





Visit us on the web at [www.treasurydirect.gov](http://www.treasurydirect.gov)  
800-722-2678

**PURPOSE**

You may use this form to establish a Legacy Treasury Direct account. 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**

- To avoid delays, read the instructions carefully and either **type your answers or print them clearly, using ink.**
- **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. Legacy Treasury Direct ACCOUNT INFORMATION**

**ACCOUNT NAME**

Enter the name(s) of the owner(s) for whom the Legacy Treasury Direct 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. (NOTE: A minor may not register an account or purchase securities in his or her name alone.) 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 the Bureau of the Public Debt when you have questions about the proper wording. Please call us at 304-480-7711 and choose Option 4.

**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 Electronic Services for Treasury Bills, Notes, and Bonds, you must have a Legacy Treasury Direct account and a Taxpayer Identification Number. If you're not a United States citizen and want to use our electronic services, you need 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.gov](http://www.irs.gov) 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**

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).

**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.

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 Legacy Treasury Direct account and the receiving financial institution account are in the names of individuals, then at least one of the individuals named on the Legacy Treasury Direct 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 generally represented on a check by the symbol " .

## INSTRUCTIONS FOR COMPLETING A NEW ACCOUNT REQUEST

**PAUL MAPLE**  
**LILIAN MAPLE**  
 123 Main Street  
 Anyplace, NY 10000

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

ANYPLACE BANK  
 Anyplace, NY 10000

For \_\_\_\_\_

⑆50250025⑆ ⑆02020⑆ 86 ⑆ 1234

VOID

1234

**Routing number**    **Account number**

DOLLARS

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.

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

**WHERE TO SEND**

Completed forms must be submitted to:    Bureau of the Public Debt  
 PO Box 426  
 Parkersburg, WV 26106-0426

**CONTACT**

Call us at 304-480-7711 and choose Option 4.

**CONFIRMATION OF ESTABLISHED ACCOUNT**

You will receive a Legacy Treasury Direct® Statement of Account confirming the establishment of your account.

**Enjoy the convenience of our Electronic Services for Treasury Bills, Notes, and Bonds from the comfort of your home using your computer ([www.treasurydirect.gov](http://www.treasurydirect.gov)) or a touch-tone phone (800-722-2678).**

Great hours! 8 am - 12 midnight ET, Monday through Friday, except for federal holidays (24 hours a day for Reinvest Direct®!)

**Here is what you can do:**

Buy a security • Request a duplicate interest income statement • Reinvest maturing securities • Order a Statement of Account  
 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 of 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 this address; instead send it to the address shown in “WHERE TO SEND” in the Instructions.**

## INSTRUCTIONS FOR COMPLETING A NEW ACCOUNT REQUEST

### COMMON REGISTRATION OPTIONS

Investors in marketable Treasury securities have a broad choice of registration options under Legacy Treasury Direct® which are designed to address their needs and ownership situations. These options establish clear ownership and survivorship rights. Other options for natural guardians, custodians, IRAs, and government entities are available—for guidance, call the Bureau of the Public Debt at 304-480-7711 and choose Option 4.

#### TO REGISTER YOUR SECURITY LIKE THIS:

#### SELECT THIS OPTION:

#### PROVIDE THIS:

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

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

**Single Ownership**

*Mary Benson Doe*

SSN

**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.

**Joint Ownership with Right of Survivorship**

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

SSN of the first-named owner

**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.

**Joint Ownership without Right of Survivorship**

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

SSN of the first-named owner

**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.

**Coownership**

*James Black or Carolyn Black*

SSN of the first-named owner

**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.

**Beneficiary**

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

SSN of the owner

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

SSN of the owner

**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 Treasury Retail Securities Site.

**Estate Representative**

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

EIN or SSN of the decedent

**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 Treasury Retail Securities Site.

**Trustees**

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

EIN or SSN of the first-named owner

**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.

**Private Organizations**

*The Standard Manufacturing Corporation*

EIN