial tax preparation software or the IRS Free Online Filing and transmitting the information via modem to the IRS complete Form 8453-OL, U.S. Individual Income Tax Declaration for On-Line Filing. This form allows the taxpayer to choose Direct Deposit for the refund. The financial institution will not receive copies of these forms.

The financial institution should be aware of the following:

1. Enrollment in Direct Deposit for income tax refunds is not a permanent election by the taxpayer. Taxpayers must elect Direct Deposit each filing year.
2. Payments must be returned when they cannot be properly posted by the financial institution. NOCs cannot be used to correct any information. In the instance where a Direct Deposit IRS tax refund is unpostable and returned, taxpayers will receive a check in place of a Direct Deposit payment.
3. The financial institution's responsibility is to post the Direct Deposit payment to the account indicated on the ACH record. As long as the financial institution posts the payment to the account indicated, it has met its responsibility. If the funds are posted to a valid account that turns out to be the wrong account, the financial institution is not liable to the Government for the return of the funds. If the taxpayer or the taxpayer's agent gave the incorrect account information, neither FMS nor the IRS will assist the taxpayer with recovering the funds, and the taxpayer is free to pursue civil actions. If, however, the IRS made the error, it will make the taxpayer whole.

For further information, contact the IRS at **1 (800) 829-1040**; contact the local IRS District Office; or visit [www.irs.gov](http://www.irs.gov).

For IRS tax refund status, the recipient should call the IRS automated refund service at **1 (800) 829-4477**. (Recipients must supply the Social Security Number, filing status, and amount of the refund.)

### Formless Direct Deposit (Railroad Retirement Board)

Recipients already receiving Railroad Retirement (RRB) benefits by check may enroll in Direct Deposit by:

1. Calling the nearest Railroad Retirement Board office. The telephone numbers for the Railroad Retirement Board are listed in the local telephone book, or may be obtained either by calling **1 (800) 808-0772** or by visiting [www.rrb.gov](http://www.rrb.gov); or

2. Sending a written request to enroll in Direct Deposit to the local Railroad Retirement Board field office. The letter should include the recipient's name and the following:
  - A. Account number,
  - B. Account type (checking or savings).
  - C. Routing number of the financial institution used to receive ACH items.

### Dial Direct Deposit (Social Security Administration)

Recipients already receiving Social Security and Supplemental Security Income benefits by check may enroll in Direct Deposit by calling the telephone number listed for Social Security in the local telephone book, or **1 (800) SSA-1213 (1-800-772-1213)**.

SSA's toll-free telephone service is available from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday. Due to the high volume of calls, the best times to telephone are in the early morning and during the latter parts of the week and month.

The financial institution may make the call on behalf of the recipient and may provide the enrollment information; however, SSA will request to speak to the recipient to verify his/her identity.

### EZ EFT Enrollment (Office of Personnel Management)

New retirees, annuitants, and survivor annuitants may enroll in Direct Deposit by calling the toll-free customer service number at **1 (888) 767-6738**. Those in the Washington, DC area are encouraged to call **(202) 606-0500**. Recipients may also visit [www.opm.gov/retire](http://www.opm.gov/retire) for instructions on how to change their payment address on-line.

### TreasuryDirect (Bureau of the Public Debt)

*TreasuryDirect* is a book-entry securities system in which investors' accounts of book-entry Treasury marketable securities are maintained. *TreasuryDirect* is designed for investors who purchase Treasury securities and intend to hold them until maturity. Investors can establish a *TreasuryDirect* account and hold all their bills, notes, and bonds in one *TreasuryDirect* account showing the same ownership for all their securities or they can establish multiple accounts reflecting different ownership. Investors will receive a *TreasuryDirect* Statement of Account when they open a new account, when the par amount changes, upon request, or if they have not received one during the calendar year.

*TreasuryDirect* principal and interest payments are made electronically by Direct Deposit to a checking or savings account at a financial institution designated by the investor. When establishing a *TreasuryDirect* account, investors will complete Form PD F 5182, New Account Request, and will include Direct Deposit information. Investors are not required to fill out an SF 1199A. Investors can also establish an account when they complete Form PD F 5381, Treasury Bill, Note & Bond Tender to purchase a security. Investors use Form PD F 5178, Transaction Request, to change Direct Deposit information for the *TreasuryDirect* account. Financial institutions may be asked by customers to furnish the account number, routing transit number, account type, and/or the financial institution's name. The investor should contact a designated *TreasuryDirect* Servicing Office or visit [www.treasurydirect.gov](http://www.treasurydirect.gov) for forms and other information.

## **Simplified Enrollment for Series H/HH Savings Bond Interest Payments (Bureau of the Public Debt)**

Series H/HH savings bonds are current income securities that pay interest semiannually. Interest on bonds issued October 1989 to the present must be paid by Direct Deposit. Unless a recipient claims that it will cause a hardship, interest on bonds issued prior to October 1989 must also be paid by Direct Deposit.

To enroll in Direct Deposit or to change their enrollment, recipients may:

1. Download PD F 5396 from [www.savingsbonds.gov](http://www.savingsbonds.gov), complete and mail the form as instructed, or
2. Send a letter to the Current Income Bond Branch, Bureau of the Public Debt, Parkersburg, WV 26106-2186. The letter should include the following:
  - A. Recipient's name
  - B. Social security number
  - C. Account number
  - D. Account type (checking or savings)
  - E. Routing number of the financial institution.

## Department of Veterans Affairs Direct Deposit

Veterans Compensation, Pension and Education (MGIB) recipients already receiving benefits may enroll in Direct Deposit by calling **1 (800) 827-1000**. A Direct Deposit enrollment form and further details are also available by visiting [www.vba.va.gov/ro/muskogee](http://www.vba.va.gov/ro/muskogee) or by writing to:

Department of Veterans Affairs  
125 South Main Street, Suite B  
Muskogee, OK 74401-7004

New recipients should provide Direct Deposit information at the time of application.

Veterans Life Insurance recipients may enroll in Direct Deposit by calling **1 (800) 669-8477**. A Direct Deposit Enrollment form and further details are also available by visiting [www.insurance.va.gov](http://www.insurance.va.gov) or by writing to:

VAROIC - DD  
P.O. Box 7208  
Philadelphia, PA 19101-7208

New recipients should provide Direct Deposit information at the time of application.

## C. Paper Enrollment Methods

The table below shows the Paper Enrollment procedures for specific Federal agencies.

Agency/Payment Type	Recipient
<b>Social Security Administration</b>	Recipients should complete the Direct Deposit Sign-Up Form (SF 1199A). Please refer to your local phone book's Blue Pages for the phone number and/or address of your local SSA District Office.
<b>Office of Personnel Management</b>	Send completed forms to... Office of Personnel Management Change-of-Address Section-ROC P.O. Box 440 Boyers, PA 16017-0440
<b>Railroad Retirement Board</b>	Send completed forms to... <ul style="list-style-type: none"> <li>• The local Railroad Retirement Board as listed in the telephone directory; or,</li> <li>• If you cannot obtain the address of the local office, mail to: U.S. Railroad Retirement Board P.O. Box 10792 Chicago, IL 60610 Attn: Direct Deposit Coordinator</li> </ul>

Agency/Payment Type	Recipient
<b>Bureau of the Public Debt</b> State and Local Government Series Securities (Bureau of the Public Debt)	Enrolls automatically when government entity or trustee subscribes for Time Deposit securities or Demand Deposit securities, completing PD F 4144 (E) or 5237 (E), respectively. Allows for the Direct Deposit of interest payments. Recipients should contact Division of Special Investments at (304) 480-7752 or visit <a href="http://www.publicdebt.treas.gov">www.publicdebt.treas.gov</a> for forms and other information.
United States Mortgage Guaranty Insurance Company Tax and Loss Bonds (Bureau of the Public Debt)	Enrolls automatically by completing PD F 3871 (E). Companies buying Tax Loss Bonds are involved in mortgage guaranty insurance and lease guarantee insurance. Tax and Loss Bonds are non-interest bearing securities. Principal is paid via Direct Deposit. Recipients should contact Division of Special Investments at (304) 480-7752 or visit <a href="http://www.publicdebt.treas.gov">www.publicdebt.treas.gov</a> for forms and other information.
Federal Housing Administration Debentures (Bureau of the Public Debt)	The Federal Housing Administration (FHA) issues these debentures in settlement of defaulted mortgages. The Federal Reserve Bank of Philadelphia maintains the system. Payments are made by Direct Deposit. For more information, recipients should contact Housing and Urban Development at (202) 708-3423, or write to HUD at 451 7th Street, SW, Washington, DC 20410, Attention: multi-family or single family claims.
Series H/HH Savings Bond Interest Payments (Bureau of the Public Debt)	Completes PD F 5396. Recipients should contact the Current Income Bond Branch, Bureau of the Public Debt, Parkersburg, WV 26102-2186 or visit <a href="http://www.savingsbonds.gov">www.savingsbonds.gov</a> to download the form.





*Claim/Payroll ID Table (continued)*

<b>Payment Type</b>	<b>Prefix</b>	<b>Claim Number</b>	<b>Suffix</b>
Longshore and Harbor Worker's Compensation Department of Labor	Leave Blank	File number assigned by the Federal agency	Leave Blank
Military Active Duty and Allotments	Leave Blank	Social Security Number	Leave Blank
Military Retirement and Annuity	Leave Blank	Social Security Number	Leave Blank
Miner's Benefit (Department of Labor)	Leave Blank	Social Security Number	1-or 2-digit number following the Social Security Number
Railroad Retirement/Annuity	1 to 3 letter(s)	Claim number	Single number located to the immediate left of the payment amount
Railroad Unemployment/Sickness	Leave Blank	Social Security Number	Leave Blank
Savings Bond Agency's Fee (Bureau of the Public Debt)	Leave blank	Issuing or paying agency code assigned to the financial institution	Leave blank
Series H/HH Savings Bond Interest Payments (Bureau of the Public Debt)	Leave Blank	Social Security Number	Leave Blank
<b>Social Security</b>	<b>Leave blank</b>	<b>Social Security Number</b>	<b>1 or 2 characters</b>
Supplemental Security Income	Leave Blank	Social Security Number	Leave Blank
Veterans Compensation, Pension or Education (MGIB)	Leave Blank	8-digit number or 9-digit Social Security Number	Always a 2-digit number
Veterans Life Insurance	1 to 2 letters	4-to 8-digit number	None or a 2-digit number

## Depositor Account Number (Box E)

- If account numbers are not used, then insert name or other identification in the box.
- Use only letters of the alphabet, digits 0-9, and dashes (hyphens).
- Use up to 17 characters.

## Type of Payment (Box F)

The appropriate box should be checked.

If the payment type is not included in the list, then check “Other” and enter the payment type in the blank.

For military payments, enter the name of the military branch in the blank next to the payment type checked.

## Payee/Joint Payee Certification

IF...	THEN...
there is only one payee, who could be a representative payee*	only his/her signature is required.
joint payees complete the form	both must sign the form.
the payee’s signature is made by a mark “X”	it must be witnessed by two persons who sign and date the form.

\* See Glossary, Chapter 9

## Joint Account Holders’ Certification (optional)

Federal agencies do not require signatures in this block; however, some financial institutions do.

If the signature is made by a mark “X”, it must be witnessed by two persons who sign and date the form.

### When Using Witnesses

When witnesses are used, they should sign to the right of the mark “X”, and print the word “Witness” above their signature.

### Power-of-Attorney

A person appointed as a power-of-attorney by the court cannot sign the SF 1199A for the payee. The SF 1199A is, in effect, a power-of-attorney and one power-of-attorney cannot execute a second power-of-attorney. The SF 1199A can only be signed by the designated recipient or a representative payee.

Questions regarding this item should be directed to the appropriate Federal agency.

### **Section 2 - To Be Completed by the Payee or the Financial Institution**

The financial institution should verify that the name and address of the Federal agency that authorized the payment is used.

For a listing of addresses, refer to Chapter 8, *Contacts*.

**Note:** Do not send enrollment forms to the Financial Management Service (FMS). The FMS does not process enrollment forms except for its own employees.



### **Section 3 - To Be Completed by the Financial Institution**

ENTER the...

- financial institution's name and address
- financial institution's Routing Number
- depositor's account title  
(This title must include the name of the person authorized to receive the payment.)
- financial institution representative's name, signature, telephone number, and current date.

#### What Actions Should Take Place Before Filing the SF 1199A?

This checklist can be used to verify that all information entered on the enrollment form is complete and accurate.

#### **Verify**

**CHECK** ✓

**Name of person(s) entitled to payment\***

Claim or payroll ID number.

Refer to CLAIM OR PAYROLL ID NUMBER\*

Type of depositor account

Depositor account number

Type of payment

Proper signatures

*continued next page >*

**Note:** Make sure the Federal agency that authorizes the payment is entered, not the Financial Management Service. The Financial Management Service does not process enrollment forms, except for its own employees.



**Verify****CHECK ✓****Federal agency name and address\***

Name and address of financial institution

Routing Number and check digit

**Depositor account title\***

Make sure it includes the name of the person authorized to receive the payment

**Note:** Items marked with an asterisk (\*) are where most errors occur.**Important Information for New Direct Deposit Recipients**

1. The financial institution should inform the recipient that he/she will continue to receive checks or deposits at his/her current payment address of record until the Direct Deposit enrollment is processed.
2. The financial institution should inform the recipient on how to verify receipt of a Direct Deposit payment.
3. The financial institution should inform the recipient to notify the Federal agency of any address changes after Direct Deposit begins, since important information about the payment will be sent to the individual's home address. Some Federal agencies are required to stop payments if mail to the home address is returned and the recipient or beneficiary cannot be located.
4. The financial institution should inform the recipient that it is important to notify both the Federal agency and the financial institution if the recipient or beneficiary dies or becomes legally incapacitated.
5. The financial institution should inform the recipient that if he/she is changing financial institutions, his/her old account should not be closed until Direct Deposit begins into the new account. Make sure the recipient understands that changing financial institutions requires filling out a new Direct Deposit enrollment.

## How Are Forms Distributed?

### Government Agency Copy

Delivered by the employee to his/her payroll office, or mailed to the Federal agency that authorizes the payment.

DO NOT SEND THE FORM TO THE FINANCIAL MANAGEMENT SERVICE (See Appendix 2 at the end of this chapter for agency addresses and phone numbers.)

### Financial Institution Copy

Held by the financial institution.

There is no official retention period for the SF 1199A. It is recommended that financial institutions retain this form at least until receipt of the first payment.

### Payee(s) Copy

Held by the recipient.

## What to do if Direct Deposit does not begin

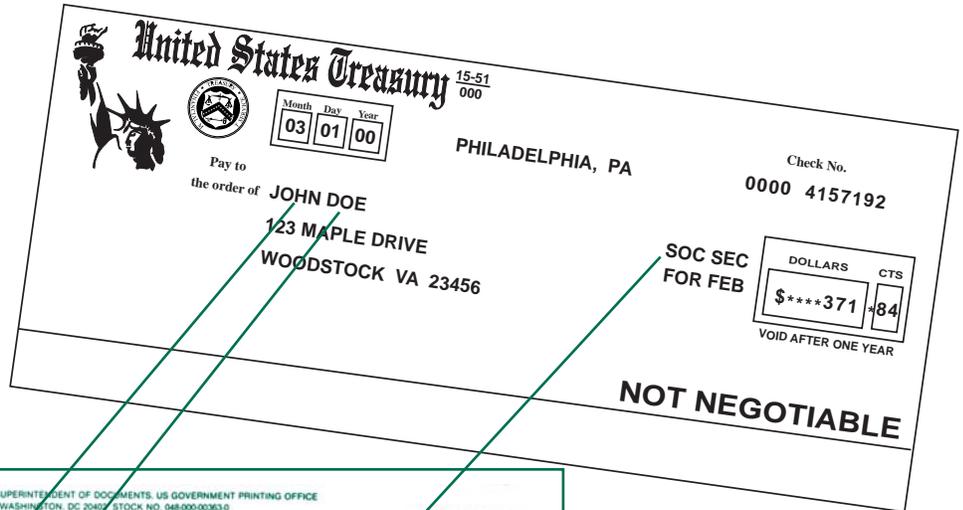
Follow these steps if Direct Deposit does not begin within the specified time period.

Step	Action
1	Ask recipient(s) if the enrollment authorization has been revoked. If yes, no further action is required. If no, and Direct Deposit is still desired, go to Step 2.
2	Make a copy of the completed enrollment form from the financial institution's file copy. <b>Note:</b> Verify that all information on the form is correct.
3	Send a copy of the form and a letter stating that the recipient still wants to receive Direct Deposit to the Federal agency that authorizes the payment.
4	Remind recipient(s) that checks will continue to be sent to his/her home address of record until Direct Deposit begins.



Social Security Administration

Example 1:  
Single Payee



Standard Form 1199A (Rev. June 1987) Prescribed by Treasury Department Treasury Dept. Cir. 1076

FOR SALE BY THE SUPERINTENDENT OF DOCUMENTS, US GOVERNMENT PRINTING OFFICE WASHINGTON, DC 20540 STOCK NO. 048-000-003630 GSA No. 1510-0007

## DIRECT DEPOSIT SIGN-UP FORM

**DIRECTIONS**

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

**SECTION 1 (TO BE COMPLETED BY PAYEE)**

<b>A NAME OF PAYEE (last, first, middle, initial)</b> Doe, John		<b>D TYPE OF DEPOSITOR ACCOUNT</b> <input type="checkbox"/> CHECKING <input checked="" type="checkbox"/> SAVINGS	
<b>ADDRESS (street, route, P.O. Box, APO/FPO)</b> 123 Maple Drive		<b>E DEPOSITOR ACCOUNT NUMBER</b> 1 2 3 4 5	
<b>CITY</b> Woodstock	<b>STATE</b> VA	<b>ZIP CODE</b> 23456	<b>F TYPE OF PAYMENT (Check only one)</b>
<b>TELEPHONE NUMBER</b> AREA CODE (703) 555-1234		<input checked="" type="checkbox"/> Social Security <input type="checkbox"/> Fed Salary/Mil. Civilian Pay <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retire. <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor <input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other _____ (specify)	
<b>B NAME OF PERSON(S) ENTITLED TO PAYMENT</b> John Doe		<b>G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)</b>	
<b>C CLAIM OR PAYROLL ID NUMBER</b> Prefix 123-45-6789 A Suffix		<b>TYPE</b> <b>AMOUNT</b>	
<b>PAYEE/JOINT PAYEE CERTIFICATION</b> I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.		<b>JOINT ACCOUNT HOLDERS' CERTIFICATION (optional)</b> I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.	
<b>SIGNATURE</b> <i>John Doe</i>	<b>DATE</b> 3-1-00	<b>SIGNATURE</b>	<b>DATE</b>
<b>SIGNATURE</b>	<b>DATE</b>	<b>SIGNATURE</b>	<b>DATE</b>

**SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)**

<b>GOVERNMENT AGENCY NAME</b> Social Security Administration	<b>GOVERNMENT AGENCY ADDRESS</b> Enter the address of the local SSA District Office.
---	---

**SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)**

<b>NAME AND ADDRESS OF FINANCIAL INSTITUTION</b> Friendly Financial Institution 100 Main Street Woodstock, Virginia 23456		<b>ROUTING NUMBER</b> 1 2 3 4 5 6 7 8 9	<b>CHECK DIGIT</b> 9
		<b>DEPOSITOR ACCOUNT TITLE</b> John Doe	
<b>FINANCIAL INSTITUTION CERTIFICATION</b>			
I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.			
<b>PRINT OR TYPE REPRESENTATIVE'S NAME</b> A. B. Smith	<b>SIGNATURE OF REPRESENTATIVE</b> <i>A. B. Smith</i>	<b>TELEPHONE NUMBER</b> (703) 555-1000	<b>DATE</b> 3-1-00

Financial Institutions should refer to the GREEN BOOK for further instructions.  
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

NSN 7540-01-058-0224 1199-204 GOVERNMENT AGENCY COPY

**Note:**  
This example applies to Social Security and Supplemental Security Income payments.

## SF 1199A Examples

## Social Security Administration

FOR SALE BY THE SUPERINTENDENT OF DOCUMENTS, US GOVERNMENT PRINTING OFFICE  
WASHINGTON, DC 20540 STOCK NO. 548-000-00363-0

Standard Form 1199A  
(Rev. June 1987)  
Prescribed by Treasury  
Department  
Treasury Dept. Cir. 1076

OMB No. 1510-0007

### DIRECT DEPOSIT SIGN-UP FORM

**DIRECTIONS**

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

**SECTION 1 (TO BE COMPLETED BY PAYEE)**

<b>A NAME OF PAYEE (Last, first, middle initial)</b> (A)			<b>D TYPE OF DEPOSITOR ACCOUNT</b> <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS		
ADDRESS (street, route, P.O. Box, APO/FPO)			<b>E DEPOSITOR ACCOUNT NUMBER</b>		
CITY		STATE	ZIP CODE		
TELEPHONE NUMBER AREA CODE			<b>F TYPE OF PAYMENT (Check only one)</b>		
<b>B NAME OF PERSON ENTITLED TO PAYMENT</b> (B)			<input type="checkbox"/> Social Security <input type="checkbox"/> Fed Salary/Mil. Civilian Pay		
			<input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active		
			<input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retire.		
			<input type="checkbox"/> Civil Service Retirement (OP) <input type="checkbox"/> Mil. Survivor		
			<input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other _____ (specify)		
<b>C CLAIM OR PAYROLL NUMBER</b>			<b>G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)</b>		
Prefix		Suffix		TYPE AMOUNT	
<b>PAYEE/JOINT PAYEE CERTIFICATION</b> I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.			<b>JOINT ACCOUNT HOLDERS' CERTIFICATION (optional)</b> I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.		
SIGNATURE		DATE		SIGNATURE	
SIGNATURE		DATE		SIGNATURE	

**SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)**

<b>GOVERNMENT AGENCY NAME</b> Social Security Administration	<b>GOVERNMENT AGENCY ADDRESS</b> Enter the address of the local SSA District Office.
---	---

Social Security  
or  
 Supplemental Security Income  
(check appropriate box)

**Example 2: Joint Payees**

- If only one of the joint payees wants Direct Deposit, complete the form as a single payee.
- If joint payees want their individual portion of the benefit deposited in separate accounts, a separate SF 1199A must be filled out for each recipient.

United States Treasury 15-51  
000

Month Day Year  
03 01 00

PHILADELPHIA, PA

Check No. 0000 4157192

Pay to the order of **JOHN & MARY DOE**  
123 MAPLE DRIVE  
WOODSTOCK VA 23456

SOC SEC FOR FEB DOLLARS CTS  
\$371 84

VOID AFTER ONE YEAR

**NOT NEGOTIABLE**

(A) (B) (F)

**Example 3: Representative Payee**

- If more than one beneficiary (child) is named, fill out a separate SF 1199A for each beneficiary.
- Payments for multiple beneficiaries may be deposited into . . .
  - a single checking account; or
  - separate savings accounts (only one savings account for each beneficiary).

United States Treasury 15-51  
000

Month Day Year  
03 01 00

PHILADELPHIA, PA

Check No. 0000 4157192

Pay to the order of **(MARY DOE) FOR  
DOE CHILDREN**  
123 MAPLE DRIVE  
WOODSTOCK VA 23456

SOC SEC FOR FEB DOLLARS CTS  
\$371 84

VOID AFTER ONE YEAR

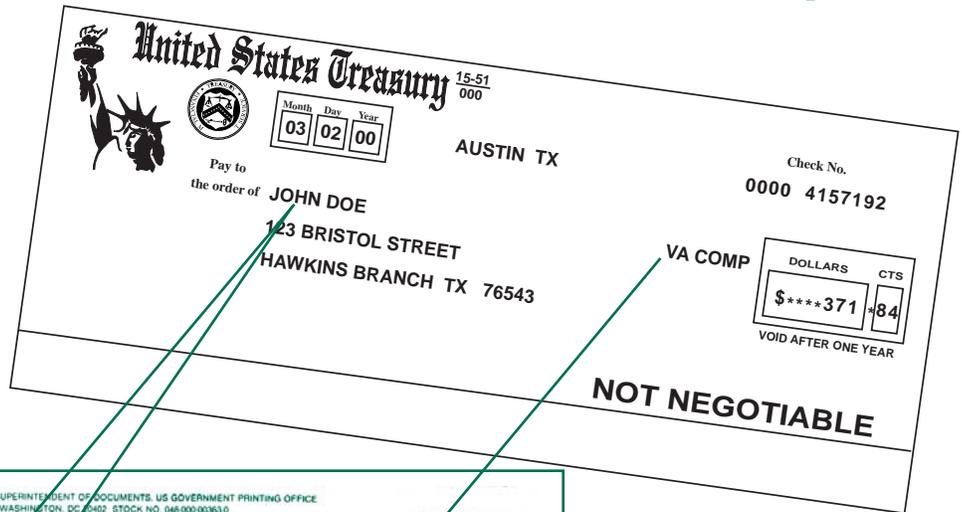
**NOT NEGOTIABLE**

(A) (B) (F)

These examples apply to Social Security and Supplemental Security Income payments.

Department of Veterans Affairs

Example 1:  
Single Payee



FOR SALE BY THE SUPERINTENDENT OF DOCUMENTS, US GOVERNMENT PRINTING OFFICE  
WASHINGTON, DC 20540 STOCK NO. 946-000-00363-0 OMB No. 1510-0007

### DIRECT DEPOSIT SIGN-UP FORM

**DIRECTIONS**

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

**SECTION 1 (TO BE COMPLETED BY PAYEE)**

<b>A NAME OF PAYEE (last, first, middle/initial)</b> Doe, John			<b>D TYPE OF DEPOSITOR ACCOUNT</b> <input checked="" type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS		
<b>ADDRESS (street, route, P.O. box, APO/FPO)</b> 123 Bristol Street			<b>E DEPOSITOR ACCOUNT NUMBER</b> 1 2 3 4 5		
<b>CITY</b> Hawkins Branch	<b>STATE</b> TX	<b>ZIP CODE</b> 76543	<b>F TYPE OF PAYMENT (Check only one)</b>		
<b>TELEPHONE NUMBER</b> AREA CODE (713) 555-1234			<input type="checkbox"/> Social Security <input type="checkbox"/> Fed Salary/Mil. Civilian Pay <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retiree <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor <input checked="" type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other (specify)		
<b>B NAME OF PERSON(S) ENTITLED TO PAYMENT</b> John Doe			<b>G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)</b>		
<b>C CLAIM OR PAYROLL ID NUMBER</b> Prefix 29-693-775 Suffix 00			TYPE AMOUNT		
<b>PAYEE/JOINT PAYEE CERTIFICATION</b> I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.			<b>JOINT ACCOUNT HOLDERS' CERTIFICATION (optional)</b> I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.		
<b>SIGNATURE</b> <i>John Doe</i>	<b>DATE</b> 3-2-00	<b>SIGNATURE</b>	<b>DATE</b>		
<b>SIGNATURE</b>	<b>DATE</b>	<b>SIGNATURE</b>	<b>DATE</b>		

**SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)**

<b>GOVERNMENT AGENCY NAME</b> Department of Veterans Affairs	<b>GOVERNMENT AGENCY ADDRESS</b> Enter the address of appropriate District Office.
---	---

**SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)**

<b>NAME AND ADDRESS OF FINANCIAL INSTITUTION</b> Friendly Financial Institution 210 Hampton Street Hawkins Branch, Texas 76543		<b>ROUTING NUMBER</b> 1 2 3 4 5 6 7 8 9	<b>CHECK DIGIT</b> 9
<b>FINANCIAL INSTITUTION CERTIFICATION</b> I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.		<b>DEPOSITOR ACCOUNT TITLE</b> John Doe	
<b>PRINT OR TYPE REPRESENTATIVE'S NAME</b> A. B. Smith	<b>SIGNATURE OF REPRESENTATIVE</b> <i>A. B. Smith</i>	<b>TELEPHONE NUMBER</b> (703) 555-1000	<b>DATE</b> 3-2-00

Financial institutions should refer to the GREEN BOOK for further instructions.  
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

NSN 7540-01-056-0224 1199-204

GOVERNMENT AGENCY COPY

SF 1199A Examples

Department of Veterans Affairs

Standard Form 1199A (Rev. June 1997) Prescribed by Treasury Department Treasury Dept. Cl. 1076

FOR SALE BY THE SUPERINTENDENT OF DOCUMENTS, US GOVERNMENT PRINTING OFFICE WASHINGTON, DC 20402 STOCK NO. 048-000-9030-9

OMB No. 1510-0007

### DIRECT DEPOSIT SIGN-UP FORM

**DIRECTIONS**

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
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- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

**SECTION 1 (TO BE COMPLETED BY PAYEE)**

<p><b>A</b> NAME OF PAYEE (Last, first, middle initial) <b>(A)</b></p> <p>ADDRESS (street, route, P.O. Box, APO/FPO)</p> <p>CITY STATE ZIP CODE</p> <p>TELEPHONE NUMBER AREA CODE</p>	<p><b>D</b> TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS</p> <p><b>E</b> DEPOSITOR ACCOUNT NUMBER</p> <p><b>F</b> TYPE OF PAYMENT (Check only one)  <input type="checkbox"/> Social Security <input type="checkbox"/> Fed Salary/Mil. Civilian Pay  <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active  <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retire.  <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor  <input checked="" type="checkbox"/> VA Compensation or Pension <b>(F)</b></p>
<p><b>B</b> NAME OF PERSON ENTITLED TO PAYMENT <b>(B)</b></p> <p><b>C</b> CLAIM OR PAYROLL NUMBER</p> <p>Prefix Suffix</p>	<p><b>G</b> THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)</p> <p>TYPE AMOUNT</p>

**SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)**

<p>GOVERNMENT AGENCY NAME Department of Veterans Affairs</p>	<p>GOVERNMENT AGENCY ADDRESS Enter the address of appropriate District Office.</p>
--	--

VA Compensation or Pension

(check "VA Compensation or Pension" box for Examples 2 and 3)

United States Treasury 15-51 000

Check No. 0000 4157192

AUSTIN, TX

Month Day Year 03 03 00

Pay to the order of: **ANN SMITH**  
CUSTODIAN OF  
**ROBERT SMITH**  
3442 GRENADA STREET  
GOLD RUSH CA 90246

**VA PENS**

DOLLARS CTS  
\$\*\*\*\*371 84

VOID AFTER ONE YEAR

**NOT NEGOTIABLE**

(A) (B) (F)

Example 2:  
Representative Payee

Example 3:  
Representative Payee for children

United States Treasury 15-51 000

Check No. 0000 4157192

AUSTIN, TX

Month Day Year 03 03 00

Pay to the order of: **MARY DOE**  
CUSTODIAN OF THE  
**CHILDREN OF JOHN DOE**  
1111 FRANKLIN STREET  
QUAKER PA 17765

**VA COMP**

DOLLARS CTS  
\$\*\*\*\*371 84

VOID AFTER ONE YEAR

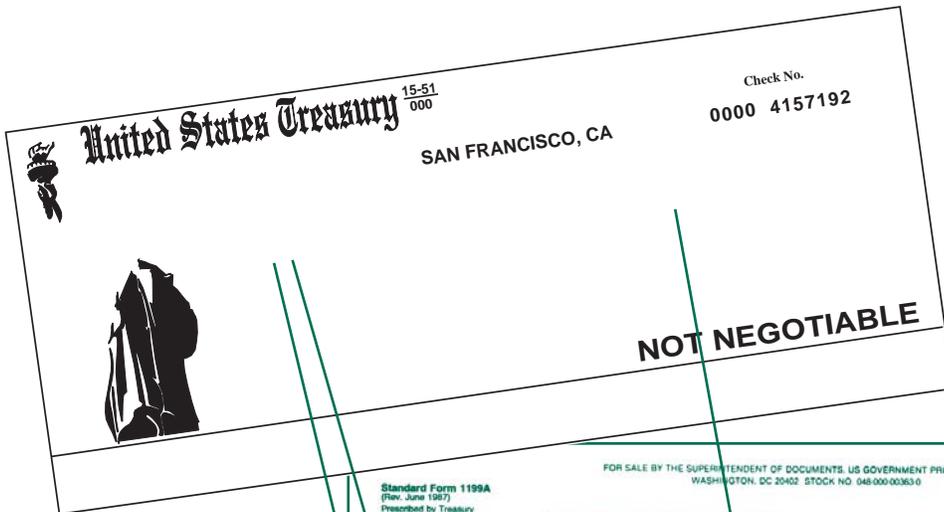
**NOT NEGOTIABLE**

(A) (B) (F)

SF 1199A Examples

Office of Personnel Management

Example 1:  
Single Payee



FOR SALE BY THE SUPERINTENDENT OF DOCUMENTS, US GOVERNMENT PRINTING OFFICE  
WASHINGTON, DC 20402 STOCK NO. 048-000-00363-0

OMB No. 1510-0007

**DIRECT DEPOSIT SIGN-UP FORM**

**DIRECTIONS**

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

**SECTION 1 (TO BE COMPLETED BY PAYEE)**

<b>A NAME OF PAYEE (last, first, middle initial)</b> Doe, John			<b>D TYPE OF DEPOSITOR ACCOUNT</b> <input checked="" type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
<b>ADDRESS (street, route, P.O. Box, APO/FPO)</b> 1122 Scott Road			<b>E DEPOSITOR ACCOUNT NUMBER</b> 1 2 3 4 5	
<b>CITY</b> Pawnee	<b>STATE</b> KS	<b>ZIP CODE</b> 65432	<b>F TYPE OF PAYMENT (Check only one)</b>	
<b>TELEPHONE NUMBER</b> AREA CODE (913) 555-1234			<input type="checkbox"/> Social Security <input type="checkbox"/> Fed Salary/Mil. Civilian Pay <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active <input checked="" type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retiree <input checked="" type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor <input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other _____ (specify)	
<b>B NAME OF PERSON(S) ENTITLED TO PAYMENT</b> John Doe			<b>G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)</b>	
<b>C CLAIM OR PAYROLL ID NUMBER</b> CSA 1234567 Prefix Suffix			TYPE AMOUNT	
<b>PAYEE/JOINT PAYEE CERTIFICATION</b> I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.			<b>JOINT ACCOUNT HOLDERS' CERTIFICATION (optional)</b> I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.	
SIGNATURE <i>John Doe</i>		DATE 3-3-00	SIGNATURE	
SIGNATURE		DATE	SIGNATURE	

**SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)**

<b>GOVERNMENT AGENCY NAME</b> Office of Personnel Management	<b>GOVERNMENT AGENCY ADDRESS</b> P.O. Box 45 Boyers, PA 16017
---	---

**SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)**

<b>NAME AND ADDRESS OF FINANCIAL INSTITUTION</b> Friendly Financial Institution 100 Main Street Pawnee, Kansas 65432		<b>ROUTING NUMBER</b> 1 2 3 4 5 6 7 8 9	<b>CHECK DIGIT</b> 9
<b>DEPOSITOR ACCOUNT TITLE</b> John Doe		<b>FINANCIAL INSTITUTION CERTIFICATION</b>	
I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.			
<b>PRINT OR TYPE REPRESENTATIVE'S NAME</b> A. B. Smith	<b>SIGNATURE OF REPRESENTATIVE</b> <i>A. B. Smith</i>	<b>TELEPHONE NUMBER</b> (703) 555-1000	<b>DATE</b> 3-3-00

Financial institutions should refer to the GREEN BOOK for further instructions.  
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

NSN 7540-01-050-0224 1109-204

GOVERNMENT AGENCY COPY

SF 1199A Examples

Office of Personnel Management

Standard Form 1199A (Rev. June 1997) Prescribed by Treasury Department Treasury Dept. Cl. 1076

FOR SALE BY THE SUPERINTENDENT OF DOCUMENTS, US GOVERNMENT PRINTING OFFICE WASHINGTON, DC 20402 STOCK NO. 04800009030

OMB No. 1510-0007

### DIRECT DEPOSIT SIGN-UP FORM

**DIRECTIONS**

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

**SECTION 1 (TO BE COMPLETED BY PAYEE)**

<b>A</b> NAME OF PAYEE (Last, first, middle initial) <b>(A)</b>		<b>D</b> TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
ADDRESS (street, route, P.O. Box, APO/FPO)		<b>E</b> DEPOSITOR ACCOUNT NUMBER	
CITY STATE ZIP CODE		<b>F</b> TYPE OF PAYMENT (Check only one) <input type="checkbox"/> Social Security <input type="checkbox"/> Fed Salary/Mil. Civilian Pay <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retire. <input checked="" type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other (specify)	
<b>B</b> NAME OF PERSON ENTITLED TO PAYMENT <b>(B)</b>		<b>G</b> THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)	
<b>C</b> CLAIM OR PAYROLL NUMBER		TYPE AMOUNT	
Prefix Suffix		JOINT ACCOUNT HOLDERS' CERTIFICATION (optional)	
PAYEE/JOINT PAYEE CERTIFICATION I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.		I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.	
SIGNATURE	DATE	SIGNATURE	DATE
SIGNATURE	DATE	SIGNATURE	DATE

**SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)**

GOVERNMENT AGENCY NAME Office of Personnel Management	GOVERNMENT AGENCY ADDRESS P.O. Box 45 Boyers, PA 16017
--	--

Civil Service Retirement (OPM)

[check "Civil Service Retirement" (OPM) box for Examples 2 and 3]

United States Treasury 15-51 000

Check No. 0000 4157192

Month Day Year 03 06 00 SAN FRANCISCO, CA

Pay to the order of **AL JONES** 92 (CSF ANNUITY)

**FOR 3 DOE CHILDREN**

798 PENOBSCOT STREET  
BOOTH HARBOR MA 01234

DOLLARS CTS \$\*\*\*\*371 84

VOID AFTER ONE YEAR

NOT NEGOTIABLE

(A) (B) (F)

Example 2: Representative Payee

Example 3: Recipient and children

United States Treasury 15-51 000

Check No. 0000 4157192

Month Day Year 03 06 00 SAN FRANCISCO, CA

Pay to the order of **MARY DOE AND** 92 (CSF ANNUITY)

**FOR 3 DOE CHILDREN**

2332 WEST STREET  
CUSTER SD 56789

DOLLARS CTS \$\*\*\*\*371 84

VOID AFTER ONE YEAR

NOT NEGOTIABLE

(A) (B) (F)

### Railroad Retirement Board

Standard Form 1199A (Rev. June 1987) Prescribed by Treasury Department Treasury Dept. Cir. 1076

FOR SALE BY THE SUPERINTENDENT OF DOCUMENTS, US GOVERNMENT PRINTING OFFICE WASHINGTON, DC 20462 STOCK NO. 548-000-0063-0 OMB No. 1510-0007

## DIRECT DEPOSIT SIGN-UP FORM

**DIRECTIONS**

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

**SECTION 1 (TO BE COMPLETED BY PAYEE)**

<p><b>A</b> NAME OF PAYEE (Last, first, middle initial) <b>(A)</b></p> <p>ADDRESS (street, route, P.O. Box, APO/FPO) CITY STATE ZIP CODE</p> <p>TELEPHONE NUMBER AREA CODE</p> <p><b>B</b> NAME OF PERSON ENTITLED TO PAYMENT <b>(B)</b></p> <p><b>C</b> CLAIM OR PAYROLL ID NUMBER Prefix Suffix</p>	<p><b>D</b> TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS</p> <p><b>E</b> DEPOSITOR ACCOUNT NUMBER</p> <p><b>F</b> TYPE OF PAYMENT (Check one)  <input type="checkbox"/> Social Security <input type="checkbox"/> Fed Salary/Mil. Civilian Pay  <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active  <input checked="" type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Survivor  <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Other (specify)  <input type="checkbox"/> VA Compensation or Pension</p> <p><b>G</b> THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable) TYPE AMOUNT</p>
<p><b>PAYEE/Joint PAYEE CERTIFICATION</b> I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.</p> <p>SIGNATURE DATE SIGNATURE DATE</p>	
<p><b>JOINT ACCOUNT HOLDERS' CERTIFICATION (optional)</b> I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.</p> <p>SIGNATURE DATE SIGNATURE DATE</p>	

**SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)**

<p>GOVERNMENT AGENCY NAME Railroad Retirement Board</p>	<p>GOVERNMENT AGENCY ADDRESS Enter the address of the local District Office.</p>
---	--

Railroad Retirement  
(check "Railroad Retirement" box for Examples 1, 2 & 3)

Example 1: Annuity Single Payee

United States Treasury 15-51 000 PHILADELPHIA, PA Check No. 0000 4157192

Month Day Year 03 07 00

Pay to the order of **JOHN DOE**  
123 MAPLE DRIVE  
HUEY AL 35791

92 RR COM BEN DOLLARS CTS \$444.44

RR REG ANN 225.00 RR SUP ANN 112.52 SOC SEC BEN 106.92

NOT NEGOTIABLE

A B C3 F

Example 3: Unemployment/Sickness

United States Treasury 15-51 000 PHILADELPHIA, PA Check No. 0000 4157192

Month Day Year 03 07 00

Pay to the order of **MARY DOE**  
2022 EAST STREET  
CUSTER, IL 01223

RRB SIBEN DOLLARS CTS \$400.00

NOT NEGOTIABLE

A B F

Example 2: Annuity Representative Payee

United States Treasury 15-51 000 PHILADELPHIA, PA Check No. 0000 4157192

Month Day Year 03 07 00

Pay to the order of **ANN SMITH**  
**FOR JOHN DOE**  
567 STATE STREET  
TRUMAN MO 65432

92 RR REG ANN DOLLARS CTS \$371.84

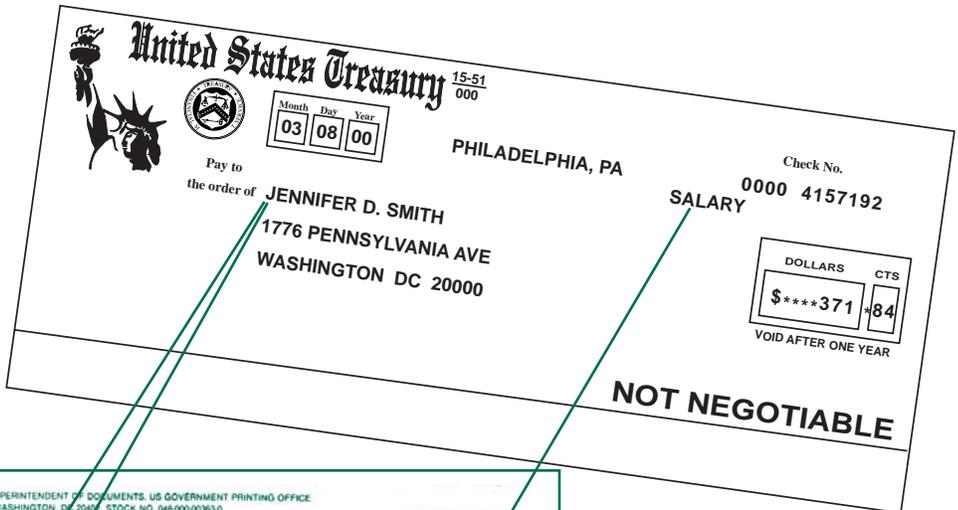
NOT NEGOTIABLE

A B C3 F

SF 1199A Examples

Federal Agencies  
(Federal Salary)

Example:  
Net Salary



Standard Form 1199A (Rev. June 1987) Prescribed by Treasury Department Treasury Dept. Cir. 1076

FOR SALE BY THE SUPERINTENDENT OF DOCUMENTS, US GOVERNMENT PRINTING OFFICE WASHINGTON, DC 20540 STOCK NO. 048-000-00363-0 OMB No. 1510-0007

## DIRECT DEPOSIT SIGN-UP FORM

**DIRECTIONS**

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

**SECTION 1 (TO BE COMPLETED BY PAYEE)**

<b>A NAME OF PAYEE (last, first, middle initial)</b> Smith, Jennifer D.		<b>D TYPE OF DEPOSITOR ACCOUNT</b> <input checked="" type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
<b>ADDRESS (street, route, P.O. Box, APO, FPO)</b> 1776 Pennsylvania Avenue		<b>E DEPOSITOR ACCOUNT NUMBER</b> 4 5 6 7 8 - 9	
<b>CITY</b> Washington	<b>STATE</b> DC	<b>ZIP CODE</b> 20000	<b>F TYPE OF PAYMENT (Check only one)</b>
<b>TELEPHONE NUMBER</b> AREA CODE (202) 555-1234		<input type="checkbox"/> Social Security <input checked="" type="checkbox"/> Fed Salary/Mil. Civilian Pay <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retiree <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor <input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other (specify)	
<b>B NAME OF PERSON(S) ENTITLED TO PAYMENT</b> Jennifer D. Smith		<b>G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)</b>	
<b>C CLAIM OR PAYROLL ID NUMBER</b> Prefix 234-56-7890 Suffix		TYPE AMOUNT	
<b>PAYEE/JOINT PAYEE CERTIFICATION</b> I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.		<b>JOINT ACCOUNT HOLDERS' CERTIFICATION (optional)</b> I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.	
<b>SIGNATURE</b> <i>Jennifer D. Smith</i>	<b>DATE</b> 3-9-00	<b>SIGNATURE</b>	<b>DATE</b>
<b>SIGNATURE</b>	<b>DATE</b>	<b>SIGNATURE</b>	<b>DATE</b>

**SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)**

<b>GOVERNMENT AGENCY NAME</b> Enter the agency that authorizes the payment.	<b>GOVERNMENT AGENCY ADDRESS</b> The employee should mail or deliver the completed form to his/her payroll office.
--	---

**SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)**

<b>NAME AND ADDRESS OF FINANCIAL INSTITUTION</b> Friendly Financial Institution 1111 Liberty Lane Washington, DC 20000		<b>ROUTING NUMBER</b> 1 2 3 4 5 6 7 8 9		<b>CHECK DIGIT</b> 9
		<b>DEPOSITOR ACCOUNT TITLE</b> Jennifer D. Smith		
<b>FINANCIAL INSTITUTION CERTIFICATION</b>				
I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.				
<b>PRINT OR TYPE REPRESENTATIVE'S NAME</b> A. B. Smith	<b>SIGNATURE OF REPRESENTATIVE</b> <i>A. B. Smith</i>	<b>TELEPHONE NUMBER</b> (703) 555-1000	<b>DATE</b> 3-9-00	

Financial institutions should refer to the GREEN BOOK for further instructions.  
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

NSN 7540-01-050-0224 1199-204

GOVERNMENT AGENCY COPY

**Note:**  
This example also applies to payments by the military to civilian employees.

## Military Branches

Standard Form 1189A (Rev. June 1987) Prescribed by Treasury Department Treasury Dept. Cir. 1976

FOR SALE BY THE SUPERINTENDENT OF DOCUMENTS, US GOVERNMENT PRINTING OFFICE WASHINGTON, DC 20540 STOCK NO. 546888-020-024 CMI No. 1610-0007

### DIRECT DEPOSIT SIGN-UP FORM

**DIRECTIONS**

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.

The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/pension/award letters and other documents from the Government agency.

Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

**SECTION 1 (TO BE COMPLETED BY PAYEE)**

A NAME OF PAYEE (Last, First, Middle Initial)		D TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
ADDRESS (Street, Route, P.O. Box, APO/FPO)		E DEPOSITOR ACCOUNT NUMBER	
CITY	STATE	ZIP CODE	
TELEPHONE NUMBER	F TYPE OF PAYMENT (Check only one)		
AREA CODE	<input type="checkbox"/> Social Security <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Civil Service Retirement (GS) <input type="checkbox"/> V.A. Compensation or Pension <input type="checkbox"/> Other (Specify)		
B NAME OF PERSON AUTHORIZED TO PAYMENT		G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (If applicable)	
C CLAIM OR PAYROLL NUMBER		TYPE AMOUNT	

**PAYEE/Joint PAYEE CERTIFICATION**  
I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.

**JOINT ACCOUNT HOLDERS' CERTIFICATION (Required)**  
I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.

SIGNATURE DATE SIGNATURE DATE

**SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)**

GOVERNMENT AGENCY NAME: Navy  
GOVERNMENT AGENCY ADDRESS: See Chapter 8, Contacts.

### Example 1: Retirement

United States Treasury 15-51 DFAS 000  
Month Day Year: 03 09 00  
CLEVELAND, OHIO  
Check No. 0000 4157192

Pay to the order of: SHIRLEY J. ATKINSON  
1789 CONSTITUTION AVENUE  
ADMIRAL ME 04699

RET. PAY  
DOLLARS CTS  
\$\*\*\*\*100 +00

VOID AFTER ONE YEAR

\*\*\*ONE HUNDRED DOLLARS NOT NEGOTIABLE

A B F

(check "Mil. Retire." box and enter "Navy")

### Example 2: Annuity

United States Treasury 15-51 DFAS 000  
Month Day Year: 03 09 00  
KANSAS CITY, MO  
Check No. 0000 4157192

Pay to the order of: CAROL A. SELLERS  
35629 EAST 57th STREET  
DALLAS TX 75002

ANNUITY  
RSE/SBP  
DOLLARS CTS  
\$\*\*\*\*600 +00

VOID AFTER ONE YEAR

\*\*\*SIX HUNDRED DOLLARS NOT NEGOTIABLE

A B F

(check "Mil. Survivor" box and enter "Marine Corps")

## Central Intelligence Agency

Standard Form 1189A (Rev. June 1987) Prescribed by Treasury Department Treasury Dept. Cir. 1976

FOR SALE BY THE SUPERINTENDENT OF DOCUMENTS, US GOVERNMENT PRINTING OFFICE WASHINGTON, DC 20540 STOCK NO. 546888-020-024 CMI No. 1610-0007

### DIRECT DEPOSIT SIGN-UP FORM

**DIRECTIONS**

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.

The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/pension/award letters and other documents from the Government agency.

Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

**SECTION 1 (TO BE COMPLETED BY PAYEE)**

A NAME OF PAYEE (Last, First, Middle Initial)		D TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
ADDRESS (Street, Route, P.O. Box, APO/FPO)		E DEPOSITOR ACCOUNT NUMBER	
CITY	STATE	ZIP CODE	
TELEPHONE NUMBER	F TYPE OF PAYMENT (Check only one)		
AREA CODE	<input type="checkbox"/> Social Security <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Civil Service Retirement (GS) <input type="checkbox"/> V.A. Compensation or Pension <input type="checkbox"/> Other (Specify)		
B NAME OF PERSON AUTHORIZED TO PAYMENT		G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (If applicable)	
C CLAIM OR PAYROLL NUMBER		TYPE AMOUNT	

**PAYEE/Joint PAYEE CERTIFICATION**  
I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.

**JOINT ACCOUNT HOLDERS' CERTIFICATION (Required)**  
I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.

SIGNATURE DATE SIGNATURE DATE

**SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)**

GOVERNMENT AGENCY NAME: Central Intelligence Agency  
GOVERNMENT AGENCY ADDRESS: Washington, DC 20505  
Attn: Compensation Division

### Example 1: Annuity

United States Treasury 15-51 DFAS 000  
Month Day Year: 03 10 00  
PHILADELPHIA, PA  
Check No. 0000 4157192

Pay to the order of: WILLIAM R. MCDERMOTT

ANNUITY  
DOLLARS CTS  
\$\*\*\*\*371 +84

VOID AFTER ONE YEAR

\*\*\*THREE HUNDRED SEVENTY ONE AND 84/100 DOLLARS NOT NEGOTIABLE

A B F

(check "Other" box and enter "CIA Annuity")

## Department of Labor

FOR SALE BY THE SUPERINTENDENT OF DOCUMENTS, US GOVERNMENT PRINTING OFFICE  
 WASHINGTON, DC 20540 STOCK NO. 348-330-0000

Standard Form 1288A  
 (Rev. June 1987)  
 Proposed by Treasury  
 Department  
 Treasury Dept. Cl. 1016

CMB No. 1010-0007

### DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (Last, First, Middle Initial) <b>(A)</b>		D TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS
ADDRESS (street, rural, P.O. Box, APO/FPO)		E DEPOSITOR ACCOUNT NUMBER
CITY	STATE	ZIP CODE
TELEPHONE NUMBER		F TYPE OF PAYMENT (Check only one) <input type="checkbox"/> Social Security <input type="checkbox"/> Retirement Security Income <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other (Specify)
B NAME OF PERSON AUTHORIZED TO PAYMENT <b>(B)</b>		G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (If applicable) TYPE AMOUNT
C CLAIM OR PAYROLL NUMBER Prefix Suffix <b>(C2) (C3)</b>		

**PAYEE/JOINT PAYEE CERTIFICATION**  
 I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.

**JOINT ACCOUNT HOLDERS' CERTIFICATION (Approved)**  
 I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.

SIGNATURE DATE SIGNATURE DATE SIGNATURE DATE SIGNATURE DATE

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME Department of Labor	GOVERNMENT AGENCY ADDRESS Enter the address of the appropriate District Office.
---	--

SECTIONS TO BE COMPLETED BY FINANCIAL INSTITUTION

**Example 1: Black Lung, Single Payee**

**(A B)**

**(F)**  
 (check "Other" box and enter "DOL, Black Lung")

**Example 3: Federal Employee Workmen's Compensation**

**(C2 A B)**

**(F)**  
 (check "Other" box and enter "Fed. Emp. Comp.")

**Example 2: Black Lung, Representative Payee**

**(A B)**

**(F)**  
 (check "Other" box and enter "DOL, Black Lung")

**Example 4: Longshoremen Workers' Compensation**

**(C2 A B)**

**(F)**  
 (check "Other" box and enter "Longshore")

## E. Federal Financial EDI (FEDI) Payments/Vendor Payments

### Overview

Federal payments made using Financial EDI or FEDI refers to the electronic transfer of funds and payment-related information. The Federal government uses FEDI for payments it makes to businesses, which provide goods and services to Federal agencies, and other payment recipients, such as State/local governments and educational institutions.

Provisions of the Debt Collection Improvement Act of 1996 require that the majority of Federal payments be made by EFT. These payments include corporate payments to companies providing goods or services to the Federal government. This requirement impacts every Federal government vendor regardless of the size of the company or the goods or services provided.

The Federal government currently uses the two NACHA corporate payment formats for vendor payments. These formats are:

- **CCD+** for single invoice payments. Contains one 80-character addenda record for transmitting the invoice information.
- **CTX** for single or multiple payments. Allows for 9,999 addenda records for the consolidation of multiple invoices in one payment.

### Delivery of Remittance (Addenda) Information

The NACHA Operating Rules address the delivery of remittance information contained in the addenda record. At the recipient's request, financial institutions must provide the remittance information by the opening of business on the second banking day following the settlement date of the entry. This impacts all financial institutions processing ACH payments. The remittance information may be provided via a paper report, fax, e-mail, electronic transmission, or any other means negotiated between the recipient and the financial institution.

To perform this key role, it is imperative that the financial institution work closely with its corporate customers who may have business relationships with the Federal government. The following issues should be discussed with your corporate customers:

- How to deliver the remittance information to the customer
- When to deliver the remittance information to the customer
- What specific information to provide to the customer
- What fees, if any, are associated with this service.

## Enrollment

The ACH Vendor/Miscellaneous Payment Enrollment Form (SF 3881) is an optional three-part form that Federal agencies may use to enroll their vendors in the FEDI program (similar agency-specific forms or abbreviated check insert forms are also used). Federal agencies will stock the form and provide the form to vendors to initiate the enrollment process. Federal agencies will also discuss with the vendor the ACH payment format (CCD+ or CTX) to be used to transmit the payment. Also, the Federal agency and the vendor will determine the remittance information (e.g., invoice number, discount terms) to be included in the addenda record.

The ACH Vendor/Miscellaneous Payment Enrollment Form (SF 3881) is available for download at [www.fms.treas.gov/eft](http://www.fms.treas.gov/eft) under “Vendor Information.”

## Enrollment Checklist

The table below is a checklist to assist the financial institution in enrolling the vendor in the FEDI program.

### Action

CHECK ✓

---

Verify that the ACH format selected in the Agency Information section on the SF 3881 can be accepted and processed by the financial institution.

---

Agree on HOW and WHEN remittance information (e.g., invoice number) provided by the Federal agency in the addenda record will be passed to the vendor once it is received by the financial institution.

**Note:** *The agreement is reached by analyzing recipient requirements and comparing those requirements against the level of support the institution can provide.*

---

Provide an example of how the addenda information will appear; or, explain what type(s) of information to look for when the addenda information is received.

**Note:** *The vendor must be able to understand the information to properly identify the payment.*

---

Complete the Financial Institution Information section of the SF 3881.

---

## How to Complete the SF 3881

### *Agency Information*

The Agency Information section of the form is completed by the Federal agency.

### *Payee/Company Information*

The Payee/Company Information section of the form is completed by the vendor or the financial institution, as appropriate.

### *Financial Institution Information*

We suggest that the Financial Institution Information section of the form be completed by the financial institution as follows:

- the name and address of the financial institution
- the name and telephone number of the ACH contact
- the Routing Number used to receive ACH payments
- the depositor account title
- the depositor account number, lockbox number (if applicable)
- an “X” in the appropriate type of account box
- the signature, title, and telephone number of the financial institution representative

### *Form Distribution*

**The vendor will return the original SF 3881 to the Federal agency.** The financial institution and the vendor each keep one copy of the form.

## Sample SF 3881, Front

<b>ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM</b>		OMB No. 1510-0056 Expiration Date 01/31/2000
<p>This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.</p>		
<b>PRIVACY ACT STATEMENT</b>		
<p>The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.</p>		
<b>AGENCY INFORMATION</b>		
FEDERAL PROGRAM AGENCY		
AGENCY IDENTIFIER:	AGENCY LOCATION CODE (ALC):	ACH FORMAT: <input type="checkbox"/> CCD+ <input type="checkbox"/> CTX
ADDRESS:		
CONTACT PERSON NAME:		TELEPHONE NUMBER: (    )
ADDITIONAL INFORMATION:		
<b>PAYEE/COMPANY INFORMATION</b>		
NAME		SSN NO. OR TAXPAYER ID NO.
ADDRESS		
CONTACT PERSON NAME:		TELEPHONE NUMBER: (    )
<b>FINANCIAL INSTITUTION INFORMATION</b>		
NAME:		
ADDRESS:		
ACH COORDINATOR NAME:		TELEPHONE NUMBER: (    )
NINE-DIGIT ROUTING TRANSIT NUMBER: _ _ _ _ _		
DEPOSITOR ACCOUNT TITLE:		
DEPOSITOR ACCOUNT NUMBER:		LOCKBOX NUMBER:
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX		
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)		TELEPHONE NUMBER: (    )
NSN 7540-01-274-9925	3881-103 <b>FINANCIAL INSTITUTION COPY</b>	SF 3881 (Rev 12/90) Prescribed by Department of Treasury 31 U S C 3322; 31 CFR 210

## Pointers for Completing SF 3881 Form

To answer the questions that vendors and agencies have raised when completing the vendor enrollment form and prevent some of the mistakes that have occurred, the FMS presents these additional pointers:

- The Federal Agency initiates the SF 3881 form to enroll its vendors to receive payment by electronic funds transfer.
- A vendor must complete a separate enrollment form (SF 3881) for each agency with which it does business.
- In the Agency Information Section, the term “AGENCY IDENTIFIER” means the acronym by which the agency is known. For example, the “AGENCY IDENTIFIER” for the Financial Management Service is FMS.
- In the Payee/Company Information Section, it should be noted that the “TAXPAYER ID NO.” may be used by the government to collect and report on any delinquent amounts arising out of the offerer’s relationship with the government (31 U.S.C. 7701 (c) (3)).
- The financial institution and the vendor should each keep a copy of the completed form.
- The vendor should return the completed SF 3881 to the agency that initiated the form.

## Sample SF 3881, back

### Instructions for Completing SF 3881 Form

1. **Agency Information Section** - Federal agency prints or types the name and address of the Federal program agency originating the vendor/miscellaneous payment, agency identifier, agency location code, contact person name and telephone number of the agency. Also, the appropriate box for ACH format is checked.
2. **Payee/Company Information Section** - Payee prints or types the name of the payee/company and address that will receive ACH vendor/miscellaneous payments, social security or taxpayer ID number, and contact person name and telephone number of the payee/company. Payee also verifies depositor account number, account title, and type of account entered by your financial institution in the Financial Institution Information Section.
3. **Financial Institution Information Section** - Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. Also, the box for type of account is checked, and the signature, title, and telephone number of the appropriate financial institution official are included.

### Burden Estimate Statement

The estimated average burden associated with this collection of information is 15 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property and Supply Branch, Room B-101, 3700 East West Highway, Hyattsville, MD 20782 and the Office of Management and Budget, Paperwork Reduction Project (1510-0056), Washington, DC 20503.

## F. Automated Standard Application for Payments (ASAP)

### General Information

The Automated Standard Application for Payments (ASAP) system is a recipient-initiated payment and information system, designed to provide a single point of contact for the request and delivery of Federal funds. ASAP provides timely delivery of Federal funds to coincide with the outlays of recipient organizations to meet program needs.

A payment requestor in ASAP is an organization authorized to draw Federal funds for use by one or more recipient organizations. In some instances a recipient organization has the authority to draw its own Federal funds, in which case that organization is both a payment requestor and a recipient organization in ASAP.

Federal agencies, payment requestors, and recipient organizations enroll one time to use ASAP. Federal agencies establish and maintain accounts in ASAP to control the flow of funds to recipient organizations. Payment requestors initiate payment requests via ASAP to meet the cash needs of recipient organizations. Approved requests are paid either the same day via the Federal Reserve's Fedwire System or on a date up to 32 days from the request date via the Federal Reserve's Automated Clearing House (ACH) system.

ASAP payments made through ACH use the CTX format. The CTX allows payment requestor/recipient organizations to receive a single payment for multiple requests for funds against various ASAP accounts.

### Financial Institution Role

The financial institution plays a key role in the ASAP program by providing the financial institution link between ASAP and the payment requestor/recipient organization. Financial institutions must provide the payment related information contained in the addenda to the recipient organization in compliance with NACHA Operating Rules. It is important that the financial institution work closely with the payment requestor/recipient organization.

The ASAP Payment Requestor Bank Information Form is used to specify the financial institution and account number to which ASAP payments are to be directed. The customer may request the financial institution to verify banking information, including the ABA and Account number. Upon receipt of the form, the Government Disbursing Office will only issue a prenote prior to processing any drawdown requests. For more information, please contact the FMS Customer Assistance Staff (See Chapter 8, Contacts).

## G. Termination of Enrollment

The ACH enrollment authorization may be revoked by the recipient or, under certain circumstances, by the financial institution.

## Termination by the Recipient

The recipient may revoke the enrollment authorization at any time by notifying the Federal agency, or by authorizing a new enrollment with another financial institution.

Social Security or Supplemental Security Income recipients should call **1 (800) SSA-1213** or write their local Social Security District Office to revoke the enrollment authorization.

Railroad Retirement Board annuitants may either write or call the local Railroad Retirement Board Field Office to revoke the enrollment authorization.

Series H/HH savings bond owners who are required to receive interest payments by Direct Deposit may revoke the enrollment authorization. However, this will result in suspension of payments. Payments will resume when the recipient authorizes a new enrollment.

OPM Annuitants may either write or call **1 (888) 767-6738** to revoke the enrollment authorization. They may also visit [www.opm.gov/retire](http://www.opm.gov/retire) to terminate and make changes on-line.

The enrollment authorization will be terminated due to the recipient's or beneficiary's death or legal incapacity.

## Courtesy Notice

The recipient or beneficiary is not required to inform the financial institution if he/she revokes or transfers his/her enrollment authorization. As a courtesy, the recipient should be encouraged to inform the financial institution of any changes.

## Termination by the Financial Institution

Financial institutions may close an account to which benefit payments are currently being sent thereby revoking the enrollment authorization by providing a 30-day written notice to the recipient prior to closing the account. In cases involving fraud, accounts may be closed immediately. The financial institution cannot revoke the enrollment authorization by notifying the Federal agency and not the recipient.

The 30-day written notice should remind the recipient to make other arrangements for the handling of his/her payments. The financial institution must credit to the recipient's account any payments received during the 30-day notice period. The financial institution must also immediately return to the Federal government all payments received after the 30-day notice period. A financial institution that closes the account without properly terminating the enrollment must make the funds available to the recipient until proper notice is provided.

## Recipient Notice to the Federal Agency

The recipient or beneficiary must immediately advise the Federal agency if the enrollment authorization is revoked by the financial institution.



# QuickStart™ ENROLLMENTS

Use this desktop guide in conjunction with the QuickStart™ Enrollment Kit to enroll recipients of Federal benefit payments for Direct Deposit. It can be used for the following payments: Social Security; Supplemental Security Income; Railroad Retirement annuity and unemployment/sickness benefits; Veterans Affairs compensation and pension, education MGIB, education/selected reserve, life insurance and vocational rehabilitation and employment benefits; and Civil Service retirement and survivor annuity. QuickStart™ is an enhancement to the Direct Deposit Program.

**NOTE: This pamphlet contains updated and revised materials not in the QuickStart™ Enrollment Kit. Please read carefully.**

## QuickStart™ Service

QuickStart™ is an enrollment process that allows depository financial institutions to use the Automated Clearing House network to transmit Direct Deposit enrollment information to Federal agencies.

With the QuickStart™ service, enrollment to begin Direct Deposit payments is fast. **Generally**, to receive the next month's payment by Direct Deposit, the enrollment should be transmitted as follows:

Type of Benefit Payment	Transmitted by:
Social Security	The <b>15th</b> of the month
Supplemental Security Income (SSI)	The <b>10th</b> of the month
Veterans compensation and pension	The <b>10th</b> of the month
Veterans Education MGIB	Anytime of the month
Veterans Education/Selected Reserve*	Anytime of the month
Veterans Life Insurance	Anytime of the month
Veterans Vocational Rehabilitation and Employment Benefits*	The <b>15th</b> of the month
Civil Service retirement annuity and survivor annuity	The <b>15th</b> of the month
Railroad Retirement annuity	The <b>15th</b> of the month
Railroad Retirement unemployment/sickness	Anytime of the month

\*New QuickStart™ Applications

A unique Standard Entry Class Code, Automated Enrollment (ENR), was created to accommodate these transactions. It can be used for first-time enrollments at your financial institution, but it is **not to be used** for changes to existing enrollments. The ENR Standard Entry Class is a non-dollar transaction. It must contain at least one addenda record, and may contain as many as 9,999 addenda records. There are two conditions that must exist for multiple addenda to be included with one ENR.

1. All Direct Deposit enrollments must be for the same Federal agency benefit program. For example, do not mix enrollments for Veterans benefits with Social Security benefits.
2. Third-party processors that transmit ENR entries on behalf of financial institutions must make a discrete batch transmission for each financial institution. Addenda records pertaining to one financial institution should not be included under the same ENR entry as addenda records pertaining to another financial institution's Direct Deposit enrollments.

The ENR is to be used for enrolling payment recipients in the Direct Deposit Program only. It is **not to be used** in place of the Notification of Change (NOC) process to change the routing or account numbers for existing records. Financial institutions should remind customers of the importance of reporting address changes to the benefit program agency.

## Required Enrollment Information

The following information is required to effect the enrollment of a recipient in Direct Deposit using the Quick\$Start™ enrollment process. This information will be transmitted in the entry detail and the addenda record of an ENR transaction. (See page 3 for the record formats.) This page may be duplicated and used for data collection. DO NOT mail this sheet to the agency.

### Information obtained from the customer (payment recipient) for inclusion in the entry detail record.

**Type of payment:** \_\_\_\_\_

(Social Security; SSI; Veterans compensation and pension, education MGIB, education/selected reserve, life insurance and vocational rehabilitation and employment benefits; Civil Service retirement and survivor annuity; Railroad Retirement annuity and unemployment/sickness)

### Information obtained from the customer (payment recipient) for inclusion in the Addenda record.

**Customer's own social security number (SSN)**

SSN \_\_\_\_\_

*(Do not include hyphens in the addenda record.)*

The recipient's own SSN may or may not be the SSN on the benefit check. Some individuals are entitled to receive benefits on the account of other individuals or on behalf of beneficiaries incapable of handling their own financial affairs. It is preferred that the customer's (recipient's) own SSN be used in creating the enrollment information. However, the enrollment can be effected if the SSN from the check is used, even if this number is not the customer's.

**Name of the customer (payment recipient)**\_\_\_\_\_  
*Last name (up to 15 positions)*\_\_\_\_\_  
*First name (up to 7 positions)***Representative Payee indication***(See section on Representative Payee, page 4.)*

No \_\_ (0)(Zero) Yes \_\_ (1)

### Information obtained at the financial institution.

**Depository Financial Institution routing number**

RTN \_\_\_\_\_ Check Digit \_\_

**Depositor Account Number**\_\_\_\_\_  
*(Up to 17 positions)***Transaction Type:** \_\_\_\_\_ **Checking** (Type Code 22) \_\_\_\_\_ **Savings** (Type Code 32)

For questions about submitting ENRs for a specific benefit payment, please call the corresponding Federal program agency:

Federal Agency	Telephone No.
Social Security Administration (for SSA and SSI payments)	(215) 597-1134
Office of Personnel Management	(202) 606-0540
Railroad Retirement Board	(312) 751-4704
Department of Veterans Affairs	(918) 687-2532

# ENR (Automated Enrollment) Entry Detail Record

Field	1	2	3	4	5	6	7	8	9	10	11	12	13
<b>Data Element Name</b>	<b>Record Type Code</b>	<b>Transaction Code</b>	<b>Receiving DFI Identification</b>	<b>Check Digit</b>	<b>DFI Account Number</b>	<b>Amount</b>	<b>Identification Number</b>	<b>No. of Addenda Records</b>	<b>Receiving Company Name/I.D.</b>	<b>Reserved</b>	<b>Discretionary Data</b>	<b>Addenda Record Indicator</b>	<b>Trace Number</b>
Field Inclusion Requirement	M	M	M	M	R	M	O	M	R	N/A	O	M	M
Contents	'6'	(numeric)*			(blanks)	(all zeros)	(blanks)	(numeric)		(blanks)	(blanks)	(numeric)	(numeric)
Length	1	2	8	1	17	10	15	4	16	2	2	1	15
Position	01-01	02-03	04-11	12-12	13-29	30-39	40-54	55-58	59-74	75-76	77-78	79-79	80-94

\*Use either 23 or 33 in Field 2.

Program Payment	Field 3 Receiving DFI Identification	Field 4 Check Digit	Field 9 Receiving Company Name/I.D.
The following program payments are eligible for the QuickStart™ enrollment service	Use the following DFI Identification number for the corresponding program payment	Use the following number for the corresponding program payment	Use the following codes for the corresponding program for which the recipient is enrolling for Direct Deposit
Social Security	65506004	2	SOCIALbSECURITYb
Supplemental Security Income	65506004	2	SUPPbSECURITYbbb
Veterans Compensation and Pension	11173699	1	VAbCOMP/PENSION
Veterans Education MGIB	11173699	1	VAbEDUCATNbMGIB
Veterans Education/Selected Reserve	11173699	1	VAbEDUCbMGIB/SR
Veterans Life Insurance	11173699	1	VAbLIFEbINSUR
Veterans Vocational Rehabilitation and Employment Benefits	11173699	1	VAbVOCbREHABbEMP
Civil Service Retirement/Annuity	11173699	1	CIVILbSERVbCSAbb
Civil Service Survivor/Annuity	11173699	1	CIVILbSERVbCSFbb
Railroad Retirement/Annuity	11173699 (*)	1 (*)	RAILROADbRETBDb
Railroad Unemployment/Sickness	11173699 (*)	1 (*)	RAILROADbUISlbbb

(\*) Denotes a change to the Receiving DFI Identification and the Check Digit for the Railroad Retirement programs from the information published in the QuickStart™ Enrollment Kit.

NOTE: In the codes, the letter "b" indicates a blank space.

## ENR Addenda Record

Field	1	2	3	4	5
<b>Data Element Name</b>	<b>Record Type Code</b>	<b>Addenda Type Code</b>	<b>Payment Related Information</b>	<b>Addenda Sequence Number</b>	<b>Entry Detail Sequence Number</b>
Field Inclusion Requirement	M	M	R	M	M
Contents	'7'	'05'	'22*12200004*3*123987654321*77777777*Doe*John*0\'	(numeric )	(numeric)
Length	1	2	80	4	7
Position	01-01	02-03	04-83	84-87	88-94

Field 3 - Payment Related Information									
The following uses sample information to illustrate the required information to be included in the Addenda record to effect the automated enrollment for Direct Deposit.									
22 = Checking Acct. 32 = Savings Acct.	*	12200004	3	123987654321	77777777	Doe	John	0 = No Rep. Payee 1 = Rep. Payee	\
Transaction Code	Delimiter	Receiver's DFI Routing Number	Check Digit	Receiver's Acct. No. at Financial Institution (Up to 17 positions)	Receiver's Own Social Security No.	Receiver's Surname (Up to 15 pos.)	Receiver's First Name (Up to 7 pos.)	Representative Payee Indicator	Terminator

## Representative Payee

A representative payee is a person or institution that is legally entitled to accept payments on behalf of a beneficiary who has been deemed incapable of handling his/her own financial affairs. The majority of benefit recipients **do not** have representative payees.

In processing an enrollment, it is important for the benefit agency to know that the enrollment originated from the proper authority. In cases where there is a representative payee, a “1” will be entered as the last data element in Field 3 of the addenda. In instances where there is no representative payee, a “0” (zero) will be entered into this position.

The Federal Government requires that the title of accounts receiving Direct Deposit payments bear the name of the payment recipient and the beneficiary. Accounts established for representative payee payments reflect fiduciary interest of the representative payee on behalf of the beneficiary. (Example of an account title: John Doe for Mary Smith.) This same regulation applies to institutional representative payees. **The Department of Veterans Affairs and the Office of Personnel Management do not allow ENR enrollments for representative payees.**

## Return Reason Codes

If it is necessary for a Federal agency to return an ENR entry to the financial institution as unprocessable, one of the following codes will be indicated on the return:

**R40 Non-Participant in ENR Program** — The Federal program agency is not a participant in the ENR automated enrollment program.

**R41 Invalid Transaction Code** — An incorrect or inappropriate transaction code is used in Field 3 of the Addenda record.

**R42 Routing Number/Check Digit Error** — The Routing Number and/or the Check Digit included in Field 3 of the Addenda record is incorrect.

**R43 Invalid DFI Account Number** — The receiver’s account number at the DFI is either missing, exceeds 17 positions, or contains invalid characters.

**R44 Invalid Individual ID Number** — The receiver’s SSN provided in Field 3 of the Addenda record does not match a corresponding SSN in the benefit agency’s records.

**R45 Invalid Individual Name** — The name of the receiver provided in Field 3 of the Addenda record either does not match a corresponding name in the benefit agency’s records or fails to include at least one alphanumeric character.

**R46 Invalid Representative Payee Indicator** — The representative payee indicator code included in Field 3 of the Addenda record has been omitted or it is not consistent with the benefit agency’s records.

**R47 Duplicate Enrollment** — The Federal agency has received duplicate Automated Enrollment entries from the same DFI.

For more complete information concerning return reason codes and their interpretation, refer to the *National Automated Clearing House Association ACH Operating Rules*.

## Information

For inquiries concerning FedLine<sup>®</sup>, please contact your local Federal Reserve FedLine<sup>®</sup> Help Desk or ACH Department. For further information on Quick\$art<sup>™</sup> enrollments, please contact:

- Your local Automated Clearing House Association;
- Your local Federal Reserve Bank; or
- The Customer Assistance Staff at one of the following Financial Management Service Regional Financial Centers:

**Austin, TX**  
(512) 342-7300

**San Francisco, CA**  
(415) 817-7300

**Kansas City, MO**  
(816) 414-2100

**Philadelphia, PA**  
(215) 516-8015

## Paperwork Reduction Act Statement

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. The OMB control number for this collection is 0960-0564. We estimate that it will take about 3 minutes to read the instructions, gather the facts, and answer the questions. You may send comments on our time estimate above to: SSA, 1338 Annex Building, Baltimore, MD 21235-0001. Send only comments relating to our time estimate to this address, not the completed form.

## Federal Agency Addresses and Phone Numbers

These are the Federal agency addresses where you should send the completed SF 1199A, and/or telephone numbers if you need assistance. If a telephone number is not listed and further assistance is needed, please contact the Financial Management Service Customer Assistance Staff in your region.



**Note:** As with any listing of this type, contact information will frequently change. Should you find out-of-date information, please let us know by e-mail at: [greenbook@fms.treas.gov](mailto:greenbook@fms.treas.gov).

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### Air Force

#### Active Duty/Reserves

Recipient should deliver the completed SF 1199A to -  
his/her payroll office.-  
Questions: (303) 676-7213-

#### Air National Guard

Recipient should deliver the completed SF 1199A to  
his/her payroll office.

#### Retirement/Annuity

DFAS-CL-  
U.S. Military Retirement and Annuitant Pay-  
1240 E. Ninth Street-  
Cleveland, Ohio 44199-2055-  
Retirement/Annuity: 1 (800) 321-1080-  
Allotments: (216) 522-5553-

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### Army

#### Active Duty/Reserves/National Guard

Recipient must mail or deliver the completed SF 1199A -  
to his/her payroll office.-  
Questions: (317) 510-2800-

#### Retirement/Annuity

DFAS-CL-  
U.S. Military Retirement and Annuitant Pay-  
1240 E. Ninth Street-  
Cleveland, Ohio 44199-2055-  
Retirement/Annuity: 1 (800) 321-1080-

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**Bureau of the  
Public Debt**
**Federal Housing Administration Debenture Payments**

Special Investments Branch  
P.O. Box 396  
Parkersburg, WV 26106-0396  
Questions: (304) 480-5299

**Savings Bond Agent's Fee Payments**

Bureau of the Public Debt  
Accounts and Reports Section  
Parkersburg, WV 26106-1328  
Questions: 1-800-722-2678

**Series H/HH Savings Bond Interest Payments**

Bureau of the Public Debt  
Current Income Bond Branch  
Parkersburg, WV 26106-1328  
Questions: (304) 480-6112

**State and Local Government Payments**

Bureau of Public Debt-  
State and Local Government Payments-  
Parkersburg, WV 26106-1328-  
Questions: (304) 480-5299-

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**Central Intelligence  
Agency**

Send completed forms to...  
Central Intelligence Agency  
Washington, DC 20505  
Attn: Compensation Division  
Office of Finance

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**Coast Guard**
**Active Duty/Reserves**

Mail or have the recipient deliver the completed SF 1199A form to his/her payroll office.

**Retirement**

Coast Guard (RPD)  
Commanding Officer USGC-PPC  
Pay and Personnel Office  
444 SE Quincy Street  
Topeka, KS 66683

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<b>Department of Labor</b>	<b>Black Lung</b>	Send all completed SF 1199As to the district-offices listed below.  Questions? - Call toll-free: 1-800-638-7072 or- see the Department of Labor website:- <a href="http://www.dol.gov/esa/regs/compliance/owcp/bltable.htm">www.dol.gov/esa/regs/compliance/owcp/bltable.htm</a> or contact your district office listed below.
	Johnstown, PA	U.S. Department of Labor- ESA/OWCP/DCMWC- 319 Washington Street, 2nd Floor- Johnstown, PA 15901- (800) 347-3754- (814) 533-4323-
	Greensburg, PA	U.S. Department of Labor- ESA/OWCP/DCMWC- 1225 S. Main Street, Suite 405- Greensburg, PA 15601- (800) 347-3753- (724) 836-7230-
	Wilkes-Barre, PA	U.S. Department of Labor- ESA/OWCP/DCMWC- 100 N. Wilkes-Barre Blvd.- Room 300 A- Wilkes-Barre, PA 18702- (800) 347-3755- (570) 826-6457-
	Charleston, WV	U.S. Department of Labor- ESA/OWCP/DCMWC- Charleston Federal Center, Suite 110- 500 Quarrier Street- Charleston, WV 25301- (800) 347-3749- (304) 347-7100-
	Parkersburg, WV	U.S. Department of Labor- ESA/OWCP/DCMWC- 425 Juliana Street, Suite 3116- Parkersburg, WV 26101- (800) 347-3751- (304) 420-6385-

<b>Department of Labor— Black Lung</b> (continued)	Pikeville, K-	U.S. Department of Labor ESA/OWCP/DCMWC 164 Main Street, Suite 508 Pikeville, KY 41501 (800) 366-4599 (606) 432-0116
	Mount Sterling, KY	U.S. Department of Labor ESA/OWCP/DCMWC- 402 Campbell Way- Mount Sterling, KY 40353- (800) 366-4628- (859) 498-9700-
	Columbus, OH	U.S. Department of Labor- ESA/OWCP/DCMWC- 1160 Dublin Road, Suite 300- Columbus, OH 43215- (800) 347-3771- (614) 469-5227-
	Denver, CO	U.S. Department of Labor- ESA/OWCP/DC- 1999 Broadway, Suite 690- P.O. Box 46550- Denver, CO 80201-6550- (800) 366-4612- (720) 264-3100-

If the district office is unknown, mail the completed SF 1199A form to:  
 Department of Labor  
 Black Lung Program  
 P.O. Box 37227  
 Washington, DC 20013

<b>Department of Labor</b>	<b>Federal Employee Workers' Compensation</b>	Send all completed SF 1199As to... U.S. Department of Labor Division of Federal Employees' Compensation Central Mail Room P.O. Box 8300 London, KY 40742
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Questions? See the Department of Labor website:  
[www.dol.gov/esa/contacts/owcp/fecacont.htm](http://www.dol.gov/esa/contacts/owcp/fecacont.htm) or  
 contact your district office listed below.

<b>Department of Labor- FEWC</b> (continued)	BOSTON District 1	For CT, ME, MA, NH, RI, VT- (617) 624-6600-
	NEW YORK District 2	For NJ, NY, PR, VI- (646) 264-3000-
	PHILADELPHIA District 3	For DE, PA, WV- (215) 861-5481*, 5482- *The Interactive Voice Response System - can also be accessed from this number.-
	JACKSONVILLE District 6	For AL, FL, GA, KY, MS, NC, SC, TN- (904) 357-4777, 4778*- *The Interactive Voice Response System - can also be accessed from this number.-
	CLEVELAND District 9	For IN, MI, OH- (216) 357-5100-
	CHICAGO District 10	For IL, MN, WI- (312) 596-7157*- *The Interactive Voice Response System - can also be accessed from this number.-
	KANSAS CITY District 11	For IA, MO, NE; DOL employees- (816) 502-0301-
	DENVER District 12	For CO, MT, ND, SD, UT, WY- (720) 264-3000*- *The Interactive Voice Response System - can also be accessed from this number.-
	SAN FRANCISCO District 13	For AZ, CA, HI, NV- (415) 848-6700-
	SEATTLE District 14	For AK, ID, OR, WA- (206) 398-8100-
DALLAS District 16	For AR, LA, NM, OK, TX- (972) 850-2300-	
WASHINGTON, DC, District 25	for DC, MD, VA; outside U.S. and its- possessions; special claims- (202) 513-6800*- *The Interactive Voice Response System- can also be accessed from this number.-	

<b>Department of Labor</b>	<b>Longshore and Harbor Workers' Compensation</b>	Send all completed SF 1199As to... U.S. Department of Labor ESA/OWCP/DLHWC Frances Perkins Building Room C4315 200 Constitution Avenue, NW Washington, DC 20210 Questions: (202) 693-0925
<b>Department of Veterans Affairs</b>		Mail the completed SF 1199A form- to the office that maintains the veteran's records.-
	ALABAMA	Alabama VA Regional Office- 345 Perry Hill Road- Montgomery, AL 36104- Questions: 1 (800) 827-1000-
	ALASKA	Anchorage VA Regional Office- 2925 DeBarr Road- Anchorage, AK 99508-2989-
	ARIZONA	Arizona VA Regional Office- 3225 N. Central Avenue- Phoenix, AZ 85012-
	ARKANSAS	North Little Rock VA Regional Office- Building 65, Fort Roots- P.O. Box 1280- North Little Rock, AR 72115-
	CALIFORNIA	Los Angeles VA Regional Office- Federal Building- 11000 Wilshire Boulevard- Los Angeles, CA 90024-  San Diego VA Regional Office- 8810 Rio San Diego Drive- San Diego, CA 92108-  Oakland VA Regional Office- Oakland Federal Building- 1301 Clay Street, Room 1300N- Oakland, CA 94612-

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<b>Department of Veterans Affairs</b> (continued)	COLORADO-	Denver VA Regional Office- 155 Van Gordon Street- Lakewood, CO 80228-
	CONNECTICUT	Hartford VA Regional Office- 450 Main Street- Hartford, CT 06103-
	DELAWARE	Wilmington VA Regional Center- 1601 Kirkwood Highway- Wilmington, DE 19805-
	DISTRICT OF COLUMBIA	Washington DC VA Regional Office- 1120 Vermont Avenue, NW- Washington, DC 20421-
	FLORIDA	St. Petersburg VA Regional Office- 9500 Bay Pines Boulevard- Bay Pines, FL 33708-
	GEORGIA	Atlanta VA Regional Office- 1700 Clairmont Road- Decatur, GA 30033-
	HAWAII	Honolulu VA Regional Office- 459 Patterson Road, E-Wing- Honolulu, HI 96819-1522-
	IDAHO	Boise VA Regional Office- 805 W. Franklin Street- Boise, ID 83702-
	ILLINOIS	Chicago VA Regional Office- 536 S. Clark Street- Chicago, Il 60605-1523-
	INDIANA	Indianapolis VA Regional Office- 575 N. Pennsylvania Street- Indianapolis, IN 46204- Questions: (317) 226-7860 -
IOWA	Des Moines VA Regional Office- 210 Walnut Street- Des Moines, IA 50309-	

<b>Department of Veterans Affairs</b> (continued)	KANSAS-	Wichita VA Regional Center- 5500 E. Kellogg- Wichita, KS 67211-
	KENTUCKY	Louisville VA Regional Office- 545 S. Third Street- Louisville, KY 40202-
	LOUISIANA	New Orleans VA Regional Office- 701 Loyola Avenue- New Orleans, LA 70113-
	MAINE	Togus Center- One VA Center- Togus, ME 04330-
	MARYLAND	Baltimore VA Regional Office- Federal Building- 31 Hopkins Plaza - Baltimore, MD 21201-
	MASSACHUSETTS	Boston VA Regional Office- John Fitzgerald Kennedy Federal Building- Government Center- Boston, MA 02114-
	MICHIGAN	Detroit VA Regional Office- Patrick V. McNamara Federal Building- 477 Michigan Avenue- Detroit, MI 48226-
	MINNESOTA	St. Paul VA Regional Center- One Federal Drive, Fort Snelling- St. Paul, MN 55111-4050-
	MISSISSIPPI	Jackson VA Regional Office- 1600 E. Woodrow Wilson Avenue- Jackson, MS 39216-
MISSOURI	St. Louis VA Regional Office- Federal Building- 400 S. 18th Street- St. Louis, MO 63103-	

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<b>Department of Veterans Affairs</b> (continued)	MONTANA-	Fort Harrison Medical & Regional Center- William Street off Highway- Fort Harrison, MT 59636-
	NEBRASKA	Lincoln VA Regional Office- 5631 S. 48th Street- Lincoln, NE 68516-
	NEVADA	Reno VA Regional Office- 1201 Terminal Way- Reno, NV 89520-
	NEW HAMPSHIRE	Manchester VA Regional Office- Norris Cotton Federal Building- 275 Chestnut Street- Manchester, NH 03101-
	NEW JERSEY	New Jersey VA Regional Office- 20 Washington Place- Newark, NJ 07102-
	NEW MEXICO	Albuquerque VA Regional Office- Davis Chavez Federal Building- 500 Gold Avenue, SW- Albuquerque, NM 87102-
	NEW YORK	Buffalo VA Regional Office- Federal Building- 111 W. Huron Street- Buffalo, NY 14202-
		New York VA Regional Office- 245 W. Houston Street- New York, NY 10014-
	NORTH CAROLINA	Winston-Salem VA Regional Office- Federal Building- 251 N. Main Street- Winston-Salem, NC 27155-
NORTH DAKOTA	Fargo VA Medical/Regional Office Center- 2101 Elm Street- Fargo, ND 58102- Questions: (701) 232-3241-	

<b>Department of Veterans Affairs</b> (continued)	OHIO-	Cleveland VA Regional Office- Anthony J. Celebrezze Federal Building- 1240 E. Ninth Street- Cleveland, OH 44199-
	OKLAHOMA	Muskogee VA Regional Office- Federal Building- 125 S. Main Street- Muskogee, OK 74401-
	OREGON	Portland VA Regional Office- Federal Building- 1220 SW 3rd Avenue- Portland, OR 97204- Questions: (503) 326-2511-
	PENNSYLVANIA	Philadelphia VA Center- 5000 Wissahickon Avenue- Philadelphia, PA 19101-
		Pittsburgh VA Regional Office- 1000 Liberty Avenue- Pittsburgh, PA 15222-
	RHODE ISLAND	Providence VA Regional Office- 380 Westminster Mall- Providence, RI 02903-
	SOUTH CAROLINA	Columbia VA Regional Office- 1801 Assembly Street- Columbia, SC 29201-
	SOUTH DAKOTA	Sioux Falls VA Center- P.O. Box 5046,- 2501 W. 22nd Street- Sioux Falls, SD 57117-
	TENNESSEE	Nashville VA Regional Office- 110 9th Avenue, South- Nashville, TN 37203-
TEXAS	Houston VA Regional Office- 6900 Almeda Road- Houston, TX 77030-	

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<b>Department of Veterans Affairs</b> (continued)	TEXAS-	Waco VA Regional Office- One Veterans Plaza- 701 Clay Avenue- Waco, TX 76799-
	UTAH	Salt Lake City VA Regional Office- 550 Foothill Drive- Salt Lake City, UT 84158-
	VERMONT	White River Junction VA Medical- & Regional Office Center- 215 N. Main Street- White River Junction, VT 05009-
	WASHINGTON	Seattle VA Regional Office- Federal Building- 915 Second Avenue- Seattle, WA 98174-
	WEST VIRGINIA	Huntington VA Regional Office- 640 Fourth Avenue- Huntington, WV 25701-
	WISCONSIN	Milwaukee VA Regional Office- 5000 W. National Avenue- Milwaukee, WI 53295-
	WYOMING	Cheyenne VA Medical/Regional Center- 2360 E. Pershing Boulevard- Cheyenne, WY 82001-
	GUAM	Guam Vet Center- 222 Chanlan Santo Papast- Reflection Center, Suite 102- Agana, GU 96910- Questions: (705) 475-7161-
	PHILIPPINES	Manila Regional Office- 1131 Roxas Boulevard, Ermita- 0930 Manila, PL 96440- Questions: (011) (632) 528-2500-
	PUERTO RICO	San Juan VA Center- 150 Carlos Chardon Avenue- Hato Rey, PR 00918-

<b>Department of Veterans Affairs</b> (continued)	VIRGIN ISLANDS	Saint Croix Vet Center- Box 12, R.R. 02, Village Mall, #113Affairs- Saint Croix, VI 00850- Questions: 1 (809) 778-5553-
		Saint Thomas Vet Center- Buccaneer Mall- Saint Thomas, VI 00801- Questions: 1 (809) 774-6674-
<b>Federal Salary</b>	The employee should mail or deliver the completed SF 1199A form to his/her payroll office.	
<b>Marine Corps</b>	<b>Active Duty/Reserves</b>	
	Director- DFAS – Kansas City Center (AF-FA)- Kansas City, MO 64197-0001- Questions: (816) 926-7673-	
	<b>Retirement/Annuity</b>	
	DFAS-CL- U.S. Military Retirement and Annuitant Pay- 1240 E. Ninth Street- Cleveland, OH 44199-2055- Questions: 1 (800) 321-1080-	
<b>Navy</b>	<b>Active Duty/Reserves</b>	
	Mail or have the recipient deliver the completed SF 1199A form to his/her payroll office. Questions: 1 (800) 255-0974	
	<b>Retirement/Annuity</b>	
	DFAS-CL- U.S. Military Retirement and Annuitant Pay- 1240 E. Ninth Street- Cleveland, OH 44199-2055- Questions: 1 (800) 321-1080-	
<b>Office of Personnel Management</b> (Civil Service Annuity)	Send completed forms to . . . Office of Personnel Management Change-of-Address Section-ROC Retirement and Insurance Group P.O. Box 440 Boyers, PA 16017-0440 Questions: (202) 606-0500	

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**Railroad Retirement Board** Send completed forms to...

- the local Railroad Retirement Board as listed in the telephone directory; or,
- if you cannot obtain the address of the local office, mail to:  
U.S. Railroad Retirement Board  
P.O. Box 10792  
844 N. Rush Street  
Chicago, IL 60611  
Attn: Direct Deposit Coordinator ORSP  
Questions: (312) 751-4500 or (312) 751-4707

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**Social Security Administration** Send completed form to...-

- the local Social Security District Office; or,-
- the address Social Security has specified for your financial institution.