





## INSTRUCTIONS FOR COMPLETING A NEW ACCOUNT REQUEST

### PURPOSE

You may use this form to establish a *TreasuryDirect* account (**WITHOUT PURCHASING SECURITIES**). The Department of the Treasury will establish and maintain your book-entry account for the future deposit of securities. This form cannot be used for the purchase of securities or to request a change to an existing account.

### IMPORTANT NOTICES

- **If you are submitting a tender, you do NOT need to complete this form.** A *TreasuryDirect* account will be established on the basis of the information you provide on the tender.
- To avoid delays, read the instructions carefully and **print clearly in ink only**. Where spaces are provided, enter only one letter or number in each space.
- **REQUESTS WILL NOT BE ACCEPTED WITH ALTERATIONS OR CORRECTIONS.**
- **This form must be signed.** Only original signatures and forms will be accepted (stamped signatures are not acceptable).

### 1. *TreasuryDirect* ACCOUNT INFORMATION

#### ACCOUNT NAME

Enter the name(s) of the owner(s) for whom the *TreasuryDirect* account will be established. Accounts may be established in the names of one or two individuals, an estate, a trust, corporation, association, natural guardian, etc. See the table of common registrations on the last page of these instructions. Because registrations establish clear ownership and survivorship rights, we recommend that you consult your *TreasuryDirect* office when you have questions about the proper wording.

#### ADDRESS

Provide a complete address, including ZIP code. All mailings [including notices, statements, confirmations, checks (where permitted), and tax reporting documents] will be sent to this address.

### 2. TAXPAYER IDENTIFICATION NUMBER

Provide the taxpayer identification number required on tax returns and other documents submitted to the Internal Revenue Service (IRS). For individuals, this is the social security number (SSN) of the person whose name appears FIRST on the account. The SSN of a minor or incompetent is required for accounts established in a fiduciary capacity for these individuals. In the case of a partnership, company, organization or trust, use the employer identification number (EIN) assigned by the IRS. **[If you are not a United States citizen, please attach IRS Form W-8 BEN or W-8 ECI.]**

To use the *TreasuryDirect* Electronic Services, you must have a *TreasuryDirect* account and a taxpayer identification number. If you're not a U.S. citizen and want to use our electronic services, you can get an individual taxpayer identification number (ITIN). To apply for an ITIN or just obtain more information, visit the Internal Revenue's web page at [www.irs.ustreas.gov/prod/ind\\_info/itin.html](http://www.irs.ustreas.gov/prod/ind_info/itin.html) or call (215) 516-4846.

### 3. TELEPHONE NUMBERS

Please provide the telephone numbers (including area codes) where you may be contacted if there are questions about this request or your account.

### 4. PAYMENT INFORMATION

**Try using Pay Direct®—a secure way to buy securities without checks.** It's easy! Just ask your financial institution to verify if your account can accept debit transactions. We'll withdraw the exact amount from your bank account to pay for whatever security you've bought.

Enter the following information:

- ROUTING NUMBER (your financial institution's ABA identifying number)
- FINANCIAL INSTITUTION (the name of the institution to which payments are to be made)
- NAME ON ACCOUNT (the name as it appears on the account at your financial institution)
- ACCOUNT NUMBER (the account number at your financial institution) Remember to mark your account type (checking or savings).

Payments to you will normally be made by direct deposit to the financial institution you designate. (This is also the account that will be debited when you choose *Pay Direct* as the method of payment on your tender.) Payments will be made by check if a payment is due to you before we have confirmed direct deposit arrangements for your account. If both the *TreasuryDirect* account and the receiving financial institution account are in the names of individuals, then at least one of the individuals named on the *TreasuryDirect* account must also be named on the deposit account at the receiving financial institution. The ROUTING NUMBER can be obtained at your financial institution or found on the bottom line of a check (see following example). When providing your ACCOUNT NUMBER, please include hyphens. A hyphen is represented by the symbol - .

PAUL MAPLE  
LILIAN MAPLE  
123 Main Street  
Anyplace, NY 10000

1234  
15-0000/0000

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

ANYPLACE BANK  
Anyplace, NY 10000

Routing number \_\_\_\_\_ Account number \_\_\_\_\_

For \_\_\_\_\_

⑆250250025⑆ ⑆202020⑆ ⑆86⑆ 1234

Note: The routing and account numbers may appear in different places on your check.

We suggest you provide a voided check with this request. This will enable us to verify your payment routing information—and prevent delays in your receipt of direct deposit payments.

**Caution:** Some financial institutions use payment routing information which is not fully displayed on a check.

## 5. AUTHORIZATION

**This section must be signed and dated.** Requests in the names of two individuals may generally be signed by either. However, if the second-named owner signs, then an IRS Form W-9 signed by the first-named owner must be submitted with the request. If the IRS has notified you that you are subject to backup withholding and you have not received notice from the IRS that backup withholding has terminated, you should strike out the language certifying that you are not subject to backup withholding.

## SUBMISSION

Completed forms must be submitted to one of these *TreasuryDirect* offices:

*TreasuryDirect*  
P.O. Box 2076  
Boston, MA 02106-2076

*TreasuryDirect*  
P.O. Box 660657  
Dallas, TX 75266-0657

*TreasuryDirect*  
P.O. Box 9150  
Minneapolis, MN 55480-9150

## CONTACT

Call us toll-free in the United States at 1-800-722-2678. Outside the U.S.? Call us at (617) 994-5500.

## CONFIRMATION OF ESTABLISHED ACCOUNT

You will receive a *TreasuryDirect Statement of Account* confirming the establishment of your account.

### **TreasuryDirect Electronic Services**

Enjoy the convenience of our *TreasuryDirect* electronic services from the comfort of your home using your computer ([www.treasurydirect.gov](http://www.treasurydirect.gov)) or a touch-tone phone (1-800-722-2678).

Great hours! 8-8 ET, Monday through Friday, except for Federal holidays (24 hours a day for *Reinvest Direct*®!)

#### **Here's what you can do:**

- Buy a security
- Reinvest maturing securities
- Order a Statement of Account
- Request a duplicate interest income form
- Get your overall account par balance (Web users get even more details!)
- Change your address and phone number, too! (Web users only)

## NOTICE UNDER THE PRIVACY AND PAPERWORK REDUCTION ACTS

The collection of the information you are requested to provide on this form is authorized by 31 U.S.C. Ch. 31 relating to the public debt of the United States. The furnishing of a social security number, if requested, is also required by Section 6109 of the Internal Revenue Code (26 U.S.C. 6109).

The purpose for requesting the information is to enable the Bureau of the Public Debt and its agents to issue securities, process transactions, make payments, identify owners and their accounts, and provide reports to the Internal Revenue Service. Furnishing the information is voluntary; however, without the information Public Debt may be unable to process transactions.

Information concerning securities holdings and transactions is considered confidential under Treasury regulations (31 CFR, Part 323) and the Privacy Act. This information may be disclosed to a law enforcement agency for investigation purposes; courts and counsel for litigation purposes; others entitled to distribution or payment; agents and contractors to administer the public debt; agencies or entities for debt collection or to obtain current addresses for payment; agencies through approved computer matches; Congressional offices in response to an inquiry by the individual to whom the record pertains; as otherwise authorized by law or regulation.

We estimate it will take you about 10 minutes to complete this form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. Any comments or suggestions regarding this form should be sent to the Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328. **DO NOT SEND completed form to the above address; send to the correct address shown in the instructions.**

## Common Registration Options

Investors in marketable Treasury securities have a broad choice of registration options under *TreasuryDirect* which are designed to address their needs and ownership situations. These options establish clear ownership and survivorship rights. Other options for natural guardians, custodians, IRA's, and government entities are available—for guidance, consult your *TreasuryDirect* office.

### To register your security like this:

#### An account in the name of one individual.

Your name should appear the way you usually use it (preferably with at least one full given name).

#### An account in the names of two people, joined by the word “and” and ending with “with right of survivorship.”

This creates a conclusive right of survivorship. Both owners must authorize transaction requests.

#### An account in the names of two people, joined by the word “and” and ending with “without right of survivorship.”

This does not create a right of survivorship. If one owner dies, his or her share passes on to the estate, not to the other owner. Both owners must authorize transaction requests.

**An account in the names of two people, joined by the word “or.”** This creates a conclusive right of survivorship. Either owner may authorize transaction requests.

**An account in your name, followed by the words “payable on death to” or “POD” another individual or the United States Treasury** (proceeds would then be used to reduce the public debt). The beneficiary has no ownership rights prior to the owner's death. You must identify the beneficiary's status in the registration if he or she is a minor or incompetent. The owner authorizes transaction requests. No consent from the beneficiary is needed.

**An account in the name of an executor, administrator, legal guardian, conservator or other representative of an estate.** You must make sure the name of the estate is adequately identified in the registration. If there are several representatives, you may omit some by using language that indicates they exist. You may need to provide evidence when you open this type of account. Contact your *TreasuryDirect* office.

**An account in the name of the trustee(s) of a trust.** Trusts may be created by wills, agreements, indentures, deeds, declarations of trust, or similar instruments. You must include language that adequately identifies the authority or document by which the trust was created. If there are several trustees, you may omit some names as long as you include language that indicates they exist. You may need to provide evidence when you open this type of account. Contact your *TreasuryDirect* office.

**An account in the name of a private corporation, unincorporated association or partnership.** You must include the full legal name and status (corporation, unincorporated association or partnership). You may reference a particular account or fund, other than a trust fund.

### Select this option:

#### Single Ownership

*Mary Benson Doe*

#### Joint Ownership with Right of Survivorship

*Elizabeth Black and Jane Brown, with right of survivorship*

#### Joint Ownership Without Right of Survivorship

*John B. Butte and Mary B. Doe, without right of survivorship*

#### Co-ownership

*James Black or Carolyn Black*

#### Beneficiary

*Jane Investor, payable on death to Junior Investor, a minor*

*Jack S. Jones, payable on death to Ellen H. Jones*

#### Estate Representative

*John Smith and Joseph Jones, Executors of the Will of James Brown, deceased*

#### Trustees

*Robert C. Jones and Mary E. Doe, Trustees under declaration of trust dated 9/2/76*

#### Private Organizations

*The Standard Manufacturing Corporation*

### Provide this:

SSN

SSN of the first-named owner

SSN of the first-named owner

SSN of the first-named owner

SSN of the owner

SSN of the owner

EIN or SSN of the decedent

EIN or SSN of the first-named owner

EIN

