

For official use only: Customer Name	Customer No.
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PD F 5235 E  
 Department of the Treasury  
 Bureau of the Public Debt  
 (Revised June 2002)

**REPORT OF NONRECEIPT, LOSS, THEFT, OR DESTRUCTION OF  
 FISCAL AGENCY CHECK AND APPLICATION FOR REPLACEMENT**

OMB No. 1535-0069

**IMPORTANT: Follow instructions in filling out this form. You should be aware that the making of any false, fictitious, or fraudulent claim or statement to the United States is a crime that is punishable by fine and/or imprisonment.**

**PRINT IN INK OR TYPE ALL INFORMATION**

**1. RETURN THIS FORM TO:**

- Bureau of the Public Debt, PO Box 1328, Parkersburg, WV 26106-1328.
- Bureau of the Public Debt, PO Box 2186, Parkersburg, WV 26106-2186.
- Bureau of the Public Debt, PO Box 426, Parkersburg, WV 26106-0426.
- Federal Reserve Bank of \_\_\_\_\_

**2. REQUESTED ACTION:**

I/We hereby report the non-receipt, loss, theft, or destruction of a fiscal agency check issued in connection with United States securities and request issuance of a replacement check. I/We  have requested  hereby request that a stop-payment order be placed against the check described in Item 4.

**3. SECURITY DESCRIPTION.** The check was issued in connection with:

a. U.S. Savings or Retirement Bonds:

- Series E
- Series EE
- Savings Notes
- Series H
- Series HH
- Series I
- Retirement Plan Bonds
- Individual Retirement Bonds

b. U.S. Treasury Marketable Securities:

*TreasuryDirect*  Bill  Note  Bond  Inflation-Indexed \_\_\_\_\_  
 (Replacement payment may be by Direct Deposit.) (Term)

*TreasuryDirect* account number     -   -

Paper Securities:  Coupon Note  Coupon Bond  Registered Note  Registered Bond  
 Other \_\_\_\_\_

c. Additional identifying information (loan title, pieces, face amount, form(s) of registration): \_\_\_\_\_

**4. CHECK DESCRIPTION.** The check was issued in connection with:

a. Type of payment - The check was issued in connection with the following type of payment:

- principal  interest  discount or refund  coupons
- Other \_\_\_\_\_

b. Date of payment: \_\_\_\_\_

c. If the payment was made in connection with securities or coupon(s) presented for payment, indicate where presented:

- Federal Reserve Bank of \_\_\_\_\_  Other \_\_\_\_\_
- Bureau of the Public Debt, Parkersburg, WV

d. Social security number of first-named payee: \_\_\_\_\_

e. Amount of check: \_\_\_\_\_

f. Check serial number (if known): \_\_\_\_\_

g. Name(s) inscribed on the check: \_\_\_\_\_

\_\_\_\_\_



## INSTRUCTIONS

**USE OF FORM** – Payee(s) can use this form to report the nonreceipt, loss, theft, or destruction of fiscal agency checks and to apply for a replacement check. The form provides the necessary information to place a hold on the payment of the missing check and constitutes an application for the issuance of a replacement check. Before a replacement check can be issued, additional evidence and a bond of indemnity may be required.

**COMPLETION OF FORM** – Print clearly in ink or type all information requested. If more space is needed for any item, use a plain sheet of paper and attach it to this form.

- ITEM 1.** This Item is completed by the servicing office, advising you where to return the completed form.
- ITEM 2.** Mark the appropriate box regarding stop-payment.
- ITEM 3.** Mark the appropriate box(es) to show for what type(s) of securit(ies) the check was issued. Provide any additional identifying information in Item 3c.
- ITEM 4.** Furnish all requested information:
- a. Show the type of payment for which the check was issued.
  - b. Furnish the date of payment.
  - c. Indicate where the securities or coupons were presented for payment.
  - d. Furnish the first-named payee's social security number.
  - e. Show the amount of the check.
  - f. Provide the serial number of the check.
  - g. Provide the names that were inscribed on the check.
  - h. Indicate whether the check was never received, or received and then lost, stolen, or destroyed.
  - i. Indicate whether the check was endorsed and, if so, provide the exact form of endorsement.
  - j. If the check was lost, stolen, or destroyed after receipt, furnish the circumstances of the loss, theft, or destruction.
  - k. Mark this box if the other payees named on the check did not have access to the check and you are requesting a waiver of the requirement for all payees to join in executing the application and agreement.
- ITEM 5.** Sign the form in ink and provide your complete home address, daytime telephone number, and e-mail address, if applicable. If there are two payees, both must sign unless Item 4k. is marked. Each signature must be certified (see **CERTIFICATION** below).

**CERTIFICATION** – You must appear before and establish identification to the satisfaction of an authorized certifying officer, a notary public, or other officer authorized by law to administer oaths and sign the form in the presence of the officer. The certifying officer must complete the certification forms provided and affix the seal or stamp which is used when certifying requests for payment. Brokers must use a Medallion Stamp. A notary public or similar officer must also show the expiration date of his/her commission. Authorized certifying officers are available at banking institutions, including credit unions, in the United States. For a complete list of such officers see Department of the Treasury Circular Nos. 300 and 530, current revisions, and Public Debt Series Nos. 3-80 and 2-98.

**WHERE TO SEND** – Send the completed form to the office shown in Item 1. If no box is checked in Item 1, send the form to the servicing office which sent it to you.

### **NOTICE UNDER THE PRIVACY AND PAPERWORK REDUCTION ACTS**

We're asking for the information on this form to assist us in processing your securities transaction requests. Our authority comes from 31 U.S.C. Ch. 31 which authorizes the Treasury Department to borrow money to pay the public debt of the United States. Also, 26 U.S.C. 6109 requires us to use your SSN on certain forms when we report taxable income to IRS. It's voluntary that you provide the requested information, but without it, we may not be able to process your transaction requests. Information concerning your securities holdings and transactions is considered confidential under Treasury regulations (31 CFR Part 323) and the Privacy Act. However, the following routine uses of this information may include disclosure to the following persons or entities: agents and contractors who help us manage the public debt; others entitled to the securities or payment; agencies (including disclosure through approved computer matches) determining eligibility for benefits, finding persons we've lost contact with, or helping us collect debts; agencies for investigations or prosecutions; courts, counsel, and others for litigation and other proceedings; a Congressional office asking on your behalf; and as otherwise authorized by law.

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 Item 1.**