



# RESOLUTION FOR SECURITY TRANSACTIONS

www.treasurydirect.gov  
 1-800-722-2678

SEE INSTRUCTIONS - TYPE OR PRINT IN INK ONLY - NO ALTERATIONS OR CORRECTIONS

<p><b>1. TreasuryDirect ACCOUNT INFORMATION</b></p> <p>TreasuryDirect ACCOUNT NUMBER _____</p> <p>ACCOUNT NAME _____</p> <p>_____</p> <p>_____</p> <p>This resolution is in effect for <b>ALL</b> securities maintained in this account during the term of authorization.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">FOR DEPARTMENT USE</td></tr> <tr><td style="text-align: center;">DOCUMENT AUTHORITY</td></tr> <tr><td style="text-align: center;">APPROVED BY</td></tr> <tr><td style="text-align: center;">DATE APPROVED</td></tr> <tr><td style="text-align: center;">EXPIRATION DATE</td></tr> </table>	FOR DEPARTMENT USE	DOCUMENT AUTHORITY	APPROVED BY	DATE APPROVED	EXPIRATION DATE																	
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<p><b>2. RESOLUTION</b> (Provide the names and titles of individuals being granted authority. If more than one individual is named and all must sign, use "and" between the names. If any one of the individuals may sign, use "or" between the names.)</p> <p>Resolved that: _____</p> <p>_____</p> <p>is/are authorized to perform any transactions for the account described above [including, but not limited to, change of payment information; transfer or sale of securities; purchase by ACH debit (<i>Pay Direct</i>®); or reinvestments].</p> <p>The authorized individual(s) may may not appoint an Attorney-in-fact with authority in turn to appoint one or more substitutes. ("May not" will be assumed unless otherwise indicated.)</p> <p>It is further resolved that any action taken by the individuals listed above is hereby ratified and that this authorization shall remain in effect for 1 year <input type="checkbox"/> 2 years other _____ from the date of certification. (One year will be assumed unless otherwise indicated.)</p>																							
<p><b>3. AUTHORIZATION</b> <span style="border: 1px solid black; padding: 2px;">YOU MUST WAIT UNTIL YOU ARE IN THE PRESENCE OF A CERTIFYING INDIVIDUAL TO SIGN THIS FORM. It must be signed by an officer other than the persons authorized herein to execute transaction requests.</span></p> <p>I certify that the foregoing is a true copy of a resolution adopted at a meeting of the governing body of:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Organization</p> <p>and that said meeting was duly called and held and that the resolution was duly adopted and is in full force.</p> <p>SEAL OF THE ORGANIZATION</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; text-align: center;">_____</td> <td style="width: 20%; text-align: center;">_____</td> <td style="width: 20%; text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Signature(s)</td> <td></td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="text-align: center;">_____</td> <td></td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Title</td> <td></td> <td style="text-align: center;">Telephone</td> </tr> </table>		_____	_____	_____	Signature(s)		Date	_____		_____	Title		Telephone										
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Title		Telephone																					
<p><b>4. CERTIFICATION</b> Certification required <b>ONLY</b> if Organization's Seal is <b>NOT</b> affixed above.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Instructions to Certifying Individual: Name of person(s) who appeared and date of appearance <b>MUST</b> be completed.</p> </div> <p>I certify that _____, whose identity(ies) is/are known or proven</p> <p style="text-align: center;">Name(s) of Person(s) Who Appeared</p> <p>to me, personally appeared before me this _____ day of _____ and signed this resolution.</p> <p style="text-align: center;">Month/Year</p> <p>ACCEPTABLE CERTIFICATIONS:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">1. Financial Institution's official seal or stamp (such as Corporate Seal or Signature Guaranteed Stamp).</td> <td style="width: 60%;">_____</td> </tr> <tr> <td></td> <td style="text-align: center;">Signature and Title of Certifying Individual</td> </tr> <tr> <td>2. Notary Public's official seal or stamp.</td> <td>_____</td> </tr> <tr> <td></td> <td style="text-align: center;">Name of Financial Institution</td> </tr> <tr> <td></td> <td>_____</td> </tr> <tr> <td></td> <td style="text-align: center;">Address</td> </tr> <tr> <td></td> <td>_____</td> </tr> <tr> <td></td> <td style="text-align: center;">City/State/ZIP Code</td> </tr> <tr> <td></td> <td>_____</td> </tr> <tr> <td></td> <td style="text-align: center;">Telephone</td> </tr> <tr> <td></td> <td>_____</td> </tr> </table> <p>MY COMMISSION EXPIRES _____ (For notaries only)</p>		1. Financial Institution's official seal or stamp (such as Corporate Seal or Signature Guaranteed Stamp).	_____		Signature and Title of Certifying Individual	2. Notary Public's official seal or stamp.	_____		Name of Financial Institution		_____		Address		_____		City/State/ZIP Code		_____		Telephone		_____
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## INSTRUCTIONS FOR COMPLETING A RESOLUTION FOR SECURITY TRANSACTIONS

**PURPOSE** This form can be used to authorize individuals (by name and title) in an organization to conduct any transactions regarding *TreasuryDirect* securities.

### IMPORTANT NOTE

- Only original signatures and forms will be accepted (stamped signatures are not acceptable).
- Unless all the required information is provided legibly, there may be a delay in processing this form. To avoid delays, read the instructions carefully and **type or print clearly in ink only**. Spaces are provided for the account number; please enter only one number in each space.
- **RESOLUTIONS WILL NOT BE ACCEPTED WITH ALTERATIONS OR CORRECTIONS.**

### 1. *TreasuryDirect* ACCOUNT INFORMATION

Provide your *TreasuryDirect* ACCOUNT NUMBER and ACCOUNT NAME. You will find this information on your *TreasuryDirect* *Statement of Account*. All securities maintained now and hereafter in this account are subject to this resolution.

### 2. RESOLUTION

Provide the names and titles of the individuals being granted authority. If more than one individual is named, use the conjunction "and" between the names if all the individuals must sign. If any one of the individuals may sign, use the conjunction "or" between the names. Completion of this form will authorize the named individuals to conduct any transactions regarding the account listed on the front of the form. REMINDER: The purchase price of securities bought using ACH debit (*Pay Direct*) will be deducted from the account at the financial institution designated in *TreasuryDirect*.

Indicate whether the authorized individual has the authority to appoint an attorney-in-fact. If neither box is marked, it will be assumed that the authority has not been granted.

### 3. AUTHORIZATION

An officer of the organization who is responsible for maintaining the organization's records should sign and date the form. This officer cannot be among those named on the front of the form (i.e., an officer may not sign his or her own authorization to conduct transactions). The organization's seal must be affixed to the form. If the organization does not have a seal, the form must be certified.

### 4. CERTIFICATION

Certification of the officer's signature is required only if the organization's seal is not affixed to this form. Acceptable certifying individuals include authorized employees of insured depository institutions and corporate central credit unions. A notary public may also certify this form.

### SUBMISSION

**Completed forms should be submitted to your *TreasuryDirect* office.**

**Retention of Resolution** - If this resolution is submitted in support of a specific transaction request, subsequent requests should be accompanied by additional resolution forms. If this resolution is to remain in effect for a longer period of time, this form will be retained at the Bureau of the Public Debt. In order to be effective, changes or revocations to this resolution must be in writing (notarized or certified) and must be sent to the Bureau of the Public Debt. The Department of the Treasury (Bureau of the Public Debt) will not be responsible for recognizing changes or revocations not submitted.

### CONTACT

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

### 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.**

