

SLGSafe® TEMPLATE WORKSHEET

U.S. TREASURY SECURITIES
STATE AND LOCAL GOVERNMENT SERIESBUREAU OF THE
Fiscal Service
LEAD. TRANSFORM. DELIVER.

The SLGSafe Template Worksheet is designed to save you valuable time after you've opened SLGSafe. Please complete, print, and sign the worksheet. Mail this template information along with your SLGSafe Application for Internet Access to the Special Investments Branch, Bureau of the Fiscal Service, 200 Third Street, P.O. Box 396, Parkersburg, WV 26102-0396.

After we've received your completed worksheet, we'll create your SLGSafe template. When you logon, the information you've provided will automatically appear each time you subscribe for a new issue. It's that easy!

TRUSTEE BANK

ABA Routing Number _____

Name of Organization: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

FINANCIAL INSTITUTION MANAGING ACH PAYMENTS

Name of Organization: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Direct Deposit Payment Instructions

ABA Routing Number _____

Account Name: _____ Limit 22 characters

Account Number: _____ Limit 17 characters

Account Type Checking Savings**FINANCIAL INSTITUTION TRANSMITTING FUNDS FOR PURCHASE**

ABA Routing Number _____

Name of Organization: _____

Contact Person: _____

Telephone: _____ Fax: _____ E-Mail: _____

ORGANIZATION AUTHORIZATION

Name of Organization: _____

Name of Contact Person: _____

Title of Contact Person: _____ Telephone: _____

Signature: _____

Date: _____

For Use by the Bureau of the Fiscal Service

Template Number

Processed By

NOTICE UNDER THE PAPERWORK REDUCTION ACT

We estimate it will take you about 30 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 Fiscal Service, 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.**

Form Instructions

The Special Investments Branch (SIB) will only accept original signatures on this form. SIB will not accept faxed or emailed copies.

Regular Mail Address:

Courier Service Address:

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| Bureau of the Fiscal Service Special Investments Branch P.O. Box 396, Room 119 Parkersburg, WV 26102-0396 | Bureau of the Fiscal Service Special Investments Branch P.O. Box 396, Room 119 Parkersburg, WV 26102-0396 |
|--|--|

Telephone Number: (304) 480-5299

Fax Number: (304) 480-5277

Internet Address: <https://www.slgs.gov/>

E-Mail Address: SLGS@fiscal.treasury.gov

Governing Regulations: 31 CFR Part 34

This form is optional.

The access administrator needs to fill out only the areas of the form that the organization wants to be included on all of their SLGS cases.