

Setting Up Recurring Purchases in TreasuryDirect

It's easy to set up recurring purchases in TreasuryDirect to coincide with a direct deposit from your pay or to establish regular purchases from your bank account.

Here's all you have to do:

- 1. Open your TreasuryDirect account and click on Buy Direct.**
 - a. Select the registration you want. Your preferred registration is shown or you may choose from the drop down list. To add a new registration, click "Add New Registration" and complete the information for the new registration.
 - b. Select a product from the drop down list.
 - c. Enter the purchase amount, from \$25.00 minimum up to \$10,000 maximum, in penny increments if you like!
 - d. Click the drop down arrow next to "Select a source of funds" and select "Zero-Percent C of I" if you are using direct deposit from your pay, or one of your bank accounts that are listed.

- 2. Under "Purchase Frequency" select "Schedule repeat purchases" for pre-established intervals or "Schedule purchases by selecting your own dates" if you want to pick specific dates. Either choice allows you to schedule purchases for up to five years in advance, and you can delete the schedule in the future if you change your mind.**
 - a. If you selected "Schedule repeat purchases", click the drop down arrow next to "How often" and select one of the choices (weekly, bi-weekly, monthly, bi-monthly, quarterly, semi-annually, or annually).
 - b. Next to "Purchase Start Date" enter the month, day and year, or click on the convenient calendar icon and select the date from the calendar. Make sure that on the start date that you select, you have accumulated the purchase price in your C of I or bank account.
 - c. Next to "Purchase End Date" enter the month, day and year, or click on the calendar icon and select the date from the calendar.
 - d. If you selected "Schedule purchases by selecting your own dates", enter each date you want to make a purchase or click on the calendar icon and select the date from the calendar.

- 3. When you are finished, click submit.**
 - a. Check the information on the "Purchase Review" page, read the authorization statement at the bottom and then click submit if everything looks fine, or edit if you need to change anything, or cancel if you change your mind.
 - b. A confirmation page will display, which you may print and keep with your records.

Deleting a Purchase Schedule

If you change your mind about a purchase or a purchase schedule once you have set it up, it is just as easy to delete either a single purchase or the entire schedule.

Here's all you have to do:

1. Open your TreasuryDirect account and select "Current Holdings".
2. Click on the "Pending Transactions" link in the first paragraph.
3. Select how you want to view your pending transactions (on a summary list or on a calendar) and click "Submit".
4. To delete a specific purchase, select that purchase, or if you wish to delete the entire schedule, just select any purchase.
5. Click "Submit".
6. Select "Delete".
7. Select "Yes" when asked if you are sure.
8. The next screen will list the detail for the purchase you selected and give you two choices:
 "Delete just this transaction?" or
 "Delete the remaining transactions for this repeat schedule?"
9. Select the first choice for a single purchase or the second choice to delete the entire schedule.
10. Click "Submit".
11. The next screen will display "Important Message! The remaining purchase dates have been canceled." Click "Confirm" on that screen.