

Savings Bonds Resource Guide



PREFACE

TABLE OF CONTENTS

Federal Reserve Bank Treasury Retail Securities Sites

Minneapolis, Minnesota

Pittsburgh, Pennsylvania

Preface

This publication is a reference guide for employees of financial institutions who handle savings bond transactions or answer related questions. This guide covers questions and provides instructions for handling most bond transactions. In addition, a quick reference guide and an example outline for in-house training are provided as appendices.

This resource guide is not a substitute for official U.S. Treasury regulations or instructions to agents. You should maintain a file of Treasury Circulars. A list of relevant Treasury Circulars, available from your servicing Federal Reserve Bank, is provided as an appendix.

References to specific interest rates, yields, and Tables of Redemption Values are not included in this guide but are available from Public Debt's website. Yield and rate information is also available in the United States Savings Bonds/Notes Earnings Reports published every six months by the Bureau of the Public Debt. This information is also available by either ordering or downloading at www.treasurydirect.gov/sav/savprice.htm. There are also programs available for bond owners and agents to assist in pricing and keeping an inventory of savings bonds. These popular programs include Savings Bond Pro for agents and the Savings Bond Calculator and Savings Bond Wizard for bond owners. PD F 3600, Tables of Redemption Values, will continue to be available to those who do not have access to electronic pricing.

Contents

Chapter 1		Chapter 5	
General Information	1-1	Paying Paper Bonds	5-1
Series Available	1-1	Timing the Redemption Transaction	5-1
Denominations	1-1	Responsibilities of Paying Agents	5-2
Eligible Owners	1-2	Identification Procedures	5-2
Registration	1-3	Agent Liability for Losses on Bonds Paid	5-3
Forms of Payment	1-5	Completing the Request for Payment	5-5
Purchase Limits	1-5	Determining the Redemption Value	5-5
Interest and Maturity	1-7	Paying the Presenter	5-6
Income Tax Reporting	1-11	Interest Reporting	5-6
Replacing a Bond	1-15	Records of Payment	5-7
Chain Letter Schemes	1-16	Bond That Agents Can Pay	5-7
		Bonds That Agents Cannot Pay	5-8
		Table of Redemption Cases Requiring Evidence	5-11
Chapter 2		Chapter 6	
Issuing Bonds	2-1	EZ Clear	6-1
Bond-a-Month Plan	2-1	Eligible Savings Bonds	6-1
Gift Bonds	2-2	Deposit Methods	6-1
Completing the Order Form	2-3	Reject Repair Options	6-3
Batch Transmittal Information	2-6	Adjustments	6-3
Submitting Order Forms	2-7	Facsimiles	6-4
Agent Instructions	2-8	Redemption Fee Payments	6-5
Bonds Not Received by Addressee Due to Loss or Theft	2-8	Records of Redeemed Bonds	6-5
Correcting Errors on Bonds	2-9		
Chapter 3		Chapter 7	
Reissue Transactions	3-1	Trusts	7-1
Tax Consequences of Reissue Transactions	3-2	Purchasing Savings Bonds in a Trust Registration	7-1
Instructions for Authorized Reissue Transactions	3-2	Redeeming Savings Bonds in a Trust Registration	7-2
Table of Authorized Reissue Transactions for Series E/EE and H/HH Bonds	3-4	Reissuing Savings Bonds in a Trust Registration	7-3
		Other Reissues Involving Trust Registrations	7-4
Chapter 4			
Series HH Bonds	4-1		

Appendix A Examples of Trust Registrations	A-1	Appendix K Bonds Purchased as IRA Investments	K-1
Appendix B Interest Accrual Dates for Series E/EE and I Bonds	B-1	Appendix L Bonds Purchased as a Gift to Minors	L-1
Appendix C Forms Pertinent to U.S. Savings Bonds/Notes	C-1	Appendix M Bureau of the Public Debt Addresses (For forwarding items only)	M-1
Appendix D The Guide to Cashing Savings Bonds – PD P 0022	D-1	Index	N-1
Appendix E Quick Reference Guide	E-1		
Appendix F List of Relevant Treasury Circulars	F-1		
Appendix G Contact List	G-1		
Appendix H Savings Bonds Training Outline	H-1		
Appendix I Glossary of Terms	I-1		
Appendix J Questions and Answers Series EE Bonds (Issued 5/2005 forward) Series EE Bonds (Issued 5/97-4/05) Series EE Bonds (Issued 5/95 – 4/97) Series EE Bonds (Issued 11/82 – 4/95) Series EE Bonds and Savings Notes (Issued Before 11/82)	J-1		

General Information

A savings bond represents a loan made to the United States by an investor. Bonds are registered securities backed by the full faith and credit of the United States; they cannot be sold in a secondary securities market or used as collateral.

Series Available

Series EE bonds are savings securities designed to encourage savings by the small investor. Series EE bonds cannot be sold in a secondary securities market or used as collateral. For full disclosure of terms and conditions of EE bonds, see Department of Treasury Circulars, Public Debt Series No. 1-80 and No. 3-80.

EE bonds are accrual type bonds and are purchased at a 50% discount; for example, you pay \$25 to buy a \$50 bond. Interest accumulates and is paid as part of the redemption value when the bond is cashed. Series EE bond interest accrues monthly and is compounded semiannually. Bonds issued on or after May 1, 2005 earn fixed rates of interest. The fixed rate remains constant for the 30-year life of the bond, which includes a 10-year extended maturity period, unless a different rate or rate structure is announced and applied at the start of the extension period.

Series I bonds are inflation-indexed savings securities designed to help protect investor purchasing power. Series I bonds cannot be sold in a secondary securities market or used as collateral. For full disclosure of terms and conditions of Series I bonds, see Department of Treasury Circulars, Public Debt Series No. 1-98 and No. 2-98.

I bonds are accrual type bonds issued at par (face value); for example, you pay \$50 to buy a \$50 bond. Interest accumulates and is paid as part of the bond's redemption value when the bond is cashed. Series I bonds usually increase in value monthly; interest compounds semiannually. The Series I bond earnings rate reflects the combination of a fixed rate and an inflation rate. The fixed rate remains constant for the life of the bond, but the inflation rate can vary every six months. Series I bonds can earn interest for up to 30 years.

TreasuryDirect was once the name of an account system for Treasury bills, notes, and bonds; TreasuryDirect is now the brand under which Treasury will offer a full array of information, products, and services to all of its customers. In addition to Investment Services for Treasury Bills, Notes, and Bonds, a separate account system offers paperless EE and I bonds under the TreasuryDirect umbrella. This new account system includes marketable securities (Treasury bills, notes, and bonds), providing customers with the opportunity to hold a mixture of marketable and savings products directly with Treasury in a single account. To learn more, go to www.treasurydirect.gov.

Denominations

Paper Series EE and I savings bonds are offered in eight denominations. The table below illustrates the different denominations that are offered.

Series EE Savings Bonds			
Prefix	Denomination (Face Amount)	Purchase Price	Portrait
L	\$ 50 ¹	\$ 25	George Washington
K	75 ¹	37.50	John Adams
C	100	50	Thomas Jefferson
R	200	100	James Madison
D	500	250	Alexander Hamilton
M	1,000	500	Benjamin Franklin
V	5,000	2,500	Paul Revere
X	10,000	5,000	James Wilson

Series I Savings Bonds			
Prefix	Denomination (Face Amount)	Purchase Price	Portrait
L	\$ 50	\$ 50	Helen Keller
K	75	75	Dr. Hector Garcia
C	100	100	Martin Luther King Jr.
R	200 ²	200	Chief Joseph
D	500	500	General George C. Marshall
M	1,000	1,000	Albert Einstein
V	5,000	5,000	Marian Anderson
X	10,000 ²	10,000	Spark Matsunaga

¹ These denominations are not available for purchase through payroll savings plans or employer thrift, savings, vacation, 401(K), or similar plans.

² The \$200 and \$10,000 denominations were not available for purchase before May 1999; therefore, the earliest available issue date for these two denominations is May 1999.

Eligible Owners

Persons eligible to have bonds registered in their names as owner or first-named co-owner on original issue include:

Series EE

- Residents of the United States, its territories and possessions, and the Commonwealth of Puerto Rico
- Citizens of the United States residing abroad
- Civilian employees of the United States or members of its Armed Forces, regardless of residence or citizenship, provided they have a taxpayer identification number (TIN)
- Residents of Canada or Mexico who work in the United States, but only if the bonds are purchased through a payroll savings plan and the owner provides a TIN

Series I

- Any individual with a valid United States taxpayer identification number, regardless of residency or citizenship

Individuals not included on this list may, however, be designated as co-owner, beneficiary, or as the owner in an authorized reissue transaction, unless the individual is a resident of any area where the Treasury restricts or regulates the delivery of checks drawn on U.S. funds. Restricted areas include: Cuba, Iran, Iraq, North Korea, Sudan, and Syria. A person who resides in a restricted area and becomes the owner of a savings bond through the death of another person or otherwise may hold the bond without change of registration with the right to redeem the bond if the person later resides in an unrestricted area. For the most up-to-date list of restricted areas, go to www.ustreas.gov/offices/enforcement/ofac/sanctions/index.html.

Registration

Paper savings bonds are issued only in registered form. The registration must specify the actual ownership of and interest in the bond. Registration is conclusive of ownership.

Authorized Forms of Registration

There are several authorized forms of registration for bonds. See the chart below for details.

Individuals (Series EE and I)

The registration of paper bonds issued to individuals may take three forms:

Single Ownership (one individual)	Co-ownership (two individuals as co-owners)	Beneficiary (one owner and one beneficiary)
<i>Example:</i>	<i>Example:</i>	<i>Example:</i>
123 45 6789* John Q Doe	123 45 6789* John Q Doe OR Mary S Doe	123 45 6789* John Q Doe POD (payable on death) Mary S Doe
Only the registered owner may redeem the bond. At the death of the owner, the bond becomes the property of the bond owner's estate.	Either co-owner may cash the bond without the knowledge or approval of the other. At the death of one co-owner, the surviving co-owner becomes the sole owner of the bond.	The bond is redeemable only at the request of the registered owner. The beneficiary becomes the owner of the bond at the death of the original owner.

* The full social security number will not appear on the bond. It will be masked and appear as *** ** 6789.

Please note only two names are allowed per bond registration. For bonds in co-ownership form, one of the co-owners is considered the "principal co-owner" for federal income tax purposes. The principal co-owner is the co-owner who (1) purchased the bonds with his or her own funds or (2) received the bonds as a gift, a legacy, an inheritance, or as a result of judicial proceedings and had the bonds reissued (re-registered) in co-owner form.

The Department of Treasury or the United States can be listed as a beneficiary on Series I bonds, but not as co-owner. The social security number (SSN) of the owner or first-named co-owner is required on all savings bonds. These numbers are used to establish and maintain ownership records of savings bonds, but they are not used for federal income tax reporting purposes prior to redemption. If the registered owner's or first-named co-owner's number is unavailable for a paper gift bond, that is, a bond that will not bear the purchaser's name as owner or co-owner, the purchaser's SSN is used. In all cases, the full SSN will not appear on the bond. It will be masked and appear as *** ** 6789.

Fiduciaries, Private or Public Organizations, Associations, and Public Bodies

Paper bonds purchased in a name other than an individual must include an employer identification number. Organizations cannot be named as co-owners or beneficiaries. For other authorized forms of registration, see Department of the Treasury Circular, Public Debt Series No. 3-80, Sec. 353.7, paragraphs (b) through (e).

Private or public organizations, associations, and public bodies in their own right may be named owners of Series EE bonds only. Series I bonds may **not** be registered in the name of organizations, associations, public bodies, corporations, sole proprietorships, etc. in their own right.

Series EE – A fiduciary may be any individual or entity who manages another person's property, such as a trustee, guardian, conservator, custodian under a gift to minor or transfer to minor statute. (See Appendix A for examples of fiduciary registrations.)

Series I – Fiduciary registrations are limited to personal trust estates, guardians or conservators for estates of living individuals, or testamentary trust estates.

Fiduciary

The registration of bonds issued to a fiduciary takes the following forms:

12-3456789*

John Doe Trustee under agreement with Mary Roe dated 12/17/94

or in an abbreviated form:

12-3456789*

John Doe Tr U/A Mary Roe dtd 12/17/94



See Appendix A for examples of additional trust registrations.

** The employer identification number will be masked on the actual bond and appear as ** *** 6789.*

Private Organization

The registration of bonds issued to a private organization takes the following form:

12-3456789*

Smith Manufacturing Company
a corporation

Minor Involved in Bond Purchase**Purchase Made by Minor**

Minors may purchase paper bonds with their own wages, earnings, or other funds under their control.

Purchase Made by Someone Other Than Minor

If the purchaser uses the minor's funds, the bond should be registered in the minor's name alone with no co-owner or beneficiary. If the purchase is made by a court-appointed representative of a minor's estate, the bond may be registered in the minor's name or in the name of the representative, followed, in either case, by an appropriate reference to the guardianship or fiduciary capacity.

When the purchaser's funds are used, the bond may be registered in the name of the minor as the owner, co-owner, or beneficiary.

Gift to Minors

A paper bond may be purchased as a gift to a minor under a gift to minors or transfer to minors statute in effect in the state in which the donor, the custodian, or the minor resides. Such bonds shall be registered as provided in the statute and no co-owner or beneficiary can be named on the bonds. (*See Appendix L.*)

Natural Guardians

A paper bond may be registered in the name of either parent of a minor as the natural guardian. A co-owner or beneficiary may be named if the funds used to purchase the bond do not belong to the minor.

Bonds for Education

See "*Education Savings Options*" in this chapter.

Incompetent Involved in Bond Purchase

A paper bond may be registered in the name of an incompetent if a legal representative has been appointed by the court for that person's estate. A reference to the legal guardian or similar fiduciary must be included in the registration of the bond. No co-owner or beneficiary can be named on a bond purchased with funds belonging to the incompetent.

Gifts to the United States

Some people buy paper bonds with the intent of making the bonds a gift to the United States upon their death. In this case, the United States Treasury is named as either the co-owner or beneficiary of the bond. For Series I bonds, the United States Treasury can only be listed as a beneficiary and not a co-owner. Advise purchasers that these bonds may not be reissued to change such a designation, except in the case of Series EE, HH, or I bonds on which the Treasury has been designated as beneficiary.

Forms of Payment

All denominations may be purchased through issuing agents. People may purchase paper Series EE and I bonds using any of the following forms of payment:

Cash

Cash is acceptable as payment of the purchase price of a bond. Although it is an acceptable form of payment for savings bonds, cash should not be sent in the mail to the servicing FRBs.

Checks or Money Orders

You may accept checks or money orders from non-customers at your own risk. If checks or money orders are accepted, purchase orders should not be dated and submitted until such checks or money orders have cleared and been collected. (*For further details, see "Completing the Order Form" in Chapter 2.*) If a check or money order is returned as uncollectible after the related purchase order has been submitted, you should take the necessary action to collect the amount of the check or money order. If unable to collect that amount, you must accept the loss.



If checks are accepted, purchase orders should not be dated and submitted until such checks have cleared and been collected.

Savings Stamps

Savings stamps are worth their face amounts; the denominations are \$0.10, \$0.25, \$0.50, \$1, and \$5. The sale of savings stamps was discontinued June 30, 1970.

U.S. Savings Stamps can be used as full or partial payment for Series EE savings bonds. You may accept and redeem savings stamps presented solely for cash payment, but you are not required to do so. If you choose not to redeem savings stamps presented for cash payment, you should forward them to your servicing FRB for payment. You should also include payment instructions with the stamps.

Redeeming Savings Stamps

When redeeming stamps for cash or accepting them as payment for Series EE bonds, you should determine whether the stamps have been marked or mutilated in such a manner as to be of questionable value or identity, or to indicate previous cancellation. Stamps that have been torn or partially burned may be approved for redemption provided (1) more than one-half of the same stamp remains and (2) its identity and denomination can be established.

You should affix loose stamps securely and separately to a card or a sheet of paper. Be sure to include the owner's name and address on the card or paper. You should immediately cancel the stamps to prevent their presentation a second time by using a rubber stamp with permanent ink or by perforation, without obliterating the identity or denominational value of the stamps. On each card or paper submitted, record (1) the total value of the attached stamps, (2) the name and address of the presenter, and (3) your institution's name and location.

After canceling redeemed stamps, send them to your servicing FRB. Include an adding-machine tape or other listing providing the value of each card or paper submitted and the total value for all stamps in the shipment. The FRB will notify you of any discrepancies found.

Purchase Limits

Paper Series EE bonds are limited to an investment of \$30,000 (purchase price) or \$60,000 (face amount) per person (first-named owner or first-named co-owner), per calendar year. Bonds purchased in earlier years do not affect the current year's limitation. Bonds purchased and redeemed (or exchanged prior to September 1, 2004) in the same calendar year are also excluded from the computation.

Paper Series I bonds are limited to an investment of \$30,000 (face value) per person (first-named owner or first-named co-owner), per calendar year. The Series I bond purchase limit is computed separately from the limit on Series EE bond purchases. Bonds purchased in earlier years do not affect the current year's limitation. Bonds purchased and redeemed in the same calendar year are also excluded from the computation.



Investment amounts in Series EE and Series I bonds are limited by calendar year.

Annual Limitation on Paper Series EE Savings Bond Purchases		
Bond Registration	Issue Price	Face Amount
Single Owner	\$ 30,000	\$ 60,000
Co-owners	\$ 30,000	\$ 60,000
Owner with Beneficiary	\$ 30,000	\$ 60,000
Fiduciary (e.g., trust, estate)	\$ 30,000	\$ 60,000
Annual Limitation on Paper Series I Savings Bond Purchases		
Single Owner	\$ 30,000	\$ 30,000
Co-owners	\$ 30,000	\$ 30,000
Owner with Beneficiary	\$ 30,000	\$ 30,000
Fiduciary (e.g., trust, estate)	\$ 30,000	\$ 30,000

Co-owners: Bonds purchased in co-ownership form will be applied toward the annual purchase limit of the first-named co-owner. Bond owners are no longer permitted to attribute to either co-owner, or apportion between co-owners, bonds bearing the names of two people as co-owners.

Beneficiary: Purchases are attributable to the owner, not the beneficiary.

Fiduciary Capacity: Bonds registered in the names of trusts, guardians or others serving in fiduciary capacities are computed separately from the fiduciary's own bonds on which he or she is named individually as owner or co-owner.

Gifts: Bonds that are purchased as gifts are not included when determining whether or not the purchaser's own bonds are in excess of the limit.

Note: An individual may purchase \$30,000 in his/her name using his/her social security number; then purchase an additional \$30,000 in a trust registration using the tax identification number assigned to the trust.

A paper bond's issue date is the first day of the month in which you receive and accept the issue price and a properly completed and signed purchase order. The issue date is important because it determines when a bond begins earning interest, increases in value, and stops earning interest.

If you receive the purchase order after your normal daily cut-off time for dating transactions, you may date the purchase order as of the next business day. Be sure to inform customers who pay for bonds with a check that the issue date for their bonds will be the first day of the month in which their funds are accepted and available.

Over-the-Counter Purchases at End of Month

If your financial institution treats services provided in the evening hours or on weekends as the next business day's transactions, then savings bond sales transactions may be treated in the same manner. For example, if a purchaser submits an order on Saturday, July 31, change the date on the purchase order to the next business day, August 2, and inform the purchaser of the change in the bond's issue date. The purchaser must initial the change.

Payroll Savings Plan Purchases

The bond purchaser is entitled to an issue date for the month in which the full purchase price is accumulated. However, the actual issue date for a payroll paper savings plan bond is the month in which the full purchase price is received by the servicing FRB.

On occasion, the purchase price of employee's bonds is accumulated near a month's end, but the employer is unable to forward the payment and bond registration data to the bond-issuing institution until the next month. In this case, the bonds are entitled only to an issue date of the latter month. These bonds may be entitled to the earlier issue date if the employer arranges to deliver the purchase price to the servicing FRB in the same month the employees completed payment, even though the



The issue date is important because it determines when a bond begins earning interest, increases in value, and stops earning interest.

bond registration data cannot be submitted until the next month. The employer is expected to supply the bond registration data as soon as possible in the month following the payment.

Interest and Maturity



See Appendix J for detailed questions and answers about interest on these bonds/notes.

Paper Series E/EE Bonds and Savings Notes - Accrual Type

Interest accrues and is paid as part of the redemption value when a Series E/EE bond or savings note is cashed. The issue date determines when a bond begins earning interest, increases in value, and stops earning interest. The rate at which bonds earn interest also depends on the issue date. The issue date is the first day of the month in which full payment is received by an agent authorized to accept purchase order forms.

Paper Series EE Bonds Issued May 2005 and After

Paper Series EE bonds are sold at half their face value and are available in denominations ranging from \$50 through \$10,000. Series EE savings bonds bought on May 1, 2005 or after will earn fixed rates of interest. The new fixed rate will apply for the 30-year life of each bond, which includes a 10-year extended maturity period, unless a different rate or rate structure is announced and applied at the start of the extension period.

Rates for new issues will be adjusted each May 1 and November 1, with each rate effective for all bonds issued through the following six months. Interest accrues monthly and is compounded semiannually.

Savings bonds must be held a minimum of one year. A 3-month interest penalty will apply to bonds cashed before 5 years.

At a minimum, Treasury guarantees that a bond's value will double after 20 years (its original maturity.) It will continue to earn the fixed rate set at the time of issue unless a new rate or rate structure is announced. If a bond does not double in value as the result of applying the fixed rate for 20 years, the Treasury will make a one-time adjustment at original maturity to make up the difference.

Paper Series EE Bonds Issued May 1997 through April 2005

Rates for Series EE savings bonds bought May 1, 1997 through April 2005 are 90% of the average yields on 5-year Treasury securities over the six months preceding rate announcements. Rates are announced each May and November; but, for these particular EE bonds, the rate changes on each six-month anniversary of the bond's issue date. For example, the 6-month earning period for a bond issued in May is May through October; the rate would change on May 1 and November 1. For a bond issued in June, the 6-month earning period is June through November, and the rate would change on June 1 and December 1.

These EE bonds increase in value every month; interest is compounded semiannually.

A 3-month interest penalty will apply to bonds cashed before 5 years. This rewards longer-term bond holders who then benefit from higher 5-year rates over the full life of the bond. If a bond is redeemed before it is five years old, the last 3 months worth of interest is forfeited. For example, if a bond was bought in May 1997 and cashed 24 months later in May 1999, the bond owner received their original investment back plus 21 months of interest. The value of the bond would be based on the announced rates applied over the 21-month period from May 1, 1997, to February 1, 1999.

Series EE bonds earn interest for 30 years. This long life allows investors to use savings bonds for truly long-term goals like education and retirement.

Because the interest for these bonds is pegged to market rates every six months, there's no way to predict when a bond will reach its face value. In the unlikely event that rates are so low that a paper bond with a June 2003 or later issue date doesn't reach face value by the time it is 20 years old, Treasury will make a one-time adjustment to increase the bond's value to face value at that time. For

paper bonds issued May 1997 through May 2003, Treasury will make a one-time adjustment if the bond does not reach face value by the time it is 17 years old.

Paper Series EE Bonds Issued May 1995 through April 1997

Series EE savings bonds issued May 1, 1995 through April 30, 1997, earn interest based on market yields for Treasury securities. Each May 1 and November 1, Treasury determines a long-term rate which is applied to these bonds from five years through 17 years. Bonds will continue to earn interest from 17 years through 30 years at the rates established for bonds issued in this time period. These Series EE bonds earned short-term rates for the first five years.

Series EE bonds earn the long-term rates from 5 years through 17 years. The long-term rate is 85% of the average of 5-year Treasury security yields. A new rate is determined May 1 and November 1. The May 1 rate reflects market yields during the preceding November through April and the November 1 rate reflects market yields during the preceding May through October.

The rate applies to the first semiannual earning period for a bond beginning on or after May 1 or November 1. Earnings will be reflected in the bond's value six months later.

Interest will be added to the value of the bonds every six months. Bonds will increase in value six months after purchase and every six months thereafter. For example, a bond bought in June will increase in value on December 1 and on each following June 1 and December 1. When the bonds are cashed, the bond owner will receive the value of the bonds as of the last date interest was added. If the bonds are redeemed between dates on which they increase in value (accrue interest), the bond owner will not receive interest for the partial period.

 See Appendix B for a table listing the interest accrual dates.

Paper Series E/EE Bonds and Savings Notes Issued Before May 1995

The rate at which these bonds earn interest depends on their issue date. Some bonds are earning guaranteed minimum rates. Still others are earning market-based rates. (All savings notes and some Series E bonds have stopped earning interest.) These bonds earn interest at either guaranteed minimum rates for the entire period from the date of issue or market-based rates for the entire period from the date of issue (or if issued before November 1982, from the bond's first interest accrual date on or after November 1, 1982), whichever produces the higher redemption value.

Guaranteed minimum rates were set at the time a bond was issued. This initial minimum rate applies for a bond's original maturity period and is subject to change as a bond enters an extended maturity period. When a bond enters an extended maturity period, its guaranteed minimum rate (for the new period) becomes the minimum rate in effect at that time for pre-May 1995 issues. For guaranteed minimum rates, contact your servicing Federal Reserve Bank.

Market-based rates are based on the 5-year Treasury securities yields that are calculated each May 1 and November 1. The market-based savings bond rate is set at 85% of the average of these yields for the applicable earning periods.

Series EE Bonds Issued March 1993 through April 1995

Bonds with issue dates of March 1993 through April 1995 have a guaranteed minimum rate of 4% per year, compounded semiannually. These bonds have an original maturity period of 18 years. Once they've been held for five years, they become eligible for market-based rates. For current rates, contact your servicing Federal Reserve Bank, or use the online Savings Bond Calculator at www.treasurydirect.gov/sav/savprice.htm.

Series EE Bonds Issued November 1982 through February 1993

These bonds begin earning interest on a fixed graduated scale that starts at 4.16% at six months and increases during the first five years to reach a guaranteed minimum rate at five years. Bonds with issue dates of November 1986 through February 1993 had a guaranteed minimum rate of 6% per year, compounded semiannually, for their **12-year original maturity period**. Bonds with issue dates of November 1982 through October 1986 had a guaranteed minimum rate of 7.5% per year, compounded semiannually, for their **10-year original maturity period**. These bonds are eligible for market-based rates once they're held for five years. For current rates, contact your servicing Federal Reserve Bank, or use the online Savings Bond Calculator at www.treasurydirect.gov/sav/savprice.htm.

Series EE Bonds Issued Before November 1982

These bonds, if they have not reached final maturity and stopped earning interest, are earning interest at either guaranteed rates from the bond's first interest accrual dates on or after November 1, 1982, or at market-based rates for that entire period, whichever produces the higher redemption value.

 See Appendix B for a table listing the interest accrual dates

Series H/HH Bonds - Current Income Type

Important Note: Treasury discontinued offering Series HH bonds on August 31, 2004. Although no new bonds will be issued, existing bonds will continue to earn interest until redemption or final maturity, whichever event happens first.

Interest is paid every six months by direct deposit (ACH) to an account in the owner's or co-owner's name. Series HH bonds are issued for an original term of 10 years and are granted one 10-year extension giving them a full life of 20 years. Interest rates are subject to change when a bond enters an extension period. Series HH bonds issued January 1, 2003 and later and Series H/HH bonds entering an extended maturity period January 1, 2003 and later earn interest at the fixed rate of 1.5%. All other Series H/HH bonds earn interest at the fixed rate of 4.0%.

You may direct your customers to www.treasurydirect.gov/sav/sbhbits.htm where they can log on and manage their account. Through the H/HH Internet Services site, they can view their account, change their address, and request tax information by way of a safe and secure access. You cannot sign-up for direct deposit on this site.

Original and Final Maturity

Until original maturity, bonds earn interest according to the terms and conditions established at the time they were issued. When a savings bond has reached its original maturity, it enters an extended maturity period. Extended maturity periods are generally 10 years but can be longer or shorter to complete an overall life span of 20, 30, or 40 years. Bonds can continue to enter additional extended maturity periods to reach final maturity. Bonds continue to earn interest until final maturity.

The maturity periods for all series of savings bonds may also be found at <http://www.treasurydirect.gov/sav/sbfaqmat.htm>. Your customers can also check for bonds that have reached final maturity and for interest payments or bonds returned to the Treasury as undeliverable using Treasury Hunt, found at www.treasurydirect.gov/indiv/tools/sav/sbtldhunt.htm. If these electronic tools are not accessible to your financial institution, please contact your servicing FRB.

Series I Bonds

Series I bonds usually increase in value monthly, and interest is compounded semiannually. The interest accumulates and is paid as part of the redemption value when a bond is cashed. Series I bonds can earn interest for up to 30 years.

Series I bonds earn interest at earnings rates, which reflect the combination of fixed rates and semi-annual inflation rates. Each May 1 and November 1, Treasury announces a Series I bond earnings rate for bonds issued in the next six months. Although the inflation rate may vary, the fixed rate applies and remains unchanged for the life of the bond.



Series I bonds earn interest at earnings rates, which reflect the combination of fixed rates and semi-annual inflation rates.

Series I Bond Fixed Rate

The Secretary of the Treasury announces a fixed rate each May 1 and November 1 that will apply to all Series I bonds issued during the six-month period following the rate announcement. The fixed rate in effect when a bond is issued remains constant for the bond throughout its 30-year life. For example, a fixed rate announced on November 1, 1998 is the fixed rate for Series I bonds issued in November 1998 through April 1999, and remains the same for the life of those bonds.

Series I Bond Inflation Rate

A semiannual inflation rate is derived from the Consumer Price Index for All Urban Consumers ("CPI-U"), published by the Bureau of Labor Statistics and changes every six months. The rate reflects the percent change in the CPI-U index over a six-month period ending at least one month prior to publication of the rate announcement. For example, the inflation rate published in the November 1, 1998 announcement reflects the change in the index from its March 1998 level to its September 1998 level.

Treasury uses both negative and positive changes in the CPI-U. If, during periods of deflation, the CPI-U index decreases enough to cause a negative earnings rate, the value of the Series I bond will remain constant until the earnings rate again produces an increase in the bond's value.

Original and Final Maturities of Bonds

Issue Date	Original Maturity	Final Maturity
Series EE Bonds		
June 2003 - Present	20 years	30 years
May 1995 - May 2003	17 years	30 years
Mar 1993 - Apr 1995	18 years	30 years
Nov 1986 - Feb 1993	12 years	30 years
Nov 1982 - Oct 1986	10 years	30 years
May 1981 - Oct 1982	8 years	30 years
Nov 1980 - Apr 1981	9 years	30 years
Jan 1980 - Oct 1980	11 years	30 years
Series E Bonds		
Dec 1973 - Jun 1980	5 years	30 years
Jun 1969 - Nov 1973	5 years, 10 months	30 years
Dec 1965 - May 1969	7 years	30 years
Jun 1959 - Nov 1965	7 years, 9 months	40 years
Feb 1957 - May 1959	8 years, 11 months	40 years
May 1952 - Jan 1957	9 years, 8 months	40 years
May 1941 - Apr 1952	10 years	40 years
Savings Notes		
May 1967 - Oct 1970	4 years, 6 months	30 years
Series HH Bonds		
Jan 1980 - August 2004	10 years	20 years
Series H Bonds		
Feb 1957 - Dec 1979	10 years	30 years
Jun 1952 - Jan 1957	9 years, 8 months	29 years, 8 months

Income Tax Reporting



If interest is reported annually, advise owners to keep tax payment records.

Series E/EE and I Bonds and Savings Notes

Interest earned is exempt from state and local income taxes. The difference between the purchase price and the redemption value is interest. The owner can defer federal income tax until redemption, a taxable reissue, or final maturity, whichever happens first. This means the owner can plan ahead and choose when might be the best time to realize the interest income for tax purposes.

There are also special tax benefits available to those who purchase bonds for education. If bond owners qualify, they can exclude all or part of the interest earned on eligible Series EE and I bonds from income for the year in which the bonds are redeemed to pay for post-secondary tuition and fees. See IRS Publication 970 or Education Savings Options below for more detail.

For federal income tax purposes, bond owners can report interest annually as it accrues or they can defer interest reporting. If interest is reported annually, or as the result of a taxable reissue transaction, advise owners to keep tax payment records. When bonds are cashed, an Internal Revenue Service (IRS) form 1099-INT will be issued for the full amount of interest, and owners will need records as proof of prior reporting to IRS.

Deferred interest must be reported for the year in which the bond (1) is cashed; (2) reaches final maturity (stops earning interest); or (3) is disposed of in some other way (reissuing the bond to some other eligible person), whichever event occurs first.

When reporting Series I bond interest, no distinction is made between interest earned from a fixed rate and that from an inflation rate.

 For additional instructions, see "Interest Reporting" in Chapter 5.

Series HH Bonds

Bond owners who exchanged Series E/EE bonds or savings notes for Series HH bonds (before September 2004) could defer the tax liability on the E/EE bond interest accrued and at the same time receive income every six months. Bond owners could defer the original tax liability up to 20 years, the total life of the HH bond, at which time it will be reported to the IRS. The amount deferred must be reported when the bond (1) is cashed, (2) reaches final maturity (stops earning interest), or (3) is disposed of in some other way (reissued to some other eligible person), whichever event occurs first.

Interest earned on Series HH bonds, like that on Series E/EE bonds, is exempt from state and local income taxes. However, the semiannual interest payments represent current income and must be reported to the IRS for the year in which they are received.

Education Savings Options

Option 1 - Interest Exclusion from Taxes

Under 26 U.S.C. 135, the interest on Series EE and Series I savings bonds purchased January 1990 and after may be tax-exempt when used to (1) pay tuition and fees at qualified educational institutions or (2) make contributions to a qualified state tuition program (beginning with the 1998 tax year), provided the bond owners meet certain income and registration requirements. Details can be found in IRS Publication 970. This interest exclusion is also extended to Series I savings bonds. As an issuing or paying agent, this act does not require you to process any additional forms. You need only provide bond owners with the value and interest amount at the point of redemption. Bond owners must provide this information when claiming the interest exclusion on IRS Form 8815 shown later in this chapter.

To qualify for the interest exclusion:

- Bonds must have an issue date of January 1990 and after.

- Bonds must be issued in either one parent's name, both parents' names, or in the name of someone entitled to claim that child as a dependent for federal income tax purposes.
- Bonds cannot be issued in the name of the dependent child or any other individual as owner or co-owner. Anyone, including the dependant child, may be listed as the beneficiary on the bonds.
- Bonds must be issued to individuals who are at least 24 years of age on the first day of the month in which the bonds are issued.

The reason an individual must be 24 years of age to qualify for the interest exclusion is because the federal income-tax-reducing features of IRS regulations and the tax code (Title 26 of the U.S. Code) are often not available to someone who can be claimed as an exemption on someone else's IRS Form 1040. Consequently, the bond owner must be at least 24 years old before the bond is issued. Any tax benefit from the savings bond education feature is intended for parents who diligently save over a long-term.

The bonds must be redeemed in a year the bond owner pays qualified educational expenses (tuition and fees) to an eligible educational institution or a qualified state tuition program beginning with the 1998 tax year. Room, board, and books are not qualified educational expenses. Eligible educational institutions include colleges, universities, technical institutes, and vocational schools within the United States that meet certain federal standards. If tuition and fees are less than the total redemption value of eligible bonds cashed, the exemption is proportional to the percentage of the value that was used for tuition and fees. For example, if \$10,000 worth of bonds are redeemed during the year but tuition and fees total only \$8,000, 80% of interest income is exempt from federal income tax.



Income limits are adjusted annually for inflation.

Income limits apply to the taxpayer's modified adjusted gross income in the year bonds are redeemed and tuition is paid. These income limits are adjusted annually for inflation and can be found in IRS Publications 550 and 970. These limits are also reflected in the instructions for IRS Form 8815. Modified adjusted gross income includes the bond's accumulated interest before exclusion. Married taxpayers must file a joint return to be eligible for the exclusion.

To complete their tax return, bond owners should retain records for Series EE bonds they cash during the tax year in two separate groups: (1) bonds issued through 1989 and (2) eligible bonds issued beginning in 1990. This will help bond owners determine how much interest can be excluded from gross income in the year that qualified bonds are cashed. Bond owners should bear in mind that Series EE bonds purchased before 1990 do not qualify.

Advise bond owners to keep records of the bonds' serial numbers, face amounts, issue dates, and date(s) of redemption, the total proceeds received (purchase price and interest), the name of the educational institution paid, the amount of qualified expenses, and the date those expenses were paid. Bond owners may use IRS Form 8818 to record information about bonds eligible for the exclusion. When bonds are cashed, bond owners should use the form to record the total proceeds and interest.

For detailed information on record-keeping requirements and other tax information, refer your customers to their IRS District Office.



Form 8815

IRS Form 8815 includes the necessary worksheet and instructions to taxpayers for filing income tax returns.

<p>Form 8815</p> <p>Department of the Treasury Internal Revenue Service (99)</p>	<p>Exclusion of Interest From Series EE and I U.S. Savings Bonds Issued After 1989 (For Filers With Qualified Higher Education Expenses) ▶ Attach to Form 1040 or Form 1040A.</p>	<p>OMB No. 1545-1173</p> <p>2004 Attachment Sequence No. 57</p>
Name(s) shown on return		Your social security number
1 Name of person (you, your spouse, or your dependent) who was enrolled at or attended an eligible educational institution	(b) Name and address of eligible educational institution	
If you need more space, attach a statement.		
2 Enter the total qualified higher education expenses you paid in 2004 for the person(s) listed in column (a) of line 1. See the instructions to find out which expenses qualify	2	
3 Enter the total of any nontaxable educational benefits (such as nontaxable scholarship or fellowship grants) received for 2004 for the person(s) listed in column (a) of line 1 (see instructions)	3	
4 Subtract line 3 from line 2. If zero or less, stop . You cannot take the exclusion	4	
5 Enter the total proceeds (principal and interest) from all series EE and I U.S. savings bonds issued after 1989 that you cashed during 2004	5	
6 Enter the interest included on line 5 (see instructions)	6	
7 If line 4 is equal to or more than line 5, enter "1.000." If line 4 is less than line 5, divide line 4 by line 5. Enter the result as a decimal (rounded to at least three places)	7	× .
8 Multiply line 6 by line 7	8	
9 Enter your modified adjusted gross income (see instructions) Note: If line 9 is \$74,850 or more if single or head of household, or \$119,750 or more if married filing jointly or qualifying widow(er), stop . You cannot take the exclusion.	9	
10 Enter: \$59,850 if single or head of household; \$89,750 if married filing jointly or qualifying widow(er)	10	
11 Subtract line 10 from line 9. If zero or less, skip line 12, enter -0- on line 13, and go to line 14	11	
12 Divide line 11 by: \$15,000 if single or head of household; \$30,000 if married filing jointly or qualifying widow(er). Enter the result as a decimal (rounded to at least three places)	12	× .
13 Multiply line 8 by line 12	13	
14 Excludable savings bond interest. Subtract line 13 from line 8. Enter the result here and on Schedule B (Form 1040), line 3, or Schedule 1 (Form 1040A), line 3, whichever applies . . . ▶	14	

General Instructions

Section references are to the Internal Revenue Code.

Purpose of Form

If you cashed series EE or I U.S. savings bonds in 2004 that were issued after 1989, you may be able to exclude from your income part or all of the interest on those bonds. Use this form to figure the amount of any interest you may exclude.

Who May Take the Exclusion

You may take the exclusion if all four of the following apply.

1. You cashed qualified U.S. savings bonds in 2004 that were issued after 1989.
2. You paid qualified higher education expenses in 2004 for yourself, your spouse, or your dependents.
3. Your filing status is any status except married filing separately.
4. Your modified AGI (adjusted gross income) is less than: \$74,850 if single or head of household; \$119,750 if married filing jointly or qualifying widow(er). See the instructions for line 9 to figure your modified AGI.

U.S. Savings Bonds That Qualify for Exclusion

To qualify for the exclusion, the bonds must be series EE or I U.S. savings bonds issued after 1989 in your name, or, if you are married, they may be issued in your name and your spouse's name. Also, you must have been age 24 or older before the bonds were issued. A bond bought by a parent and issued in the name of his or her child under age 24 does not qualify for the exclusion by the parent or child.

Recordkeeping Requirements

Keep the following records to verify interest you exclude.

- Bills, receipts, canceled checks, or other documents showing you paid qualified higher education expenses in 2004.
- A written record of each post-1989 series EE or I bond that you cash. Your record must include the serial number, issue date, face value, and total redemption proceeds (principal and interest) of each bond. You may use Form 8818, Optional Form To Record Redemption of Series EE and I U.S. Savings Bonds Issued After 1989.

For Paperwork Reduction Act Notice, see back of form.
Cat. No. 10822S
Form 8815 (2004)

Option 2 - Other Approaches to Handling Taxes on Bond Interest

Individuals who do not qualify for the interest exclusion can still use savings bonds to help with their children's education expenses. Details can be found in IRS Publication 929, "Tax Rules for Children and Dependents." Interest income on bonds purchased in a child's name alone or with a parent as the beneficiary (not a co-owner) can be included as income for the child each year as it accrues, or deferred until the bonds are redeemed. In either case, the child will be subject to any federal income tax on the interest. Whether annual or deferred reporting is most beneficial will depend on the child's income over the life of the bonds.



Interest income on bonds purchased in a child's name can be reported annually as it accrues or deferred until the bonds are redeemed.

Annual Reporting

A parent may file a federal income tax return in the child's name (the child will need to have a social security number), reporting the total accrued interest on all bonds registered to the child. The intention to report savings bonds interest annually (on an accrual basis), must be noted on the return. The option to report accrued interest income annually applies to all future years. Questions relating to conditions under which this reporting method may be changed should be referred to the IRS.

No tax will be due unless the child has a total income in a single year equal to the threshold that requires a return to be filed, and no further returns need to be filed until that annual income level has been reached. For children under age 14, unearned income (including dividends and interest) over a specified threshold for that age group will be taxed at the parent's rate. If the child is age 14 or older, income will be taxed at the child's rate. The income thresholds are indexed for inflation and are provided in IRS Publication 929.

Under this approach, the tax liability on the bond interest is satisfied on an annual basis; therefore, when the bonds are redeemed, only the current year's accrual will be subject to federal income tax.

When bonds are redeemed, all interest earned on the bonds must be reported to the IRS. Advise parents to keep complete records when using this option so they can show the IRS that interest has been previously reported.

Replacing a Paper Bond

 *If the intended recipient does not receive a bond, see "Bonds Not Received by Addressee Due to Loss or Theft" in Chapter 2.*

Bonds lost, stolen, destroyed, mutilated, or not received will be replaced either by a substitute bond of the same denomination bearing the same issue date, or by payment for the current redemption value, provided the bond is at least 12 months old and sufficient information and evidence in support of a claim are supplied.



Bond Replacement: Owner must submit Form PD F 1048.

Once a bond has been delivered, any subsequent loss, theft, destruction, mutilation, or defacement should be reported to Bureau of the Public Debt, P.O. Box 7012, Parkersburg, WV 26106-7012 for Series E, EE, or I bonds, or Bureau of the Public Debt, P.O. Box 2186, Parkersburg, WV 26106-2186 for Series H or HH bonds.

The owner should submit a claim for replacement or payment of the bonds on form PD F 1048, which is available from your servicing FRB. The form and any remains of bonds that have been destroyed, mutilated, or defaced should be sent to the address indicated. All pertinent questions should be answered on the form. If a robbery, burglary, or theft is involved, and the bonds total \$5,000 (face amount) or more, the bond owner should furnish a copy of the police report.

Furnishing serial numbers will help facilitate replacement of the bonds. If the owner does not know the serial numbers of the bonds, the following information should be provided:

- The series of the bonds (E, EE, H, HH, I).
- The issue dates of the bonds (month and year of purchase).
- The denominations of the bonds (\$50, \$75, etc.).
- All names, including the middle names or initials shown in the bond registrations.
- All addresses (street name and number, city, state, and ZIP code) that appear on the bonds.
- The social security numbers of all persons named first in the registration of missing bonds, including minors. If the bonds were purchased as gifts and the social security number of the purchaser was used in the bond registrations, that number should be provided if possible.
- The date of the theft or loss, or the circumstances leading to the bond's defacement, mutilation, or destruction.
- The serial number of any bonds still in the owner's possession.



If Public Debt can determine that the bonds in question are still outstanding (i.e., unredeemed), replacement bonds or, if missing bonds are at least 12 months old, a payment for their current redemption value will be issued in accordance with the owner's application.

Alert!

A bond for which no claim has been filed within ten years of the recorded date of redemption is presumed to have been properly paid.

If the records show that the bonds have been redeemed, the claim usually will be denied unless someone other than the owner or co-owner has cashed the bonds. In such cases, an investigation of the payment may be appropriate. However, *a bond for which no claim has been filed within ten years of the recorded date of redemption is presumed to have been properly paid.* Film records of paid bonds are maintained for ten years following the recorded redemption date. In addition, *no claim filed six years or more after the final maturity of a bond will be considered unless the claimant can supply its serial number.*

If a lost bond is found after a replacement bond or a payment of its redemption value has been issued, the owner must immediately return the original bond with an explanation to Public Debt.

Chain Letter Schemes

Issuing U.S. Savings Bonds as part of a chain letter or pyramid scheme is prohibited.

Do not accept orders for savings bonds in cases where you know or have reason to suspect that the bonds will be used in any type of chain letter or pyramid scheme. This applies even if the U.S. Postal Service will not be used to deliver the bonds.

Whenever there is a sudden sharp increase in the purchase of paper savings bonds issued to someone other than the purchaser or the purchaser's family, notify your local postmaster who, in turn, may alert the Office of the Postal Inspector.

Individuals who purchase savings bonds in connection with a chain letter scheme and later discover that their participation violated certain laws and regulations (including state laws), may request a refund of the original purchase price of the bonds by submitting the bonds and form PD F 2966 to their servicing FRB.

Gift purchases of savings bonds are legitimate and are encouraged by the Treasury as long as they are not associated with any type of fraudulent practice. Gift certificates are available to present to the owner pending receipt of the bond.

Issuing Paper Bonds

Qualified issuing agents receive payments and process purchase orders for paper Series EE savings bonds and Series I bonds. Order forms are forwarded by agents to their servicing Federal Reserve Banks (FRBs). Servicing FRBs will process savings bond purchase orders, arrange for the printing of the bonds, and mail them to the address indicated on the purchase order form. Bonds should be received within 15 business days of the purchase order date.

To buy a Series EE savings bond, a purchaser must complete an Order for Series EE U.S. Savings Bonds form PD F 5263, or PD F 5263-1 for fiduciary registrations. For Series I bond purchases, use a Series I Order for U.S. Savings Bonds form PD F 5374, or PD F 5374-1 for fiduciary registrations. While the Series I forms are very similar to the Series EE forms, pay particular attention to Section 5 when calculating the total issue price. Instructions and proper forms of registrations are provided on the back of the third copy of each form. For additional information on acceptable forms of fiduciary registrations, refer to Appendix A. The white boxes on the order forms identify spaces where either the purchaser or you must provide information for the form to be considered complete. If the servicing FRB receives an incomplete order form, the form may be returned to you for proper completion.

As an issuing agent, it is your responsibility to:

- Ensure that each savings bond purchase order form is complete, accurate, and legible.
- Collect payment for the bonds being ordered.
- Ensure your servicing FRB receives purchase orders within five business days of the recorded purchase date.
- Reconcile your reserve account charges promptly.
- Handle all inquiries regarding bonds.

You will be paid a fee of 50 cents per purchase order form submitted on paper and a fee of 85 cents per purchase order submitted in an automated format. Your servicing FRB will credit fee payments on a monthly basis to your institution's reserve/correspondent account.

Note: In addition to bonds issued through an issuing agent, bonds are also issued through Payroll Savings Plans and issued in electronic format in TreasuryDirect via www.treasurydirect.gov. Contact your servicing FRB for further information. (Payroll bond orders are not eligible for fee payments.)

Bond-a-Month Plan



Maintain a signed original order form for each separate registration requested for a Bond-a-Month purchase.

A Bond-a-Month plan allows your customers to automatically purchase savings bonds on a regular basis. Purchasers should complete a separate purchase order form for each different bond registration issued through a Bond-a-Month plan. You should maintain a signed original order form for each separate registration requested for a Bond-a-Month purchase. You do not have to require purchasers to sign subsequent purchase orders. Instead you should photocopy the original form, enter "Bond-a-Month" in the signature field, and properly stamp and date the purchase order each month before batching and submitting the order. To ensure timely delivery, you should maintain current address records for purchasers.

Gift Bonds

Whenever the purchaser and named owner of a bond are different, you should offer the purchaser a gift certificate. The purchaser can use this non-negotiable certificate to inform the named owner that a bond will be mailed directly from the FRB. You can complete the certificate or ask the purchaser to do so. No gift indicator will be shown on the face of the bond. Purchasers can request that bonds be mailed to them instead of the intended owner by completing Item 2 of the order form. Although such names will be shown on the bond, no rights of ownership are conferred on the addressees, nor can they redeem the bond.

A variety of gift certificates are available at www.treasurydirect.gov/mar/margiftce_hi.htm.

Sample Gift Certificate



Completing the Order Form

The following subsections provide instructions on how to complete form PD F 5263. When possible, use black ink and capital letters.

Note: When ordering bonds for fiduciaries and organizations, purchasers should complete form PD F 5263-1, Order for Series EE U.S. Savings Bonds to Be Registered in Name of Fiduciary. Batch such orders separately using the RDS batch transmittal letter 8642.



If the order is for a gift bond purchase and the intended owner's SSN is unknown, use the purchaser's SSN.

(1) Full Name of Owner or First-named Co-owner

In addition to the owner's name, enter a social security number (SSN) in the appropriate box or the order will not be processed. If the order is for a gift bond purchase and the intended owner's SSN is unknown, use the purchaser's SSN. The use of the purchaser's SSN does not imply rights to the bond or require interest income reporting. No gift indicator will be shown on the bond. The full SSN will not appear on the actual savings bond. It will be masked in the following manner: *** ** 6789.

(2) Name of Person To Receive Bonds If Other Than The Owner or First-named Co-owner Above

If the bond is to be mailed to the owner or first-named co-owner's residence, leave this section blank. However, if the bond is to be mailed to a different name or address, enter that person's name in Item 2 so that the postal service will deliver the bond correctly. While the name must appear as part of the delivery address, this does not establish bond rights or entitlement.

(3) Address Where Bonds Are To Be Mailed

Complete delivery information in full. If a bond is to be mailed to a residence or address different from that of the owner or first-named co-owner, enter the recipient or "mail to" name in Item 2. Mailing bonds to a foreign address should not be encouraged. Buyers who want bonds mailed to foreign addresses should be advised whenever possible that a bond bearing a foreign address is far less likely to arrive at that address. It is also difficult to redeem a bond if you are living outside the United States.

(4) Co-owner or Beneficiary

If a name is entered, either co-owner or beneficiary should be checked. Co-ownership will be assumed if neither or if both boxes are checked.

(5) Bonds Ordered

Verify that all of the required information is complete and accurate. For each denomination, verify that the quantity multiplied by the issue price equals the amount shown in the "Total Issue Price" column. Then verify that the sum of the totals in this column equals the amount entered in the "Total Issue Price of Purchase." Verify that the payment received from the purchaser equals the total issue price of bonds being purchased.

If the purchaser does not indicate the denominations desired, the servicing FRB will issue the fewest bonds possible to equal the total issue price of the bonds shown on the purchase order. *The amount appearing as the "Total Issue Price of Purchase" is the dollar amount that you are certifying when issuing a receipt to the purchaser and is the amount which, unless otherwise designated, determines the denomination of bond(s) to be issued.*

(6) Date Purchase Order and Payment Presented to Agent

This date will establish the issue date (month and year) of the bond. The date must be entered in month-day-year order. If a savings bond order form is held for a personal check to clear, the order form should be dated when the funds are available. Be sure to inform the purchaser that payments made by personal check may result in a later issue date due to the time required to clear checks. Normal transaction cut-off times can affect the issue date of a bond as discussed in the "Issue Date" Section in Chapter 1. If the purchaser enters an incorrect date, correct it and ask the purchaser to initial the correction.



The purchase date will establish the issue date of the bond.

(7) Signature

Verify that the purchaser signed the order form and provided a daytime phone number. With the exception of purchases in established, existing Bond-a-Month purchase plans, the purchaser's signature is *always* required. Purchaser information is required when it is not included in the bond registration.

(8) For Agent Use Only

You *must* stamp the copies of the order form in the designated area to validate the transaction. The stamp *must* provide sufficient information to readily identify the institution and branch location processing the savings bond order form. If necessary, you may use this area for other agent information, such as a branch code or teller station identification number.



Advise bond owners to keep a record of their holdings by serial number, issue date, registration, and face amount in a safe place separate from the bonds.

(9) Distribution of Order Forms

The Order for Series EE U.S. Savings Bonds form PD F 5263, is a three-part form. Send the original green copy to your servicing FRB. The first white copy is for your records, and the second white copy serves as the purchaser's receipt. Advise bond owners to keep a record of their holdings by serial number, issue date, registration, and face amount in a safe place separate from the bonds.

Sample Order Form – PD F 5263

Note: Series I Bond Form 5374 is the same format as shown below.

1 Full name of owner or first-named co-owner

2 Recipient or "mail to" name if the mailing address is different from the bond owner's residence

3 Address where bonds are to be mailed

4 Co-owner or beneficiary

5 Bonds ordered

6 Date purchase order and payment presented to agent

7 Signature

8 For Agent Use Only

9 Distribution of order forms

▲ PD F 5263 Department of the Treasury Bureau of the Public Debt (Revised July 2001)	ORDER FOR SERIES EE U.S. SAVINGS BONDS	▲ OMB No. 1535-0084 Previous Editions Usable			
PLEASE FOLLOW THE INSTRUCTIONS ON THE BACK. PRINT IN CAPITAL LETTERS. SCANNABLE FORM — DO NOT WRITE OUTSIDE BOXES.					
1. FULL NAME OF OWNER OR FIRST-NAMED COOWNER					
Name <u>MAYA D SCHOENFELDT</u>					
Social Security Number <u>1 23-45-6789</u>					
2. NAME OF PERSON TO RECEIVE BONDS IF OTHER THAN THE OWNER OR FIRST-NAMED COOWNER ABOVE					
Mail to: _____					
3. ADDRESS WHERE BONDS ARE TO BE MAILED					
<u>1 234 REAL WAY</u> <small>(NUMBER AND STREET, RURAL ROUTE, OR POST OFFICE BOX)</small>					
<u>HAPPENENSTANCE</u> <u>CT 01234</u> <small>(CITY OR TOWN) (STATE) (ZIP CODE)</small>					
4. COOWNER OR BENEFICIARY (Optional) The following person is to be named as <input type="checkbox"/> coowner <input type="checkbox"/> beneficiary:					
Name _____ <small>(Coownership will be assumed if neither or both blocks are checked.)</small>					
5. BONDS ORDERED					
	Denom.	Quantity	Issue Price	Total Issue Price	FOR AGENT USE ONLY
	\$ 50		X \$ 25.00 = \$, . 0 0	
	\$ 75		X \$ 37.50 = \$, . 0 0	
	\$ 100		X \$ 50.00 = \$, . 0 0	
	\$ 200	1	X \$ 100.00 = \$, 1 0 0 . 0 0	
	\$ 500		X \$ 250.00 = \$, . 0 0	
	\$ 1,000		X \$ 500.00 = \$, . 0 0	
	\$ 5,000		X \$ 2,500.00 = \$, . 0 0	
	\$ 10,000		X \$ 5,000.00 = \$, . 0 0	
TOTAL ISSUE PRICE OF PURCHASE \$, 1 0 0 . 0 0	
6. DATE PURCHASE ORDER AND PAYMENT PRESENTED TO AGENT			<u>06 20 02</u> <small>(MO.) (DAY) (YR.)</small>		
7. SIGNATURE			IF YOU NEED A GIFT CERTIFICATE, PLEASE ASK THE PERSON ACCEPTING THIS FORM TO PROVIDE ONE TO YOU.		
PURCHASER'S SIGNATURE <u>Maya Schoenfeldt</u>			(999) 999-9999		
PURCHASER'S NAME, IF OTHER THAN OWNER OR FIRST-NAMED COOWNER (Please print) _____			DAYTIME TELEPHONE NUMBER _____		
STREET ADDRESS (If not shown above) _____			CITY STATE ZIP CODE _____		
▲ 5263 03 99 SEE INSTRUCTIONS FOR PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE ▲			FRB COPY ▲		

Batch Transmittal Information

Sample of Series EE Bond Form 8642

Note: Series I Bond Form 1357 is the same format as shown below.

Series EE Bonds Form 8642

Instructions:

- Write clearly and legibly.
- Please use paper clips - do not staple.
- **Do not submit a photocopy of form.**

To Reorder:

- Call 1-800-553-2663
- Submit reorder form to:
Federal Reserve Bank of Minneapolis
PO Box 89
Minneapolis, MN 55480-0089

Agent Information

0 9 1 0 - 0 0 0 8 - 0 - 0 0 0 0

FEDERAL RESERVE BANK OF MPLS PO BOX 89 - CHECK DEFERRED PYMT. MINNEAPOLIS, MN 55480-0291	Contact Name (print): <input style="width: 100%;" type="text"/> Phone Number: () - <input style="width: 100%;" type="text"/>
Batch Date: <input style="width: 150px;" type="text"/> <small style="display: flex; justify-content: space-around; width: 150px;">M M D D Y Y</small>	Batch Number: <input style="width: 50px; text-align: center; value: 99;" type="text"/>
Number of Applications: <input style="width: 50px;" type="text"/> ← should not exceed 40 applications	
Batch Dollar Amount: \$ <input style="width: 150px;" type="text"/>	

FOR FRB USE ONLY	
Batch	DVC
2nd Pass	Arb

ISSUING AGENT: COMPLETE IF NECESSARY	
If foreign or fiduciary, please check one. Do not mix foreign and fiduciary with regular apps; make separate batches.	
Foreign: <input type="checkbox"/>	Fiduciary: <input type="checkbox"/>

For Issuing Agent use only

- ① Contact name and phone number
- ② Batch date
- ③ Number of purchase order forms
- ④ Batch dollar amount
- ⑤ Foreign or fiduciary orders

Attach a form 8642 to each batch of purchase order forms that are complete and ready to be forwarded to your servicing FRB for processing. You should batch orders using form PD F 5263-1 (for fiduciary registrations) separately from those using form PD F 5263. Your servicing FRB will furnish you with mailing labels for use when submitting your batched order forms. You may send batches through the regular mail.

(1) Contact Name and Phone

Identify the person and telephone number to contact for further information.

(2) Batch Date

Enter the date the batch was forwarded to your servicing FRB.

(3) Number of Purchase Order Forms

Enter the total number of purchase order forms. The total number of purchase order forms in a batch must not exceed 40.

(4) Batch Dollar Amount

Verify that the sum of the "Total Issue Price of Purchase" values on the application order form equals the total issue value recorded on the batch transmittal form.

(5) Foreign or Fiduciary Orders

If foreign or fiduciary applications are being submitted, please check the appropriate box. Do not mix foreign or fiduciary orders with regular applications. Submit separate batch transmittal forms.

Submitting Order Forms

Your servicing FRB should receive batched savings bond orders within five business days after the recorded purchase order date (purchase order date plus five business days.) Section 6 of each order form indicates the purchase date. After the fifth business day, interest may be assessed on delayed funds and will continue to accrue until the servicing FRB receives the batch.

It is important to batch your Series I bond order forms separately from your Series EE order forms and submit them with the appropriate batch transmittal letter form 1357. Also, form PD F 5374 orders must be batched separately from form PD F 5374-1 for fiduciary orders.

 See "Late Remittance Interest Assessments" in this chapter.

Although you must submit paper applications bearing a fiduciary registration or a foreign address directly to your servicing FRB, you have several options for automated submission of other order forms, such as bulkdata, Home Banking, FedLine for the Web Savings Bonds, and PC RDS32. The table below describes the options for automated submission of savings bond orders.

Methods for Automated Submission of Savings Bond Order Forms	
Bulkdata	Information transmitted electronically over communication channels in mass form.
FedLine for the Web Savings Bonds	An application which allows depository financial institutions to key bond orders and transmit them via the internet. Bond orders are subsequently batched and transmitted to the respective servicing FRB.
PC RDS32 for Windows	Software developed by servicing FRBs which allows customers to key bond orders and generate an order file in the specifications required. The order file may be submitted by diskette or transmitted via FedLine Web Savings Bonds.
Home Banking	Refers to the sale of savings bonds through online account access with a financial institution's own Internet Banking system. The Savings bond order file may be submitted via FedLine Web Savings Bonds or a bulk data transmission.

Agent Instructions



Ensure that your servicing FRB receives the savings bond purchase orders within five business days after the purchase order date.

Payment Method

Your servicing FRB will debit the total issue value of savings bond purchase orders to a specified account on the day of receipt. You may ask your servicing FRB to charge your reserve or clearing account or that of your correspondent. You must complete a correspondent agreement to charge another institution's account on your behalf.

Late Remittance Interest Assessments

Ensure that your servicing FRB receives the savings bond purchase orders within five business days after the purchase order date. If you fail to comply with this requirement, the FRB may charge your institution interest. Interest assessments are either collected monthly by a debit to your designated reserve or correspondent account, or may be waived if a month's total assessments for an institution are less than \$50.

Forms Supply

You can obtain supplies of various forms from your servicing FRB. Forms include: Order For Series EE U.S. Savings Bonds PD F 5263, Order For Series EE U.S. Savings Bonds To Be Registered in Name of Fiduciary PD F 5263-1, Order For Series I U.S. Savings Bonds PD F 5374, Order For Series I U.S. Savings Bonds To Be Registered in Name of Fiduciary PD F 5374-1, Batch Transmittals Form for Series EE 8642, Batch Transmittals Form for Series I 1357, Gift Certificates PD F 5276, and RDS Mailing Labels.



Retain copies of order forms and associated batch transmittals for four months.

Retention of Records

Retain copies of order forms and associated batch transmittals for four months in case a batch is lost or there is a discrepancy with order information. Also ask purchasers to retain their copy of the purchase order form until the bonds are received by their intended recipient.

Delivery of Bonds

Bonds are delivered by regular mail at the risk and expense of the United States if they are sent to addresses in the United States or its possessions, the Commonwealth of Puerto Rico, or to APO and FPO addresses.

Bonds Not Received by Addressee Due to Loss or Theft



Inform purchasers that bonds should be received by their intended recipient within 15 business days of the purchase order date.

Be sure to inform purchasers that bonds should be received by their intended recipient within 15 business days of the purchase order date. In the case of multiple bond orders, recipients should thoroughly check the contents of any envelopes received because multiple bonds may be in one envelope. If the intended recipient does not receive the bond(s) within 30 calendar days, check your records to confirm that the order was forwarded to your servicing FRB in a timely manner. Once this has been established, contact your servicing FRB and provide the following information:

- Your agent account number (9-digit routing transit number plus 4-digit branch number)
- Batch transmittal date and dollar amount
- First-named owner and social security number
- Dollar amount of purchase order
- Purchaser's name and address
- Address where PD F 3062 is to be mailed

After confirming that the bonds were issued and mailed, your servicing FRB will complete Part I of form PD F 3062 to provide a complete description of the bond(s), including serial number(s), and mail the form to the appropriate individual. The customer should complete Part II and, if appropriate, Parts III and IV.

Everyone named on the bond(s) as owner, co-owner, or beneficiary should sign the form. Both parents should sign on behalf of a minor registrant, who is too young to sign, and a court-appointed representative should sign on behalf of the estate of an incompetent or a deceased person named on the missing bond. If one or both parents cannot sign on behalf of a minor, or if

there is no representative appointed for an estate, contact your servicing FRB for instructions. Forward the completed and signed claim form to your servicing FRB.

- Lost bonds older than 12 months will be replaced by the Bureau of the Public Debt. The customer should follow the same procedures as if the bond was lost after receipt. The customer should complete and mail a form PD F 1048 rather than a form PD F 3062.”

 For information on requesting replacements for bonds lost after receipt, see “Replacing a Bond” in Chapter 1.

Correcting Errors on Bonds

Do not return bonds with minor typographical errors, such as a misspelled address, for correction. Do not correct an error by erasing, striking, or using correction fluid.

If a bond has an incorrect social security number, it is not necessary to reissue the bond to correct the error. Since the full social security number does not appear on the bond, the bond owner will only be able to compare the last four digits of the number. However, it is important to update Treasury's records to ensure that future transactions can be processed. Instruct the owner to retain the bond and send a letter stating the correct social security number and describing the bond by issue date, registration, serial number, and denomination to Division of Accounting Services, Treasury Securities Accounting Branch, Savings Bond Section, Bureau of the Public Debt, Parkersburg, WV 26106-1328.

Return bonds and supporting evidence to your servicing FRB to correct the following types of errors:

- Incorrect registrations
- Unauthorized forms of registration
- Issue of incorrect denomination
- Incorrect issue date
- Incorrect series

The required evidence varies according to the type of error:

- **If the agent made an error**, a form FA 400 completed and signed by an officer or other authorized employee of the agent.
- **If the purchaser made an error**, a form PD F 4000 for Series EE bonds or PD F 5387 for Series I bonds, completed and signed by the purchaser. Signatures on the forms should be certified or guaranteed by a bank officer or other authorized employee.
- **If the error is due to an employer providing incorrect data in purchasing bonds for an employee under the payroll savings plan or as a gift, prize, or bonus**, a form FA 400 completed and signed by an official of the employer. A form PD F 1849 also may be required if it appears that any person's interest would be adversely affected.
- **If the error is due to an employer purchasing a bond for the wrong employee under the payroll savings plan, and if no deductions have been accumulated to cover the issue price**, a form FA 400 completed and signed by an official of the employer. A form PD F 1849 may also be required if it appears that any person's interest would be adversely affected. If some deductions, but not all, have been accumulated, include a form PD F 1849, completed and signed by the employee who was issued the bond in error - whether sole owner or co-owner - acknowledging receipt of any payroll balance due and that the employer is entitled to the issue price of the bond. In this instance, the form PD F 1849 need not be certified.
- **If the bond is issued under a Bond-a-Month Plan after a customer's authorization to purchase is terminated**, a form FA 400 completed and signed by an officer or other authorized employee of the issuing agent. If the authorization to purchase is terminated by



Forms you'll need to complete and submit to correct an error.

death, include (1) the date the account was charged, (2) the date of the purchaser's death, and (3) the date the death first became known to the issuing agent.

Reissue Transactions

In certain authorized cases bond owners may need to reissue paper savings bonds to change the names or forms of registration. Bonds issued with new registrations bear the same issue dates as the originals. When a bond owner wants to change the name or registration of a bond, the bonds do not need to be redeemed, but should be sent to your servicing Federal Reserve Bank (FRB) for reissue. Although your servicing FRB will process the transaction, you can help bond owners properly complete the appropriate reissue form in its entirety to ensure timely processing.

Reissue transactions require proper certification, or guarantee, of bond owner signatures. Since **notary certification is usually not sufficient**, you should be sure to guarantee or certify signatures using a bank stamp, issuing/paying agent stamp, a Medallion program stamp, or another authorized validating stamp or seal. Reissue forms submitted with notary certification may be returned for proper certification.

Reissue Transaction Issues



Bonds should not be reissued to change the owner's address.

Change of Address

Bonds should not be reissued to change the owner's address. To advise the Treasury Department of an address change for interest payments and/or year-end statements on Series H/HH bonds, bond owners should complete form PD F 1980 or PD F 5257 and send it to the address indicated on the form. To advise the Treasury Department of a change in direct deposit interest payment information for Series H/HH bonds, bond owners should complete form SF 1199A or form PD F 5396 and send it to their servicing FRB. Series H/HH bond owners can also manage their account electronically at www.treasurydirect.gov/sav/sbhhbits.htm. They can view their account, change their address, and request tax information using this site.

Change of Denomination

Bonds should not be reissued for the sole purpose of changing denominations. Denominations can be changed, however, if the bonds are being reissued for authorized reasons. In the case of lower denominations being replaced by a bond of a higher denomination, all of the original bonds must bear the same issue date.

Bonds Close to Final Maturity

Bonds cannot be reissued if received by your servicing FRB less than one full calendar month before final maturity. To ensure reissue, mail bonds to the servicing FRB so that the bonds will arrive no later than two months before final maturity.

Bonds Registered to the Department of Treasury or the United States

Bonds that name the Department of the Treasury or the United States as co-owner cannot be reissued. The Department of the Treasury or the United States may not be a co-owner of Series I bonds. Series E and H bonds with the Treasury or the United States as a beneficiary cannot be reissued. Series EE, HH, and I bonds with the Treasury or the United States as a beneficiary may be reissued.



A parent may request reissue on the minor's behalf, but only in cases where the minor is to be made the sole owner of the bond.

Transactions Involving Minors

Reissue requests bearing the certified signature of a minor will be accepted as sufficient proof of the minor's competency and understanding. If you do **not** consider the minor to be of sufficient competency to sign the request and to understand the nature of the transaction, a parent may request reissue on the minor's behalf, but only in cases where the minor is to be made the sole owner of the bond. A bond that names a minor as beneficiary or co-owner may be reissued in the name of a custodian for the minor, under a statute authorizing gifts or transfers to minors, upon the request of the adult whose name appears on the bond as owner or co-owner.

Series H/HH Bond Transactions

If the name of the owner or principal co-owner on the original bond is different from the name on the reissued bonds, the new owner or the new principal co-owner must certify to the correctness of his or her social security number and to the fact that he or she is not subject to backup withholding. If the form used to request reissue does not bear this preprinted certification statement, the new owner (individual or fiduciary) or new principal co-owner must complete and sign Internal Revenue Service (IRS) form W-9. The fiduciary should complete and sign the form when an employer identification number, e.g., 12-3456789, assigned by the IRS to the trust or other estate, is to be shown on Series H/HH bonds.

Owners of Series HH bonds issued in October 1989 through August 2004 receive interest payments via direct deposit Automated Clearing House (ACH) payment. Any request to reissue Series HH bonds bearing an issue date in the period October 1989 through August 2004 must be accompanied by form SF 1199A or form PD F 5396 to authorize continued direct deposit of interest payments.

Tax Consequences of Reissue Transactions



If a living owner, principal co-owner, surviving beneficiary, or other person entitled will not be the owner or the co-owner of the reissued bonds, the reissue transaction is considered a taxable event.

In most reissue transactions involving bonds in co-ownership form, one of the co-owners is the "principal co-owner" for federal income tax purposes and may be identified as such on the reissue request form. The principal co-owner is the co-owner who (1) purchased the bonds with his or her own funds or (2) received the bonds as a gift, a legacy, an inheritance, or as a result of judicial proceedings and reissued the bonds in co-ownership form, provided the principal co-owner received no contribution in any manner from the other co-owner for being so designated.

The interest reporting requirements of the Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA) apply to reissue transactions that are considered "taxable events." If a living owner, principal co-owner, surviving beneficiary, or other person entitled will not be the owner or the co-owner of the reissued bonds, the reissue transaction is considered a taxable event. The interest earned or accrued on bonds from the issue date to the date of the reissue transaction must be reported to the IRS for the year in which the transaction occurs. Your servicing FRB will report the amount of accrued interest to the IRS and to the affected bond owner, who will be required to report the interest income for federal income tax purposes.

Instructions for Authorized Reissue Transactions

Use of Public Debt Forms

One form can be used for multiple bonds if they are of the same series and will have the same new registration. A separate reissue form must be completed for each different series (E/EE, H/HH, and I) of bonds being sent for reissue. If more than one registration is requested, submit a separate reissue form for each variation. You must certify the signatures of the persons requesting the reissue on each form submitted. All signatures should be certified by an official of your financial institution, under corporate seal, signature guarantee stamp, or issuing/paying agent validation stamp.

 See Appendix C for examples of properly completed forms.

Court Evidence

Any required court evidence must be certified to be true and correct by the court clerk or other authorized court official. If more than a year has passed after an estate representative's appointment by the court, evidence of the appointment must not only be certified to be true and correct, but must also bear the court clerk's or court official's statement that the appointment is still in full force and effect. This statement must be dated within 12 months of the transaction.

You may submit a certified photocopy of evidence, if the copy is made from the original document, bearing the appropriate seals. Certification must include 1) a statement confirming the use of the original document which does bear an official seal and 2) your signature, title, date, and institution's stamp or seal. **Treasury regulations do not allow a notary public to verify evidence.** If an original document or copy indicates in any way that duplication is unlawful, an original must be submitted.

Where to Send Forms, Bonds, and Supporting Documents

The bonds do not need to be endorsed in any way. Send the savings bonds being reissued and the properly completed and certified forms and other supporting documents to your servicing FRB. Keep a record of the serial numbers of the bonds submitted so they can be replaced if lost in transit.



The following table identifies the required Treasury form(s) and supporting documents needed for most reissue transactions.

Table of Authorized Reissue Transactions (Series E/EE and H/HH bonds)

This section summarizes authorized reissue transactions that occur most frequently and identifies the required Treasury form(s) and supporting documents. Consult your servicing FRB regarding situations not covered in the table.

Determine how the bonds are currently registered. If the bond is registered in one name (single ownership), see Section A of the table. If the bond is registered in co-owner form, see Section B. If the bond is registered in beneficiary form, see Section C. Once you have located the appropriate section, review the first column, "Reason for Reissue," to find the relevant reissue transaction. Read across the table to determine which forms (column two) and supporting documents (column three) are needed.

**Table of Authorized Reissue Transactions for Paper Series E/EE, I, and H/HH Bonds
Section A**

**Bond Registered in One Name (Single Ownership)
Example: John R. Doe**

Reason for Reissue	Form Required	Other Documents Required
1. Owner desires:		
a) To add a co-owner or beneficiary.	<u>PD F 4000</u> – To be signed by the owner. <u>PD F 5387 (Series I)</u> - To be signed by the owner.	None.
b) To name another person as the owner, alone or with a co-owner or beneficiary (The new owner must be related to the previous owner by blood, including legal adoption, or marriage; or the new owner and previous owner must be parties to a divorce or an annulment.) (For all except Series I.)	<u>PD F 1938*</u> – To be signed by the owner.	If Series H/HH bonds are involved, see page 3-2.
c) To name another person as the owner when the new owner and previous owner are parties to a divorce or an annulment (Series I Only).**	<u>PD F 5387*</u> – To be signed by the owner.	None.
d) To designate a trustee of a personal trust estate.**	<u>PD F 1851*</u> - To be signed by the owner.	None for PD F 1851 bearing a 3/86 or later revision date. Form PD F 1851 issued prior to 3/86 additional information may be required to determine whether the reissue is a taxable event. If Series H/HH bonds are involved, see page 3-2.
e) To correct error in registration.	<u>PD F 4000</u> - To be signed by the purchaser or the person claiming the error. <u>PD F 5387 (Series I)</u> - To be signed by the purchaser or the person claiming the error. If the error was made by the agent, provide <u>FA 400</u> completed and signed by an authorized employee.	Depending on the nature of the error, more information may be requested.
* <i>This transaction may result in a taxable event</i>		
Important Reminder: Bonds cannot be reissued if less than one full calendar month remains before final maturity. Send bonds to your servicing FRB so that they arrive no later than two months before final maturity. (Bonds that have reached final maturity and all savings notes are not eligible for reissue.)		
**Transaction must be sent to the Bureau of the Public Debt; see Appendix M		

**Table of Authorized Reissue Transactions for Paper Series E/EE, I, and H/HH Bonds
Section A**

Bond Registered in One Name (Single Ownership)

Continued

Reason for Reissue	Form Required	Other Documents Required
<p>2. Owner's name is to be changed (no change in ownership) due to:</p> <p>a) Marriage (ordinarily reissue for such a change is unnecessary).</p>	<p><u>PD F 4000</u> - Owner to sign both present and former names in the space designated for that purpose.</p> <p><u>PD F 5387 (Series I)</u> - Owner to sign both present and former names in the space designated for that purpose.</p>	<p>None.</p>
<p>b) Divorce or annulment of a marriage.**</p>	<p><u>PD F 4000</u> - Owner to sign both present and former names and to complete the statement on the form certifying the manner in which the change occurred.</p> <p><u>PD F 5387 (Series I)</u> - Owner to sign both present and former names and to complete the statement on the form certifying the manner in which the change occurred.</p>	<p>Depending on the nature of the reissue, more information may be requested.</p>
<p>c) Order of court.**</p>	<p><u>PD F 4000</u> - Owner to sign both present and former names and to complete the statement on the form certifying the manner in which the change occurred.</p> <p><u>PD F 5387 (Series I)</u> - Owner to sign both present and former names and to complete the statement on the form certifying the manner in which the change occurred.</p>	<p>Depending on the nature of the reissue, more information may be requested.</p>
<p><i>* This transaction may result in a taxable event</i></p> <p>Important Reminder: Bonds cannot be reissued if less than one full calendar month remains before final maturity. Send bonds to your servicing FRB so that they arrive no later than two months before final maturity. (Bonds that have reached final maturity and all savings notes are not eligible for reissue.)</p> <p>**Transaction must be sent to the Bureau of the Public Debt; see Appendix M</p>		

**Table of Authorized Reissue Transactions for Paper Series E/EE, I, and H/HH Bonds
Section A**

**Bond Registered in One Name (Single Ownership)
*continued***

Reason for Reissue	Form Required	Other Documents Required
<p>3. Deceased owner's bonds to be reissued to person(s) entitled:</p> <p>(a) Estate of deceased owner is being administered through court proceedings, with a representative appointed by the court.</p>	<p><u>PD F 1455</u> - To be signed by representative to request reissue in name of person entitled.</p> <p>Also <u>PD F 4000</u> (or PD F 5387 for Series I) signed by the person entitled if a co-owner or beneficiary is to be added.</p>	<p>Certified copy of the representative's letters of appointment or court certificate on the deceased owner's estate. Court evidence must be dated and shown to be in full force and effect within one year or less of sending the transaction. If Series H/HH bonds are involved, see page 3-2.</p> <p>Death certificate for decedent named on the bond certified by the Registrar of Vital Statistics, or similar official.</p>
<p>(b) After settlement of estate through court proceedings.**</p> <p>(c) After settlement of estate in accordance with state statute, for example, summary administration; or, small estate affidavit.**</p>	<p><u>PD F 5394</u> - Follow instructions on form; it is to be signed by the persons entitled to the estate.</p> <p><u>PD F 5394</u> - Follow instructions on form; it is to be signed by the persons entitled to the estate.</p>	<p>After settlement of estate through court proceedings, request a certified copy of the Decree of Distribution or Final Account for the estate of the decedent; and, death certificate for decedent named on the bonds certified by the Registrar of Vital Statistics, or similar official. If Series H/HH bonds are involved, see page 3-2.</p> <p>Estate settled by summary administration, request a certified copy of the order of summary administration or small estate affidavit signed in accordance with State law, and death certificate for decedent named on the bond certified by the Registrar of Vital Statistics, or similar official. If Series H/HH bonds are involved, see page 3-2.</p>
<p>(d) Estate being settled without administration through court or similar proceedings.* **</p>	<p><u>PD F 5336</u> – Follow instructions on form; it is to be signed by all persons entitled to share in the estate.</p>	<p>Death certificate for decedent named on bond, certified by the Registrar of Vital Statistics, or similar official.</p>
<p>* If redemption value of bonds in a decedent's estate totals more than \$100,000 as of the decedent's date of death, administration in court is required.</p> <p>Important Reminder: Bonds cannot be reissued if less than one full calendar month remains before final maturity. Send bonds to your servicing FRB so that they arrive no later than two months before final maturity. (Bonds that have reached final maturity and all savings notes are not eligible for reissue.)</p> <p>**Transaction must be sent to the Bureau of the Public Debt; see Appendix M</p>		

**Table of Authorized Reissue Transactions for Paper Series E/EE, I, and H/HH Bonds
Section B**

**Bond Registered in Co-ownership Form
Example: John R. Doe
OR
Sallie Doe**

Reason for Reissue	Form Required	Other Documents Required
<p>1. Co-owners desire that bonds be reissued to:</p> <p>(a) Name either co-owner alone or with a new co-owner or beneficiary. (For all except Series I.)</p>	<p><u>PD F 1938</u>* - Original co-owners must be related by blood (including legal adoption) or marriage; both co-owners must sign if new co-owner or beneficiary is desired. Only the co-owner whose name is being eliminated need sign if no new co-owner or beneficiary is desired.</p>	<p>If Series H/HH bonds are involved, see page 3-2.</p>
<p>(b) Name a third person alone or with one of the original co-owners as new co-owner or beneficiary. (For all except Series I.)</p>	<p><u>PD F 1938</u>* - New owner must be related to either original co-owner by blood (including legal adoption) or marriage; both original co-owners must sign.</p>	<p>If Series H/HH bonds are involved, see page 3-2.</p>
<p>(c) Designate a trustee of a personal trust estate.</p>	<p><u>PD F 1851</u>* - To be signed by both living co-owners. Transaction could be a taxable event and subject to interest reporting unless co-owners are also grantors.</p>	<p>None for PD F 1851 bearing a 3/86 or later revision date. For PD F 1851 issued prior to 3/86, additional information may be required to determine whether the reissue is a taxable event. If Series H/HH bonds are involved, see page 3-2.</p>
<p>(e) Correct an error in registration.</p>	<p><u>PD F 4000</u> - To be signed by the purchaser or the person claiming the error. If the error was made by the agent, provide <u>FA 400</u> completed and signed by an authorized employee.</p> <p><u>PD F 5387</u> (for Series I) - To be signed by the purchaser or the person claiming the error. If the error was made by the agent, provide <u>FA 400</u> completed and signed by an authorized employee.</p>	<p>Depending on the nature of the reissue, more information may be requested.</p>
<p><i>* This transaction may result in a taxable event</i></p>		
<p>Important Reminder: Bonds cannot be reissued if less than one full calendar month remains before final maturity. Send bonds to your servicing FRB so that they arrive no later than two months before final maturity. (Bonds that have reached final maturity and all savings notes are not eligible for reissue.)</p>		

**Table of Authorized Reissue Transactions for Paper Series E/EE, I, and H/HH Bonds
Section B**

Bond Registered in Co-ownership Form
Continued

Reason for Reissue	Form Required	Other Documents Required
<p>2. Divorce, legal separation, or annulment. Reissue may be made in the name of one of the owners:</p> <p>(a) Alone.</p>	<p><u>PD F 1938*</u> (Series EE) - To be signed by the owner whose name is being eliminated.</p> <p><u>PD F 5387*</u> (Series I) - To be signed by the owner whose name is being eliminated.</p>	<p>None.</p> <p>If Series H/HH bonds are involved, see page 3-2.</p>
<p>(b) With another person as co-owner or beneficiary.</p>	<p><u>PD F 1938*</u> - To be signed by both the co-owners named on the original bond.</p> <p><u>PD F 5387*</u> (Series I) - To be signed by both the co-owners named on the original bond.</p>	<p>None.</p> <p>If Series H/HH bonds are involved, see page 3-2.</p>
<p>(c) Another person as the owner (Series I only).</p>	<p><u>PD F 5387*</u> – To be signed by both co-owners named on the original bond.</p>	<p>None.</p>
<p><i>* This transaction may result in a taxable event</i></p> <p>Important Reminder: Bonds cannot be reissued if less than one full calendar month remains before final maturity. Send bonds to your servicing FRB so that they arrive no later than two months before final maturity. (Bonds that have reached final maturity and all savings notes are not eligible for reissue.)</p>		

**Table of Authorized Reissue Transactions for Paper Series E/EE, I, and H/HH Bonds
Section B**

**Bond Registered in Co-ownership Form
*continued***

Reason for Reissue	Form Required	Other Documents Required
3. Co-owner's name is changed (no change in ownership) due to:		
(a) Marriage (ordinarily reissue for such a change is unnecessary).	<u>PD F 4000</u> - Person whose name changed to sign both present and former names in space designated for that purpose. <u>PD F 5387</u> (Series I) - Person whose name changed to sign both present and former names in space designated for that purpose.	None.
(b) Divorce or annulment.**	<u>PD F 4000</u> - Person whose name changed to sign both present and former names and to complete statement on form certifying manner in which change occurred. <u>PD F 5387</u> (Series I) - Person whose name changed to sign both present and former names and to complete statement on form certifying manner in which change occurred.	Depending on the nature of the reissue, more information may be requested.
(c) Order of court.**	<u>PD F 4000</u> - Person whose name changed to sign both present and former names and to complete statement on form certifying manner in which change occurred. <u>PD F 5387</u> (Series I) - Person whose name changed to sign both present and former names and to complete statement on form certifying manner in which change occurred.	Depending on the nature of the reissue, more information may be requested.
4. Deceased co-owner; the survivor desires a reissue in his or her name alone or with another person as co-owner or beneficiary.	<u>PD F 4000</u> - To be signed by survivor. <u>PD F 5387</u> (Series I) - To be signed by survivor.	Copy of the death certificate of the deceased, certified by the Registrar of Vital Statistics or similar official.
* If redemption value of bonds in a decedent's estate totals more than \$100,000 as of the decedent's date of death, administration in court is required.		
Important Reminder: Bonds cannot be reissued if less than one full calendar month remains before final maturity. Send bonds to your servicing FRB so that they arrive no later than two months before final maturity. (Bonds that have reached final maturity and all savings notes are not eligible for reissue.)		
**Transaction must be sent to the Bureau of the Public Debt; see Appendix M		

**Table of Authorized Reissue Transactions for Paper Series E/EE, I, and H/HH Bonds
Section B**

**Bond Registered in Co-ownership Form
*continued***

Reason for Reissue	Form Required	Other Documents Required
<p>5. Deceased co-owners and:</p> <p>(a) The estate of the last-deceased co-owner being administered through court proceedings, with a representative appointed by the court.</p>	<p><u>PD F 1455</u> - To be signed by the representative to request a reissue in the name of the person entitled.</p> <p>Also <u>PD F 4000</u> (<u>PD F 5387</u> for Series I) signed by the person entitled if a co-owner or beneficiary is to be added.</p>	<p>Certified copy of the representative's letters of appointment or court certificate on last-deceased co-owner's estate. Court evidence of appointment must be dated and shown to be in full force and effect within one year or less of sending in transaction. If Series H/HH bonds are involved, see page 3-2.</p> <p>Death certificates for both decedents named on the bond certified by the Registrar of Vital Statistics, or similar official.</p>
<p>(b) After settlement of estate of the last-deceased co-owner through court proceedings.**</p>	<p><u>PD F 5394</u> - Follow instructions on form; it is to be signed by persons entitled to estate of the last-deceased co-owner.</p>	<p>After settlement of estate through court proceedings, request certified copy of Decree of Distribution or Final Account for estate of the last-deceased registrant; and, death certificates for both decedents named on bonds certified by Registrar of Vital Statistics, or similar official. If Series H/HH bonds are involved, see page 3-2.</p>
<p>(c) After settlement of estate of the last-deceased co-owner in accordance with state statute, for example, summary administration or small estate affidavit.**</p>	<p><u>PD F 5394</u> - Follow instructions on form; it is to be signed by persons entitled to estate of the last-deceased co-owner.</p>	<p>Estate settled by summary administration; request a certified copy of the order of summary administration; or, Small estate affidavit signed in accordance with State law; and, death certificates for both decedents named on the bonds certified by the Registrar of Vital Statistics, or similar official. If Series H/HH bonds are involved, see page 3-2</p>
<p>(d) Estate of last-deceased co-owner is being settled without administration through court or similar proceedings.* **</p>	<p><u>PD F 5336</u> - Follow instructions on form; it is to be signed by all persons entitled to the estate of the last- deceased co-owner.</p>	<p>Death certificates for both decedents named on the bonds certified by the Registrar of Vital Statistics, or similar official.</p>
<p>* If redemption value of bonds in a decedent's estate totals more than \$100,000 as of the decedent's date of death, administration in court is required.</p> <p>Important Reminder: Bonds cannot be reissued if less than one full calendar month remains before final maturity. Send bonds to your servicing FRB so that they arrive no later than two months before final maturity. (Bonds that have reached final maturity and all savings notes are not eligible for reissue.)</p> <p>**Transaction must be sent to the Bureau of the Public Debt; see Appendix M</p>		

**Table of Authorized Reissue Transactions for Paper Series E/EE, I, and H/HH Bonds
Section C**

**Bond Registered in Beneficiary Form
Example: John R. Doe
POD (Payable on Death)
Bill Doe**

Reason for Reissue	Form Required	Other Documents Required
1. Owner desires to:		
(a) Change beneficiary to co-owner.	<u>PD F 4000</u> - To be signed by owner. <u>PD F 5387</u> (Series I) - To be signed by owner.	None.
(b) Eliminate living beneficiary or substitute the name of another person as beneficiary or co-owner during the current beneficiary's lifetime.	<u>PD F 4000</u> - To be signed by owner and, if bond is Series E/H, by beneficiary. Beneficiary's consent is unnecessary for Series EE/HH bonds. <u>PD F 5387</u> (Series I) - To be signed by owner.	None.
(c) Eliminate a deceased beneficiary, with bond to be reissued in owner's name alone or with a new co-owner or beneficiary.	<u>PD F 4000</u> - To be signed by owner. <u>PD F 5387</u> (Series I) - To be signed by owner.	None for Series EE/HH and I. For Series E/H bonds, a copy of the death certificate for the beneficiary, certified by the Registrar of Vital Statistics or similar official.
(d) Name trustee of personal trust estate.**	<u>PD F 1851*</u> - To be signed by owner and beneficiary for Series E/H bonds. Only the owner need sign for Series EE, HH, and I bonds.	None for PD F 1851 bearing a 3/86 or later revision date. For PD F 1851 issued prior to 3/86, additional information may be required to determine whether the reissue is a taxable event. If Series H/HH bonds are involved, see page 3-2.
(e) Correct an error in registration.	<u>PD F 4000</u> - To be signed by the purchaser or person claiming the error. <u>PD F 5387</u> (Series I) - To be signed by the purchaser or person claiming the error. If the error was made by the agent, provide Form <u>FA 400</u> completed and signed by an authorized employee.	Depending on the nature of the reissue, more information may be requested.
* This transaction may result in a taxable event		
Important Reminder: Bonds cannot be reissued if less than one full calendar month remains before final maturity. Send bonds to your servicing FRB so that they arrive no later than two months before final maturity. (Bonds that have reached final maturity and all savings notes are not eligible for reissue.)		
**Transaction must be sent to the Bureau of the Public Debt; see Appendix M		

**Table of Authorized Reissue Transactions for Paper Series E/EE, I, and H/HH Bonds
Section C**

**Bond Registered in Beneficiary Form
*continued***

Reason for Reissue	Form Required	Other Documents Required
<p>2. Name but not ownership has been changed due to:</p> <p>(a) Marriage (ordinarily reissue for such a change is unnecessary).</p>	<p><u>PD F 4000</u> - Person whose name has changed to sign both present and former names in the space designated for that purpose.</p> <p><u>PD F 5387</u> (Series I) - Person whose name has changed to sign both present and former names in the space designated for that purpose.</p>	<p>None.</p>
<p>(b) Divorce or annulment.**</p>	<p><u>PD F 4000</u> - Person whose name has changed to sign both present and former names and to complete the statement on the form certifying the manner in which the change occurred.</p> <p><u>PD F 5387</u> (Series I) - Person whose name has changed to sign both present and former names and to complete the statement on the form certifying the manner in which the change occurred.</p>	<p>Depending on the nature of the reissue, more information may be requested.</p>
<p>(c) Order of court.**</p>	<p><u>PD F 4000</u> - Person whose name has changed to sign both present and former names and to complete the statement on the form certifying the manner in which the change occurred.</p> <p><u>PD F 5387</u> (Series I) - Person whose name has changed to sign both present and former names and to complete the statement on the form certifying the manner in which the change occurred.</p>	<p>Depending on the nature of the reissue, more information may be requested.</p>
<p>* If redemption value of bonds in a decedent's estate totals more than \$100,000 as of the decedent's date of death, administration in court is required.</p> <p>Important Reminder: Bonds cannot be reissued if less than one full calendar month remains before final maturity. Send bonds to your servicing FRB so that they arrive no later than two months before final maturity. (Bonds that have reached final maturity and all savings notes are not eligible for reissue.)</p> <p>**Transaction must be sent to the Bureau of the Public Debt; see Appendix M</p>		

**Table of Authorized Reissue Transactions for Paper Series E/EE, I, and H/HH Bonds
Section C**

**Bond Registered in Beneficiary Form
*continued***

Reason for Reissue	Form Required	Other Documents Required
<p>3. At owner's death, beneficiary desires reissue in his or her name, alone or with a co-owner or beneficiary.</p>	<p><u>PD F 4000</u> - To be signed by the beneficiary.</p> <p><u>PD F 5387</u> (Series I) - To be signed by the beneficiary.</p>	<p>Copy of the death certificate for the owner, certified by the Registrar of Vital Statistics or similar official.</p>
<p>4. Owner and beneficiary deceased:</p> <p>(a) The estate of the last-deceased person named on the bonds being administered through court proceedings; the representative is appointed by the court.</p>	<p><u>PD F 1455</u> - To be signed by representative to request reissue in name of person entitled.</p> <p>Also <u>PD F 4000</u> (PD F 5387 for Series I) signed by the person entitled if a co-owner or beneficiary is to be added.</p>	<p>Certified copy of the representative's letters of appointment or a court certificate on the last-deceased registrant's estate. Court evidence of appointment must be dated and shown to be in full force and effect within one year or less of sending in the transaction. If Series H/HH bonds are involved, see page 3-2.</p> <p>Death certificates for both decedents named on the bonds certified by the Registrar of Vital Statistics, or similar official.</p>
<p>(b) After Settlement of estate of last-deceased bond registrant through court proceedings.**</p>	<p><u>PD F 5394</u> - Follow instructions on form; it is to be signed by the persons entitled to the estate.</p>	<p>After settlement of estate through court proceedings, request a certified copy of the Decree of Distribution or Final Account for the estate of the last-deceased; and, death certificates for both decedents named on bonds certified by the Registrar of Vital Statistics, or similar official. If Series H/HH bonds are involved, see page 3.2.</p>
<p>(c) After settlement of estate of last deceased registrant in accordance with State statute, for example, summary administration or small estate affidavit.**</p>	<p><u>PD F 5394</u> - Follow instructions on form; it is to be signed by the persons entitled to the estate.</p>	<p>Estate settled by summary administration; request a certified copy of the order of summary administration; or, Small estate affidavit signed in accordance with State law; and, death certificates for decedents named on the bonds certified by the Registrar of Vital Statistics, or similar official. If Series H/HH bonds are involved, see page 3-2.</p>
<p>(d) Estate of last-deceased registrant being settled without administration through court or similar proceedings.* **</p>	<p><u>PD F 5336</u> - Follow instructions on form; it is to be signed by all persons entitled to the estate of the last-deceased.</p>	<p>Death certificates for decedents named on the bonds certified by the Registrar of Vital Statistics, or similar official.</p>
<p>* If redemption value of bonds in a decedent's estate totals more than \$100,000 as of the decedent's date of death, administration in court is required.</p>		
<p>Important Reminder: Bonds cannot be reissued if less than one full calendar month remains before final maturity. Send bonds to your servicing FRB so that they arrive no later than two months before final maturity. (Bonds that have reached final maturity and all savings notes are not eligible for reissue.)</p>		
<p>**Transaction must be sent to the Bureau of the Public Debt; see Appendix M</p>		

Series HH Bonds

Offered only through August 2004, Series HH bonds provide semiannual income, and, if issued in an exchange, *continued deferral* (up to 20 additional years) of reporting interest accrued on older Series E/EE bonds. This deferred interest must be reported to the Internal Revenue Service whenever the HH bonds:

- Are redeemed
- Reach final maturity
- Are reissued in a transaction that is taxable (for example, they are re-registered to a new owner), whichever occurs first.

The HH bond offering was withdrawn effective September 1, 2004. HH bonds are no longer being issued. This means that no HH bond is permitted with an issue date later than August 2004.

 See Chapter 1, *General Information*, for further information on Series HH bond denominations, maturities, and interest payments.

See Chapter 3, *Reissue Transactions*, for information on Series HH bond reissues.

See Chapter 5, *Paying Paper Bonds*, for information on Series HH bond redemptions.

Paying Paper Bonds

Banks and other financial institutions qualified as paying agents for U.S. Savings Bonds are authorized to redeem eligible paper savings bonds of Series A-E, Series EE, Series I bonds, savings stamps, and savings notes presented by owners, co-owners, and other registrants who provide acceptable identification and any additional evidence required.

Timing the Redemption Transaction

Some savings bonds increase in value every six months, so timing the redemption transaction can be important. If such a bond increases in value in August and is cashed in July, the presenter will not receive any interest for the five months since the bond's last increase in value, in this example, February. In most instances, bond owners should redeem bonds on the anniversaries of the issue dates or the midpoint between anniversary dates. For example, a Series E bond with an issue date of December 1, 1979, should ideally be cashed on June 1 or December 1 to maximize potential earnings.



In most instances, bond owners should redeem bonds on the anniversaries of the issue dates or the midpoint

 See Appendix B for exceptions.

When submitting Series H/HH bonds for redemption between semiannual interest payment dates, owners should keep in mind that interest ceases on the last interest payment date. For example, if a bond issued in January 1990, which pays interest each January 1 and July 1, is submitted for payment in September, interest ceases on the last interest payment date, July 1. If owners submit Series H/HH bonds for redemption in the month before an interest payment date, the bonds will be held until the next month, unless the presenter specifically requests that the bonds are redeemed immediately. The bond owner should clearly communicate this request in writing to the servicing FRB when submitting the bonds. If a notice requesting delayed payment is received more than 30 days before the interest payment date, it will not be honored.

Bond owners who need to redeem a number of bonds at one time sometimes ask whether they should cash their oldest bonds first or their newest. They may find it advisable to cash their newest bonds first because these bonds may not be increasing in value as rapidly as older bonds. However, bonds are not eligible for payment until 12 months after their issue date. Bond owners should redeem bonds that have reached final maturity (30 or 40 years after issue) because they are no longer earning interest.



Alert!

Series EE and I bonds redeemed before five years from their issue date are subject to a three-month interest penalty.

Series EE and I bonds can be redeemed anytime after the first 12 months; however, bonds redeemed before 5 years from their issue date are subject to a 3-month interest penalty. For example, the redemption value of a bond cashed 18 months after the issue date will include the first 15 months of interest. After a Series EE or I bond is 5 years old, there is no penalty.

Redemption values published by Treasury provide for monthly increases in Series EE and I bond values and take the three-month interest penalty into account for bonds held less than five years from the issue date. Each month's table of redemption values for Series I bonds shows one redemption value and one amount of interest for each Series I bond by denomination and issue date. These redemption value tables do not show how much interest was produced by a fixed rate and how much interest was produced by an inflation rate.

 See the bond "Redemption Cases Requiring Evidence" Table at the end of this chapter.

Responsibilities of Paying Agents



Alert!

You may be held liable for bonds you pay. It is imperative that you follow the correct procedures to protect against potential losses.

You may be held liable for bonds you pay. It is imperative that you follow the correct procedures to protect against potential losses.

Under the terms of your paying agent agreement, you should redeem eligible bonds when the presenter provides satisfactory identification in accordance with Treasury identification guidelines, whether or not the presenter is a customer, account holder, or depositor.

The Guide to Cashing Savings Bonds (PD P 0022) explains acceptable types of identification and provides a step-by-step question and answer approach to cashing bonds. The guide is meant to simplify the redemption process for tellers, and eliminate errors that might result in liability findings against their financial institution. PD P 0022 was developed as a user-friendly replacement for the Identification Guide for Cashing United States Savings Bonds (PD F 3900). To obtain a copy of the PD P 0022, contact your servicing FRB or download at www.treasurydirect.gov/sav/sav3900.htm.

Identification Procedures



If you comply with the Identification Guide, you should be able to avoid losses.

If you comply with the PD P 0022 *Guide to Cashing Savings Bonds*, you should be able to avoid losses. The following sections describe examples of inadequate owner identification that can result in financial loss to your institution.

Customer Identification

Identification through a customer account is adequate if the presenter of the bond (the person requesting payment) is a customer whose name has been on the account for at least six months and whose signature on the "Request for Payment" section compares favorably with the signature on file. If the account has been open for less than six months, you should require the person presenting the bond to provide personal or documentary identification. One cause of loss is relying on an account that has been open for less than six months. Another cause of loss is accepting, without verification, a presenter's statement that he or she has an account at the institution and that the account has been open for at least six months.

Personal Identification

Identification of the person presenting the bond for payment (presenter) by another person (identifier) is adequate if:

- The identifier is a customer as described above, or is personally known to an officer of your institution.
- In response to questions, you determine that the identifier knows the presenter by the name on the bond and that the source and duration of the acquaintance with the presenter are such as to make the identification reliable.
- The identifier signs the back of the bond.



Alert!

You may not pay more than \$1,000 at any one time on the basis of documentary identification alone.

Sometimes investigations show that the identifier did not know the presenter very well or by the name appearing on the bonds presented. There have been instances of merchants identifying "customers." The financial interest of the identifier is not sufficient to establish that the identifier really knows the presenter; it may even be the basis for suspicion.

Documentary Identification

Documents adequate for identifying persons presenting bonds are specified in the PD P 0022. Because of the generally unreliable nature of identification documents, the Treasury considers it a lack of due care if you pay a large amount to a stranger on the basis of documentary identification. *Therefore, as stated in the PD P 0022 Guide to Cashing Savings Bonds, you may not pay more than \$1,000 at any one time on the basis of documentary identification alone. If you pay more*

than \$1,000 to the wrong person on the basis of documentary identification, you will be liable for the entire amount paid, not just the amount in excess of \$1,000.

Every document must be examined to determine that:

- There is nothing that would raise a suspicion about its authenticity.
- The name in which the document is issued is the same as the name on the bond.
- The signature and the picture or physical description compare favorably with those of the presenter.

Few, if any, identification documents (IDs) can be used as reliable identification. Some issuers do not require that a person be positively identified before the document is issued. Frequently, there is no requirement for the issuer to witness the recipient's signature. Other factors that make documentary identification unreliable are the lack of security measures controlling access to unused stock, the relative ease of altering and counterfeiting ID cards, and the absence of a photograph or physical description.

The PD P 0022 *Guide to Cashing Savings Bonds* lists examples of acceptable and unacceptable documents. It should be noted, however, that even an "acceptable" document would have little value if it is not examined for authenticity and possible alterations. The name on the bond, the presenter's physical appearance, and presenter's signature on the "Request for Payment" section on the back of the bond must be compared with the name, physical description or photograph, and signature on the document.

Agent Liability for Losses on Bonds Paid

By law, you are liable for any loss that results from cashing a savings bond, unless the Treasury is able to determine that the loss was not due to your fault or negligence. Therefore, you should pay only those bonds that are eligible for redemption, and comply with the Treasury's instructions to paying agents, including the PD P 0022 *Guide to Cashing Savings Bonds*. Also ensure that you make notations, preferably on the back of the bonds, that show exactly what identification and evidence you relied on to pay the bonds.

Statute Limiting Agent's Liability for Losses

Under Treasury sponsored legislation, you are automatically relieved of liability for a loss in any case where an erroneous payment has been made ten or more years earlier and the Treasury has not notified you of such payment.

Notation of Evidence

A common cause of the Treasury's inability to relieve paying agents of losses resulting from their payment of bonds is the agent's failure to make any notation or to make an adequate notation of the identification presented.

For your protection, you should make notations concerning the identification and supporting documents presented on the back of the bonds or notes. *If you elect to make such notations on a separate record, you must maintain this record for ten years.* General notations, such as "license," "Armed Forces ID," or "Employee ID" are unacceptable. The specific document should be described by the name of its issuer, date of issue, title of document (show document's form number, if it distinguishes it from other unacceptable documents of the same issuer), and specific number assigned to the holder. If you do not record this information, you run the risk that no evidence can be developed to show that you acted with due care, and you cannot be relieved of liability should a loss occur. The notation should be sufficient to enable you to produce a copy of the evidence if the transaction is later questioned. A notation referring to supporting evidence might include the document or case number on the owner's death certificate and/or the estate representative's letters of appointment, the date of death, and the name and location of the issuing authority. (Examples of adequate notations are (1) D/C John Doe, St. of KS, No 50-87, dod 7/30/90 and (2) L/A John Doe, St. of OK, Kayo Cay, No P-87-S, Dais Ct 7/17/90).



Alert!

You should make notations concerning the identification and supporting documents presented on the back of the bonds or notes.

Completing the Request for Payment



The presenter must sign the "Request for Payment" section on each bond and provide a current address and social security number (SSN) on at least one of the bonds submitted.

When an owner or other authorized individual presents an eligible savings bond (at least one year old) or savings note for payment, you should instruct the presenter to complete the "Request for Payment" section on the back of the bond. The presenter must sign the "Request for Payment" section on each bond and provide a current address and social security number (SSN) on at least one of the bonds submitted.

If there is a slight error or variation in the spelling of the name, the bond owner should sign the name shown on the bond and follow it with the correct signature. For example, if the owner's name has been changed by marriage, the owner should sign, "Mary T. Jones, changed by marriage to Mary T. Smith."

If the bond is presented with the "Request for Payment" section already completed, ask the bond owner to sign it again immediately above or below the first signature as appropriate.

Special Endorsement

A bond may be paid without the owner's signature if you are specifically qualified by your servicing FRB to stamp a special endorsement on savings bonds. This authority permits payment without the owner's signature on the "Request for Payment" section on the back of bonds held by known customers. If you would like the authority to use this special endorsement, contact your servicing FRB and request qualification under Department of the Treasury Circular No. 888. If you use this authority, you are guaranteeing the validity of the transaction and are subject to the same liabilities as previously mentioned.

The 888 stamp cannot be used to redeem Series H/HH savings bonds or when legal documents accompany a transaction. When using the 888 stamp, we suggest that the bond owner sign one of the bonds to show proof of the owner's intent to redeem the bonds. Underline the bond owner's name on the front of the bond, and stamp the remaining bonds with the 888 stamp.

Signature by Mark

A signature by mark ("X") must be witnessed by at least one disinterested person and an officer or other employee of your institution authorized to certify or guarantee signatures on requests for payment on savings bonds. The witness must attest to the signature by mark by writing "Witness to signature by mark," followed by the witness' signature and current address.

Social Security Number

You are not required to verify SSNs, but you must refuse redemption if no number is provided. The number and the payee's current address are needed for federal income tax reporting purposes. If the SSN shown in the registration is accurate, you should underline it; otherwise, the presenter must record the correct SSN in ink either in the "Request for Payment" section or on the lower left side of the face of at least one of the bonds presented.



You are not required to verify SSNs, but you must refuse redemption if no number is provided.

Determining the Redemption Value

The redemption value of a bond is determined by the period of time it has been outstanding. To determine this value, check the bond's issue date in the upper right-hand section on the face of the bond. (Do not confuse this date with the date in the issuing agent's validating stamp.) If the issue date of a bond or note is missing or illegible, send it to your servicing FRB for payment.

You can determine the current redemption value and interest earned by using a redemption pricing system provided by your financial institution or available through the Treasury's Savings Bond Pro pricing software, which can be ordered at no cost from the Bureau of the Public Debt. The redemption value reflects any necessary penalty due to an early redemption. (Series I bonds and Series EE bonds issued May 1997 or later are subject to a three-month penalty if cashed within the first five years of purchase.)

Agents can use free PC software to price Series E/EE savings bonds, Series I savings bonds, and savings notes quickly. The software is updated every six months. Agents can order the software at no charge from:

Bureau of the Public Debt
PO Box 1213
Parkersburg, WV 26102-1213
304-480-6888 (phone)
304-480-7959 (fax)
E-Mail at: BondPro@bpd.treas.gov

Individual bond owners can use the Savings Bond Calculator to price their bonds or download the Savings Bonds Wizard to price and keep an inventory of their bonds and values. Both programs are available free of charge from the Bureau of the Public Debt's website: www.treasurydirect.gov/sav/savprice.htm.

Paying the Presenter

After you have determined that you can make payment of a bond and have established the proper redemption value, carefully imprint your payment stamp on the front of the bond in the unused space immediately to the left of the issue date and the issuing agent's validating stamp. Stamp the bond as near to the issue and validating dates as possible without over imprinting. Legibly record in the stamp the correct redemption value, date of payment (month, day, and year), and sign or initial the stamp. Black ink must be used to imprint the payment stamp on paid bonds and to record the other required data. Contact your servicing FRB about size specifications for payment stamps and procuring new stamps.

You may pay the presenter in cash, issue a credit to the presenter's checking or savings account, or issue a check or similar instrument payable to the presenter.

Interest Reporting

Savings bonds are exempt from state and local income tax.

The amount of interest to be reported is determined by adding all of the interest-earned amounts for bonds presented for payment in the transaction. If \$10 or more in savings bond interest is paid to one person, you must furnish an Internal Revenue Service (IRS) form 1099-INT or an IRS approved substitute to the payee and report the payment to the IRS. The IRS form 1099-INT, or an approved substitute, must provide (1) the name, address, and taxpayer identification number (TIN) of the payee; (2) the name, address, and TIN of the payer (your institution); and (3) the amount of interest earned. If payment is made to an owner or a co-owner, the SSN of the person to whom payment is made must be provided. If payment is made to a parent on behalf of a minor owner or co-owner, the SSN of the minor must be provided. (If the minor does not have a SSN, one must be obtained through the Social Security Administration.)

IRS regulations permit the option of either transaction reporting or annual reporting. You must report interest to the IRS no later than February 28 of the year following the transaction.

Transaction reporting requires the payer to report the interest at the time of the transaction for all bonds cashed. A 1099-INT statement is prepared *each* time a redemption transaction involves \$10 or more in interest. If the total interest paid in a single transaction is less than \$10, no reporting is required. For purposes of determining the \$10 cut-off, each transaction is treated separately. A copy of the statement may be presented to the payee at the time the transaction occurs or later, but the statement must be provided no later than January 31 of the year following the transaction. Transaction reporting eliminates the need to generate aggregate year-end statements of the total interest paid on transactions during the year to a single individual. When using the pricing system Savings Bond Pro, a receipt and record of interest will be generated.



If payment is made to a parent on behalf of a minor owner or co-owner, the SSN of the minor must be provided.

Annual reporting, on the other hand, requires the payer to add up the amount of savings bond interest paid throughout the year to a payee, and if that amount equals or exceeds \$10, to generate a single year-end statement to the payee. The statement must be provided to the payee by January 31 and also reported to the IRS by February 28 of the year following the transaction.

Records of Payment

You should maintain a complete record of each paid bond (serial number and amount paid) sent to the FRB so that if the shipment is lost or some other discrepancy occurs, settlement may be made. You can microfilm, scan, or copy the front and back for this purpose. You should maintain the records, in whatever form, for one year as provided in Department of the Treasury Circular No. 750.

Bonds that Agents Can Pay

To be eligible for redemption, savings bonds must be held for at least 12 months. For example, a Series EE bond bearing a February 2004 issue date is eligible for redemption on February 1, 2005. Once the presenter has provided the appropriate identification, you are authorized to redeem eligible savings bonds of Series A-E, Series EE and Series I, savings stamps, and savings notes in the following cases. Redeemed bonds and notes must be processed through the EZ CLEAR Program, as explained in Chapter 6.

Payment to Owners

Single Ownership	Co-ownership	Beneficiary
Bonds in one person's name alone.	Bonds in two names, such as "John R. Doe or Mary S. Doe".	Bonds in two names, such as "John R. Doe payable on death [POD] Mary S. Doe".
You may pay the owner.	You may pay either co-owner; the signature of only one co-owner is required.	You may pay the owner. The beneficiary is not entitled to payment during the owner's lifetime.

Payment to Beneficiaries

When savings bonds are presented for cashing by a beneficiary named on the bonds and the owner is deceased, you may cash the bonds for the presenter provided the presenter furnishes adequate identification and an acceptable copy of the death certificate for the person named as the bond owner. The copy of the owner's death certificate must be certified under the seal of the Registrar of Vital Statistics or similar official. The decedent's name on the death certificate must be the same as that of the owner named on the bonds.

Payment to a Legal Representative of a Last Deceased Registrant's Estate

You may cash bonds for the legal (court-appointed) representative of a deceased bond owner's estate upon presentation of evidence of appointment. If the bonds bear the names of two persons as co-owners or as owner and beneficiary and both are deceased, you may cash those bonds for the legal representative of the estate of the last deceased person named on the bonds. In this case, in addition to the evidence of the representative's appointment certified to be true and correct by the court clerk or other authorized court official, the representative should present certified copies of the death certificates of both persons named on the bonds. Evidence of appointment is current if (1) received within one year after the date of appointment or (2) the evidence bears a full force and effect statement issued within one year of the presentation of the bonds. The representative of the estate should sign the bonds and include their fiduciary title (for example, Richard Roe, executor of the estate of John Doe, deceased). You should obtain an appropriate TIN for federal income tax reporting purposes. Transactions involving independent, special, temporary, or foreign representatives should be forwarded to your servicing FRB.

Payment to Legal Representatives Designated on Bonds by Both Name and Title

You may cash bonds or notes for any legal representative (e.g., trustee, executor, guardian, and conservator) named in the registration of bonds, provided the presenter furnishes appropriate identification. When signing each bond, the presenter should indicate his or her title, and if the legal representative is a corporate entity, the full corporate name and signer's title (for example, vice president) as well. You should ensure that each request for payment corresponds with the bond's registration and obtain an appropriate TIN for federal income tax reporting purposes.

Notation of Evidence

For the agent's protection, it is recommended that a notation be made, either on the back of bonds or notes, or in a separate record, concerning the death certificate(s) and/or letters of appointment. This notation might include the document or case number on the owner's death certificate and/or the letters of appointment, the date of death, and the name and location of the issuing authority. The notation should be sufficient to permit the agent to produce a copy of the evidence if the transaction is later questioned. Otherwise, the agent runs the risk that no evidence can be developed to show that it acted with due care, and it could not be relieved of liability should a loss occur.

Payment to Minor

If the owner or co-owner of a savings bond is a minor, and the form of registration does not indicate a guardian or other representative has been appointed by the court or similar authority for the minor's estate, you can pay the minor, provided the minor is of sufficient competency to sign the bond and to understand the nature of the transaction. The minor's SSN must be furnished for federal income tax reporting purposes.

Payment to Parent of a Minor

If the owner or co-owner of a savings bond is a minor, and the form of registration does not indicate that there is a court-appointed representative of the minor's estate, and if such minor owner is not of sufficient competency to sign the bond and to understand the nature of the transaction, you can pay either parent with whom the minor resides. The following endorsement must be typed or imprinted on the back of the bond:

"I certify that I am the [father or mother] of [minor's name] and the person [with whom he/she resides] or [to whom legal custody has been granted]. He/she is [age] years of age and is not of sufficient understanding to make this request."

The minor's SSN must be furnished for federal income tax reporting purposes. No legal documentation, such as a birth certificate, is required in these types of transactions. If the minor does not reside with either parent, the person who furnishes the minor's chief support may be paid. Forward these transactions to your servicing FRB for processing.

Bonds That Agents Cannot Pay

In certain cases, paying agents are not authorized to pay bonds and notes. You should forward such bonds and any supporting documentation to the Bureau of the Public Debt or your servicing FRB. The individual requesting redemption must sign the "Request for Payment" section on the back of the bonds. You must establish the identity of this person as if your institution were cashing the bonds. Use the guidelines in PD P 0022 for information on identifying customers. An officer or designated employee of your institution must then certify the presenter's signature on the bonds by signing his or her name and title and placing your institution's seal or agent stamp on the back of the bonds. Send the certified copies of evidence supporting payment with the bonds. Any required court evidence of a representative's appointment that is more than one year old must be updated by the court within the last year and should include the court clerk's or other official's statement that the appointment is in full force and effect.

Your servicing FRB will credit your reserve/correspondent account for the redemption value of the bonds, issue a check to the individual requesting payment, or directly deposit proceeds via ACH to the individual's account.



You may request a credit to your reserve/correspondent account for the redemption value of bonds.

If you request a credit, your servicing FRB will credit your account within five business days from the date the transaction is approved for payment. It is your responsibility to monitor your reserve/correspondent statement and pass the credit to your customer upon receipt. (A reserve account credit is not an ACH credit so it will not automatically credit your customer's account.)

If you request a check, it can be mailed to your institution or directly to the individual requesting payment. Checks are generally mailed from the Philadelphia Federal Reserve Bank five business days from the date the transaction is approved for payment. Remind your customers to allow several more days for mail delivery.

You are not authorized to pay the following transactions:

- Bonds that have not been held for 12 months since the issue date, except for cases where you have been granted a waiver from the Treasury Department to redeem bonds due to hardship. Such waivers generally cover a specific region of the country for a specific period of time; your servicing FRB will provide a special announcement on this condition.
- Bonds of Series F, G, J, K, H, and HH; Individual Retirement Bonds; and Retirement Plan Bonds.
- Bonds presented by an attorney-in-fact (power of attorney). These transactions should be forwarded to the Bureau of the Public Debt.
- Bonds issued in the name of a corporation, partnership, association, or other type of company or institution in its own right.
- Supporting evidence is required, except for qualified beneficiaries and court-appointed representatives of decedents' estates.
- The payee does not furnish a SSN.
- A presenter requests a partial payment. These transactions should be forwarded to the Bureau of the Public Debt.
- Bonds that are mutilated, altered, defaced, or irregular.
- Bonds that are being redeemed for a non-citizen or foreign redemption. These transactions should be forwarded to the Bureau of the Public Debt.

Series H/HH

Series H/HH bonds may be redeemed any time after six months from issue date through your servicing FRB. Depository financial institutions cannot redeem Series H/HH bonds since they do not have access to the system needed to verify H/HH account information, such as whether correct amounts are displayed in tax-deferral legends on bonds presented for redemption. When submitting Series H/HH bonds for redemption between the months in which interest is paid, owners should keep in mind that interest ceases as of the last interest payment. For example, if a bond issued in January 1990, which pays interest each January 1 and July 1, is submitted for payment in September, the last interest payment is the July 1 payment. If owners submit Series H/HH bonds for redemption in the month prior to an interest payment date, the bonds will be held until that date, unless the presenter specifically requests immediate payment. The bond owner should clearly communicate this fact in writing to the servicing FRB when submitting the bonds. However, if a notice requesting delayed payment is received more than 30 days before the interest payment date, it will not be honored.

Partial Payment

Any Series EE bond denomination above \$75 (above \$25, if Series E) is eligible for partial redemption at current redemption values. However, the remaining portion to be reissued (as of the original issue date) must equal an authorized denomination or combination of denominations. For example, if an owner requests partial redemption of a \$100 bond to the extent of \$50 (face amount), the owner would receive a \$50 bond plus a check representing the redemption value of a \$50 bond having the same issue date as the \$100 bond being presented.



Series I bonds are not eligible for partial payment.

On the "Request for Payment" section on the back of the bond, and above the signature, the following statement should be added to the first sentence of the request, "Redeem to the extent of \$50 (face amount) and reissue the remainder." The payee's SSN must be furnished for federal income tax reporting purposes.

Series H/HH denominations eligible for partial redemption include \$1,000, \$5,000, and \$10,000. The procedures for handling partial payments on Series E/EE bonds also apply to Series H/HH bonds.

These transactions should be forwarded to the Bureau of the Public Debt; see Appendix M.

Payment to Voluntary Guardian for Adult

You are not authorized to redeem bonds for voluntary guardians. You should send the bonds, application form PD F 2513, and supporting evidence to the address indicated on the form.

If the adult owner of a bond becomes mentally incapacitated and no other person is legally qualified to act on the owner's behalf, the person responsible for the owner's support and care may submit an application form PD F 2513 to request (1) the redemption of any series of bonds with a total redemption value of no more than \$20,000 or (2) that interest payments on Series H/HH bonds be re-directed so that the funds are available to pay the bond owner's expenses. The application must be accompanied by a statement from the owner's physician indicating that the owner is no longer mentally competent to request payment.

Payment to Persons Acting Under Powers of Attorney

You are not authorized to redeem bonds presented by persons acting under a power of attorney. In such cases, forward the bonds and supporting evidence to the Bureau of the Public Debt, P.O. Box 7012, Parkersburg, WV 26102-7012.

Payment to Creditors

You are not authorized to redeem bonds for creditors. In such cases, forward these bonds to the Accrual Services Division, Office of Investor Services, Bureau of the Public Debt, Parkersburg, WV 26102-7012, for payment.

The Treasury will recognize claims against owners of savings bonds when such claims are established by valid judicial proceedings. For example, in the case of creditors, a savings bond will be paid, but not reissued, to the purchaser at a sale under a levy or to the officer authorized to levy upon the property of the registered owner or co-owners, under appropriate process to satisfy a money judgment. A judgment against one co-owner will be recognized only to the extent that this co-owner's interest in the bond is established, whether by agreement of both co-owners or through court proceedings to which both co-owners are parties.

In the case of bankruptcy, payment of a savings bond will be made to a trustee in bankruptcy, a receiver of an insolvent's estate, a receiver in equity, or a similar officer of the court.

The Treasury will not accept notices of adverse claims or of pending judicial proceedings. Further, it will not undertake to protect the interests of litigants who do not have possession of a bond.

Redemption Cases Requiring Evidence

Note: I bonds cannot be registered in the name of an organization

**You are not authorized to redeem bonds in these cases.
Bonds and supporting evidence should be sent to the Bureau of the Public Debt. See Appendix M..**

Bond Registration and Circumstances	Content of “Request for Payment” Section	Evidence Normally Required	TIN Required
Single owner form; owner deceased; after settlement of estate through court proceedings.	None; Use PD F 5394 – Follow instructions on form; it is to be signed by the persons entitled to the estate	After settlement of estate through court proceedings, request a certified copy of the Decree of Distribution or Final Account for the estate. Death certificate for decedent named on the bonds certified by the Registrar of Vital Statistics, or similar official.	SSN(s) of person(s) receiving bond proceeds.
Single owner form; owner deceased; after settlement of estate in accordance with State statute, for example, summary administration or small estate affidavit.	None; Use PD F 5394 – Follow instructions on form; it is to be signed by the persons entitled to the estate	Estate settled by summary administration; request a certified copy of the order of summary administration; or, Small estate affidavit signed in accordance with State law; and, Death certificate for decedent named on the bonds certified by the Registrar of Vital Statistics, or similar official.	SSN(s) of person(s) receiving bond proceeds.
Co-owner or beneficiary form; both persons deceased and estate of last-deceased person named on bonds has been settled and closed; after settlement of estate through court proceedings	None; Use PD F 5394 – follow instructions on form; it is to be signed by the persons entitled to the estate.	After settlement of estate through court proceedings, request a certified copy of the Decree of Distribution or Final Account for the estate of the last-deceased. Death certificates for decedents named on the bonds certified by the Registrar of Vital Statistics, or similar official.	SSN(s) of person(s) receiving bond proceeds.
Co-owner or beneficiary form; both persons deceased and estate of last-deceased person named on bonds has been settled and closed; after settlement of estate in accordance with State statute, for example, summary administration or small estate affidavit.	None; Use PD F 5394 – follow instructions on form; it is to be signed by the persons entitled to the estate.	Estate settled by summary administration; request a certified copy of the order of summary administration; or, Small estate affidavit signed in accordance with State law; and, Death certificates for decedents named on the bonds certified by the Registrar of Vital Statistics, or similar official.	SSN(s) of person(s) receiving bond proceeds

Redemption Cases Requiring Evidence

Note: I bonds cannot be registered in the name of an organization

**You are not authorized to redeem bonds in these cases.
Bonds and supporting evidence should sent to the Bureau of the Public Debt. See Appendix M..**

Continued

Bond Registration and Circumstances	Content of “Request for Payment” Section	Evidence Normally Required	TIN Required
Single owner or co-owner or beneficiary form; all persons deceased; estate of last-deceased person will not be administered through court proceedings.	None; Use <u>PD F 5336</u> – Follow instructions on form; it is to be signed by all persons entitled to the estate of the last-deceased person named on the bonds.*	Death certificates for decedents named on the bonds certified by the Registrar of Vital Statistics, or similar official.	SSN(s) of person(s) receiving bond proceeds.
John Doe, an incompetent, under legal guardianship of Henry Doe; payment requested by former ward whose disability is removed.	John Doe should sign name as it appears on bond; omit words referring to disability.	Certified copy of court order showing termination of guardianship by reason of restoration to competency.	Owner's SSN.
John Doe, a minor (or incompetent) under custodianship of Henry Doe by designation of Veterans Administration; payment requested by former minor or incompetent whose disability has been removed.	Former ward should sign name as it appears on bond; omit words referring to custodianship.	Former minor needs either a letter from VA or a certified copy of birth certificate; former incompetent needs a letter from a Veterans Services Officer of VA stating that disability has been removed.	Owner's SSN.
Name of the individual changed by court order, divorce, or naturalization.	Miss Mary Roe, changed by (show reason for change) from Mrs. Mary Doe.	Form <u>PD F 4000</u> for Series EE or <u>PD F 5387</u> for Series I signed and certified with statement above signature line completed or certified copy of court order, divorce decree, or naturalization papers.	Owner's SSN.
First Baptist Church.	First Baptist Church, by John Doe, Pastor.	No evidence if the payment is requested by recognized officer. *	Employer Identification Number (EIN) assigned to the church.
XYZ Company, a corporation.	XYZ Company, by John Doe, Treasurer.	No evidence if the payment is requested by recognized officer. *	EIN assigned to the corporation.
Deer Bear Lodge, an unincorporated association.	Deer Bear Lodge, an unincorporated association, by John Doe, Grandmaster.	No evidence if the payment is requested by recognized officer. *	EIN assigned to the unincorporated association.
Smith and Jones, a partnership.	Smith and Jones, a partnership by John B Smith, a general partner.	No evidence if the payment is requested by general partner. *	EIN assigned to the partnership.
John Jones DBA (doing business as) Jones Roofing Company.	John Jones DBA Jones Roofing Company.	No evidence if the payment is requested by the proprietor. *	SSN of proprietor.

** If payment is requested by any other representative, a certified or sworn copy of resolution or excerpt from bylaws.*

Chapter 6

EZ CLEAR

Series I bonds follow the same EZ Clear procedures used for Series EE bonds.

The EZ Clear program was designed to allow you to use the existing check collection system to process redeemed savings bonds and savings notes. All savings bonds and notes you are currently authorized to redeem must be processed through EZ Clear and deposited with your local Federal Reserve Bank (FRB). You should continue to determine the redemption amount, affix your paid stamp, and report interest according to IRS requirements.

Eligible Savings Bonds



You may commingle all Series E/EE and Series I bonds and savings notes in an EZ Clear deposit.

You may commingle all Series E/EE and Series I bonds and savings notes, including older Series A-E half and full size "paper" bonds, in an EZ Clear deposit. There is no need to separate Series A-E paper bonds from Series E/EE and Series I card style bonds. However, the large (8 x 7 inches) paper bonds must be folded and placed in an approved document carrier, and the carrier must be MICR-encoded. The half (4 x 7 inches) paper bonds may be deposited "as is" (MICR-encode directly on the bond). In the case of a repair, place the bond in an approved document carrier and MICR-encode the carrier.

Do not send bonds presented for reissue (changes in registration) through EZ Clear. Instead, these bonds should be submitted to your servicing FRB's Savings Bonds Department with the reissue requests and any supporting documents.

Series H/HH bonds for redemption should **not** be submitted through EZ Clear. Refer to Chapter 5 for proper instructions.

Deposit Methods

Two deposit methods are available in the EZ Clear program. You may commingle savings bonds and notes in a normal check (mixed) cash letter or sort savings bonds and notes into a separately sorted (fine sort) cash letter for deposit.

Separately sorted cash letters must indicate the agent's name, nine-digit Routing/Transit number, dollar amount, item count, and date of the cash letter. With each separately sorted cash letter, include "detail" or tape listings of the bonds contained in the cash letter.

EZ Clear fine sort customers must be enrolled as an EZ Clear depositor in order to obtain fees. An enrollment application can be obtained online at <http://www.treasurydirect.gov/sav/sbezenroll.htm> or call EZ Clear at 1-800-245 2804.

Deposit Methods

	Mixed Cash Letter (Commingled with commercial check items)	Separately Sorted Cash Letter (Fine sort, contains only savings bonds)
Teller Requirements	Same as Current	Same as Current
Encoding Requirements *	Routing/Transit Number (0000-9000-7) and redeemed amount	Redeemed amount only. Routing/Transit number optional.
Cash Letter Size	Local FRB office check deposit guidelines	No greater than 3,000 items per cash letter. If necessary, multiple cash letters may be submitted to accommodate deposits exceeding 3,000 items.
Bundle Size	Local FRB office check deposit guidelines	Bundles should not exceed 300 items.
Deposit Deadline	Local FRB office "mixed" check deposit deadline	Local FRB deposit deadline; if no deadline, 12:00 Noon, Monday through Friday
Funds Availability	Same day (immediate)	Same day (immediate)
Processing Charge	Local FRB "mixed" POMO/Govt. per item fee	No processing charge
Redemption Fees	No redemption fees will be paid for bonds deposited in a mixed cash letter.	A redemption fee of 30 cents will be paid for each bond deposited in a separately sorted cash letter.
Deposit Options **	Directly to local FRB or through normal correspondent/respondent check arrangements	Directly to local FRB or through normal correspondent/respondent check arrangements
Adjustment Inquiries	Your local FRB	EZ Clear Central Site, Pittsburgh Branch, Federal Reserve Bank of Cleveland

****Encoding in the Transaction Code (T), the Auxiliary On-U's, and the Account Number (A/N) fields is strictly prohibited.*** Encoding a Routing/Transit number other than 0000-9000-7 in the Routing/Transit field is also prohibited.

*****Before depositing savings bonds with a correspondent, verify that the correspondent is willing to accept these items. Also note that neither the Treasury nor the Central Processing Site will be responsible for forwarding redemption fees to institutions other than those depositing a separately sorted cash letter directly with their local FRB, Branch, or RCPC. Therefore, please clarify with your correspondent if and how you will receive redemption fees from them.***

Reject Repair Options

The use of correction tabs (labels) on any field, including the amount field, is prohibited.

To correct inaccurate MICR-encoded data placed on bonds, you may use one of the following three options:



Alert!

The use of correction tabs (labels) on any field, including the amount field, is prohibited.

- Use encoding eraser fluid and re-encode the MICR on the bond.
- Apply a strip to the bottom of the bond and MICR-encode the strip.
- Place the bond in an approved document carrier and encode the carrier.

Approved document carriers should meet the "Federal Reserve System's Return Item Carrier Guidelines." These guidelines may be obtained from your local FRB. Adherence to these guidelines will facilitate processing at the local FRB and the Central Processing Site. Please note that document carriers may be used as repair options only and not as a normal method of encoding bonds.

When document carriers are used as a repair option, do not staple or use any other form of adhesive to attach the bond to the carrier. If the document carrier has a pressure sensitive adhesive strip, do not remove the protective covering that exposes the adhesive, as the bond may be torn or otherwise mutilated when removed from the carrier. Do not use document carriers made of clear plastic-type material because they cause sorter processing problems at the Central Site.

Adjustments

All EZ Clear adjustments, such as mispriced bonds, misencoded bonds, and listing errors, will be directed to you through normal check adjustment channels. Reference information will be provided with each adjustment.

Depositors of mixed cash letters should direct inquiries regarding adjustments received to their local FRB Check Adjustment Department.

Depositors of separately sorted cash letters should direct inquiries to the Central Processing Site EZ Clear Adjustments Department at 1-800-245-2804 (choose Menu Option 4, then Option 4) between 7:30 a.m. and 4:30 p.m. Eastern Standard Time. The toll-free number should not be used to initiate adjustment requests, except in the case of errors that are \$10,000 or greater and are discovered after deposit.

Facsimiles

The EZ Clear program was designed to use the check procedure for submitting facsimiles (photocopies) to regain credit for paid savings bonds and notes that are lost or destroyed internally by the depositor while en route to the Central Processing Site or during processing at the Central Processing Site. Include the following indemnification with savings bond and note facsimiles:

“This is a photographic facsimile of the original United States Savings Bond,			
Serial Number	Issue Date (Month/Year)	Payment Date (Month/Year)	Payment Amount
which was endorsed by the undersigned and reported missing or destroyed while in the regular course of bank collection. The undersigned guarantees the validity of this facsimile and all prior or any missing endorsements and agrees to be bound by the regulations contained in Treasury Circular No. 750, Fourth Revision (31 CFR Part 321), for any loss sustained by the Treasury or an endorsing bank in honoring this facsimile.”			
Authorized Signature			

Ensure that the indemnification is signed by an official of the depositing financial institution.

Endorse the facsimile (photocopy) of the savings bond (front and back) with a current stamp of the financial institution and provide a copy of the original Federal Reserve debit advice. If no Federal Reserve debit advice exists because the original savings bond or note was lost internally, include a statement to that effect with the facsimile submission.

When a legible facsimile of a missing bond cannot be produced, form PD F 2517 may be completed.

Mixed cash letter depositors should send facsimiles as correspondence to their local FRB Check Adjustment Department.

Separately sorted cash letter depositors should send facsimiles as correspondence to:

EZ Clear Adjustments
Pittsburgh Branch
Federal Reserve Bank of Cleveland
PO Box 867
Pittsburgh, PA 15230-0867

Redemption Fee Payments

No fees are paid for bonds deposited in mixed cash letters.

A redemption fee of 30 cents is paid for every eligible savings bond or note that is deposited in a separately sorted cash letter. The Central Processing Site pays fees monthly to each depositing financial institution (not to each paying agent or branch office). The financial institution's name and routing number must appear on separately sorted cash letters. Financial institutions using a correspondent bank will not receive fees unless the respondent arranges with the correspondent bank to send a separate cash letter on behalf of the respondent bank.

To accommodate electronic posting, depositing agents must designate either an internal account number (demand deposit/share draft) on the EZ Clear enrollment form or a correspondent checking account.

Redemption fees are paid by issuing an Automated Clearing House (ACH) credit to the account number specified by the depositor. The ACH payment is a "demand credit", and will use a Prearranged Payments or Deposits (PPD) format accompanied by an 05 Addendum record. The payment will be effective on the last business day of each month for fees earned during the previous month.

Questions regarding redemption fees may be directed to the Central Processing Site at 1-800-245-2804 (choose Menu Option 4, then Option 4) from 7:30 a.m. to 4:30 p.m. Eastern Standard Time.

Records of Redeemed Bonds

You are authorized to microfilm or use similar copy imaging to duplicate the face and back of each bond you redeem. You are required to retain such records for at least one year.

Trusts

As a financial institution, you will receive requests from customers to purchase, redeem, and reissue, paper savings bonds involving trust registrations. This chapter provides you with information needed to handle many routine requests you may encounter.

A trust is a right of property, real or personal, held by one party for the benefit of another. It is a written, legal document that creates an entity to which an individual can transfer ownership of his/her assets. The person who creates the trust is called the **grantor**. The **trustee** is the person who will manage the assets of the trust. A **successor trustee** is the person who will manage the assets of the trust if the initial trustee becomes unable to manage the trust due to death, illness, or resignation. A person who receives the benefit of the trust's assets is called the **beneficiary**.

The type or nature of the trust is the manner in which the trust is made. If the grantor(s) of the trust is also the trustee(s) of the trust, the nature of the trust would be "under declaration of trust." This would be abbreviated "U/D/T." If the trustee(s) and the grantor(s) are different people, then the nature of the trust is "under agreement" and the abbreviation "U/A" is used.

Purchasing Savings Bonds in a Trust Registration

When a customer wants to purchase savings bonds in a trust registration, he/she will need to complete a special fiduciary purchase application. Form PDF 5263-1 *Order for Series EE U.S. Savings Bonds To Be Registered In Name of Fiduciary* should be used to purchase Series EE bonds in a trust registration. Form PD F 5374-1 *Series I Order for U.S. Savings Bonds To Be Registered In Name of Fiduciary* should be used to purchase Series I bonds in a trust registration.

There are four important elements required in a trust registration:

- The name(s) of the trustee(s)
- The name(s) of the grantor(s)
- The nature of the trust
- The date the trust was established (month, day, and year)

If the Internal Revenue Service has assigned a tax identification number to the trust, use that number on the purchase application. If no such number has been or is being assigned to the trust, use the grantor's social security number.

As with single owner registrations, the annual purchase limit per trust registration is \$30,000 face value for paper Series EE bonds, and \$30,000 face value for paper Series I bonds. This amount is in addition to any purchases registered in an individual investor's name.

If:	Then:
The grantor of the trust is also the trustee of the trust.	The registration would read: "John Doe trustee under declaration of trust dated 1/31/03." This would be abbreviated as: "John Doe Tr U/D/T dtd 1/31/03."
The grantor of the trust is not the trustee of the trust.	The registration would read: "Mary Smith trustee under agreement with John Doe dated 1/31/03." This would be abbreviated as: "Mary Smith Tr U/A John Doe dtd 1/31/03."
The trust is a family trust.	The registration would read: "Mary Smith trustee of the Smith Family Trust dated 1/31/03." This would be abbreviated as: "Mary Smith Tr of the Smith Fam Tr dtd 1/31/03."
The trust is a testamentary trust which was created in the will of a deceased grantor.	The registration would read: "Mary Smith trustee under the will of John Doe, deceased." This would be abbreviated as: "Mary Smith Tr U/W John Doe dec'd."

Note: The servicing FRB will use the abbreviated form whenever possible. *For additional trust registrations, see Appendix A.*

Redeeming Savings Bonds in a Trust Registration

As a paying agent of United States Savings Bonds, a customer may want to redeem savings bonds registered in a trust inscription. Report the interest under the social security number or employer/estate identification number of the trust. Your financial institution may pay these bonds **if:**

- The person(s) requesting payment is the trustee(s) named on the bond(s).
- The trustee(s) named on the bond(s) signs the request for payment on the back of the bond(s) as trustee(s) in your presence.
- The amount being redeemed does not exceed the limit stated in PD P 0022, *The Guide for Cashing Savings Bonds*, and the transaction is conducted according to the rules in that guide. (See Appendix D.)
- The bonds are at least 12 months old.

If:	Then:
The bonds are registered in a trust registration and the person(s) requesting payment is the trustee(s) named in the registration on the bond(s).	Have the trustee(s) sign the back of each bond and pay the trustee(s) in his/her fiduciary capacity. Report the taxable income under the trust.

All other requests for redemption should be forwarded to the Bureau of the Public Debt.

The chart below describes some common types of transactions you could encounter. Where the pertinent pages of the trust are required, provide the pages of the trust containing:

- The name and date of the trust.
- The name(s) of the initial trustee(s) and the name(s) of any successor trustee(s).
- The notarized signature(s) of the grantor(s).
- A statement indicating whether the trustee may act independently.
- Any page(s) or amendment(s) to the trust which would change the trustee(s) or successor trustee(s).

If:	Then:
The initial trustee dies.	<ul style="list-style-type: none"> ➤ Provide the pertinent pages of the trust. ➤ Provide a certified copy of the trustee's death certificate. ➤ Have the successor trustee(s) sign the back of the bond(s). ➤ Certify the successor's signature using your financial institution's official stamp or seal, a signature guarantee stamp, or an issuing/paying agent validation stamp. ➤ Provide the TIN for the trust. ➤ Provide instructions for payment.
The initial trustee resigns.	<ul style="list-style-type: none"> ➤ Provide the pertinent pages of the trust. ➤ Provide a letter of resignation, if indicated in the trust. ➤ Have the successor trustee sign the back of the bond(s). ➤ Certify the successor's signature using your financial institution's official stamp or seal, a signature guarantee stamp, or an issuing/paying agent validation stamp. ➤ Provide the TIN for the trust. ➤ Provide instructions for payment.
The grantor dies but the trustee(s) has not changed.	<ul style="list-style-type: none"> ➤ Pay these bonds if the trustee(s) named in the registration of the bonds is requesting payment. Important: The trust governs these bonds. Any request by an executor or administrator will not be honored.

Any question regarding whether to pay bonds in a trust registration or send for collection should be directed to the Bureau of the Public Debt.

Reissuing Savings Bonds in a Trust Registration

Series E, EE, I, H, and HH savings bonds may be reissued into a trust registration using form PD F 1851, *Request to Reissue United States Savings Bonds to a Personal Trust*. This form allows living bond owners to re-register their bonds into a living trust.

The inscription on the application should contain:

- The name of the trustee(s)
- The name of the grantor
- The nature of the trust
- The date the trust was created (month, date, and year)

If:	Then:
The bonds are in single owner registration.	<ul style="list-style-type: none"> ➤ Have the PD F 1851 signed by the owner of the bonds. ➤ Certify the signature on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the trustee complete and sign the direct deposit authorization on PD F 5396, if Series H/HH are involved. ➤ Have the trustee complete IRS Form W-9, if Series H/HH bonds are involved and an EIN is assigned to the trust.
The bonds are registered as single owner with a beneficiary.	<ul style="list-style-type: none"> ➤ Have the PD F 1851 signed by the owner of the bonds. ➤ Have the beneficiary sign the PD F 1851, if Series E or H bonds are involved. If the beneficiary is deceased, provide a certified copy of the beneficiary's death certificate. ➤ Certify the signature(s) on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the trustee complete and sign the direct deposit authorization on PD F 5396, if Series H/HH bonds are involved. ➤ Have the trustee complete IRS Form W-9, if Series H/HH bonds are involved and an EIN is assigned to the trust.
The bonds are in co-owner registration.	<ul style="list-style-type: none"> ➤ Have the PD F 1851 signed by both co-owners named on the bonds. If one co-owner is deceased, provide a certified copy of the deceased co-owner's death certificate. ➤ Certify the signature(s) on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the trustee complete and sign the direct deposit authorization on PD F 5396, if Series H/HH bonds are involved. ➤ Have the trustee complete IRS Form W-9, if Series H/HH bonds are involved and an EIN is assigned to the trust.

Other Reissues Involving Trust Registrations

Once bonds are issued in a trust registration, circumstances may change which require the bonds be reissued to a new registration. Customers may request to reissue bonds to change the trust registration for the following reasons:

- Change of trustee – The trustee may change due to death, resignation, or removal.
- Termination of trust – The trust may terminate after a specific period of time, upon a specific event, or at the death of the grantor.
- Revocation of trust – The grantor of the trust may decide to revoke or nullify the trust in its entirety.
- Distribution of estate - The grantor dies and the bonds are to be reissued to specific individuals.
- Distribution of trust – The grantor is living, the trust is not revoked or terminated, and the grantor wishes to reissue bonds out of the trust registration.

Form PD F 1455, *Request By Fiduciary For Reissue Of United States Savings Bonds/Notes*, is required to reissue bonds that are in a trust registration. The reason for reissue must be stated on the PD F 1455 where indicated. Depending on the circumstances, additional forms or evidence may be required.

If:	Then:
The trustee changes due to death, resignation, or removal.	<ul style="list-style-type: none"> ➤ Have the successor trustee(s) complete and sign PD F 1455. Certify the signature(s) on the form using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Indicate the reason for reissue on the PD F 1455. ➤ Provide a certified copy of the death certificate or letter of resignation or removal, as appropriate. ➤ Provide the pertinent pages of the trust. ➤ Have the trustee complete and sign the direct deposit authorization on PD F 5396, if Series H/HH bonds are involved.
The trust is terminated because the grantor has terminated the trust, or the trust expires.	<ul style="list-style-type: none"> ➤ Have the trustee(s) complete and sign form PD F 1455 to reissue the bonds to the person entitled. Certify the signature(s) on the form using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Indicate the reason for reissue on the PD F 1455. ➤ Have the person entitled complete and sign form PD F 4000 or PD F 5387 for Series I, if he/she wants to name a co-owner or beneficiary. Certify the signature on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the person entitled complete and sign the direct deposit authorization on PD F 5396 and IRS Form W-9, if Series H/HH bonds are involved.
The grantor revokes the trust.	<ul style="list-style-type: none"> ➤ Have the grantor complete and sign form PD F 1455 indicating the person entitled. Certify the signature on the form using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Indicate the reason for reissue on the PD F 1455. ➤ Provide the pertinent pages of the trust. ➤ Have the person entitled complete and sign form PD F 4000 or PD F 5387 for Series I, if he/she wants to name a co-owner or beneficiary. Certify the signature on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the person entitled complete and sign the direct deposit authorization on PD F 5396 and IRS Form W-9, if Series H/HH bonds are involved.
The grantor dies and the trustee(s) named on the bonds is distributing the bonds to the person entitled.	<ul style="list-style-type: none"> ➤ Have the trustee(s) complete and sign form PD F 1455 to reissue the bonds to the person entitled. Certify the signature(s) on the form using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Indicate the reason for reissue on the PD F 1455. ➤ Have the person entitled complete and sign form PD F 4000 or PD F 5387 for Series I, if he/she wants to name a co-owner or beneficiary. Certify the signature on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the person entitled complete and sign the direct deposit authorization on PD F 5396 and IRS Form W-9, if Series H/HH bonds are involved.

If:	Then:
<p>The grantor is living, the trust has not terminated, and the bonds are being distributed.</p>	<ul style="list-style-type: none"> ➤ Have the trustee(s) complete and sign form PD F 1455 to reissue the bonds to the person entitled. Certify the signature(s) on the form using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Indicate the reason for reissue on the PD F 1455. ➤ Have the person entitled complete and sign form PD F 4000 or PD F 5387 for Series I, if he/she wants to name a co-owner or beneficiary. Certify the signature on the application using your institution's official stamp or seal, signature guarantee stamp, or issuing/paying agent validation stamp. ➤ Have the person entitled complete and sign the direct deposit authorization on PD F 5396 and IRS Form W-9, if Series H/HH bonds are involved.

These transactions must be sent to the Bureau of the Public Debt; see Appendix M.

Examples of Trust Registrations

It is preferred that the employer identification number (EIN) for the trust be used in the registration of the bond. If there is no EIN, the social security number (SSN) of the grantor of the trust or the decedent may be used.

*It is not necessary for the trust instrument to be submitted to support the **original** issuance of Series EE or I bonds. It is important that bonds have a registration that conforms with regulations. However, the responsibility for the accuracy of the information provided rests with the purchaser.*

Trustees under Agreements of Trust, Declarations of Trust, Deeds of Trust, or Trust Indentures

Complete	Abbreviated
12-3456789 Paul E White trustee under declaration of trust dated 2-1-80	12-3456789 Paul E White Tr U/D/T dtd 2-1-80
12-3456789 Paul E White trustee under declaration of trust dated 2-1-80 for the benefit of Mary Smith	12-3456789 Paul E White Tr U/D/T dtd 2-1-80 FBO Mary Smith
12-3456789 Paul E White and Mary White co-trustees under declaration of trust dated 2-1-80	12-3456789 Paul E White & Mary White Co-Tr U/D/T dtd 2-1-80
12-3456789 Paul E White and Mary White co-trustees under declaration of trust dated 2-1-80 for the benefit of Sally White	12-3456789 Paul E White & Mary White Co-Tr U/D/T dtd 2-1-80 FBO Sally White
12-3456789 Paul E White trustee under agreement with Paul E White and Mary White dated 2-1-80	12-3456789 Paul E White Tr U/A Paul E White White & Mary White dtd 2-1-80
12-3456789 Beloit National Bank trustee under agreement with Paul E White dated 2-1-80 (Trust No 1)	12-3456789 Beloit Natl Bk Tr U/A Paul E White dtd 2-1-80 (Tr No 1)
12-3456789 First National Bank and Sally White Successor co-trustees under agreement with Paul E White dated 2-1-80 as amended 3-1-81 for the benefit of Mary White	12-3456789 First Natl Bk & Sally White Suc Co-Tr U/A Paul E White dtd 2-1-80 FBO Mary White
12-3456789 Paul E White and Mary White co-trustees of the White Family Trust dated March 10, 1988	12-3456789 Paul E White and Mary White Co-Tr of the White Fam Tr dtd 3-10-88

Complete	Abbreviated
12-3456789 Tenth National Bank Trustee under agreement with Paul E White dated 2-1-80	12-3456789 Tenth Natl Bk Tr U/A Paul E White dtd 2-1-80
12-3456789 Carl A Black and Henry B Green co-trustees under agreement with Paul E White dated 2-1-80	12-3456789 Carl A Black and Henry B Green Co-Tr U/A Paul E White dtd 2-1-80
12-3456789 Carl A Black and Henry B Green co-trustees under agreement with Paul E White dated 2-1-80 for the benefit of Mary White and Beth White	12-3456789 Carl A Black and Henry B Green Co-Tr U/A Paul E White dtd 2-1-80 FBO Mary White & Beth White
12-3456789 Paul E White trustee under agreement with Mary White dated 2-1-80	12-3456789 Paul E White Tr U/A Mary White dtd 2-1-80

Trustees under Will of Decedent (Testamentary Trust)

Complete	Abbreviated
12-3456789 Thomas White trustee under the will of Robert Smith deceased	12-3456789 Thomas White Tr U/W Robert Smith decd
12-3456789 Thomas White and Tenth National Bank co-trustees under the will of Robert Smith deceased	12-3456789 Thomas White & Tenth Natl Bk Co-Tr U/W Robert Smith decd
12-3456789 Thomas White trustee under the will of Robert Smith deceased (Residual Trust)	12-3456789 Thomas White Tr U/W Robert Smith decd (Res Tr)
12-3456789 Thomas White trustee under the will of Robert Smith deceased for the benefit of Mary Smith	12-3456789 Thomas Smith Tr U/W Robert Smith decd FBO Mary Smith
12-3456789 Paul E White, Mary White, Sally Smith, Bob Jones, Tom Black, and Beth Jones Trustees under the will of George White, deceased	12-3456789 Option 1: Paul E White, Mary White, et al, Tr U/W George White decd Option 2: Trustees U/W George White decd



For information regarding other trust registrations, see Department of the Treasury Circular, Public Debt Series No. 3-80, Sec. 353.7, paragraph (b), Department of the Treasury Circular, Public Debt Series No. 2-98, Sec. 360.6, paragraph (b), or contact your servicing FRB.

Appendix B

Interest Accrual Dates for Series E/EE and I Bonds

Use the table and charts to determine when a bond increases in value. Any bond that has reached final maturity, 30 or 40 years after the issue date, has stopped earning interest.

Series	Issue Dates	Final Maturity	Chart
E	5/41 - 4/52	40 years	Chart D
E	5/52 - 1/57	40 years	Chart A
E	2/57 - 5/59	40 years	Chart B
E	6/59 - 11/65	40 years	Chart C
E	12/65 - 5/69	30 years	Chart D
E	6/69 - 11/73	30 years	Chart E
E	12/73 - 6/80	30 years	Chart D
EE	1/80 - 2/93	30 years	Chart D
EE	3/93 - 4/95	30 years	Chart D*
EE	5/95 - 4/97	30 years	Chart D
EE	5/97 - Present	30 years	**
I	9/98 - Present	30 years	**

* EE bonds with these issue dates will increase monthly for first five years and semiannually after that, unless monthly increases are needed to ensure the bonds earn 4 percent.

**EE bonds with these issue dates increase in value monthly. I bonds with these issue dates usually increase in value monthly. If cashed before five years old, these EE and I bonds are subject to a three-month interest penalty.

Chart A	
Months of Issue	Months of Increases
January	March and September
February	April and October
March	May and November
April	June and December
May	July and January
June	August and February
July	September and March
August	October and April
September	November and May
October	December and June
November	January and July
December	February and August

Chart B	
Months of Issue	Months of Increases
January	June and December
February	July and January
March	August and February
April	September and March
May	October and April
June	November and May
July	December and June
August	January and July
September	February and August
October	March and September
November	April and October
December	May and November

Chart C

Months of Issue	Months of Increases
January	April and October
February	May and November
March	June and December
April	July and January
May	August and February
June	September and March
July	October and April
August	November and May
September	December and June
October	January and July
November	February and August
December	March and September

Chart D

Months of Issue	Months of Increases
January	January and July
February	February and August
March	March and September
April	April and October
May	May and November
June	June and December
July	July and January
August	August and February
September	September and March
October	October and April
November	November and May
December	December and June

Chart E

Months of Issue	Months of Increases
January	May and November
February	June and December
March	July and January
April	August and February
May	September and March
June	October and April
July	November and May
August	December and June
September	January and July
October	February and August
November	March and September
December	April and October

Appendix C

Forms Pertinent to U.S. Savings Bonds/Notes

Forms are available from your servicing Federal Reserve Bank or may be downloaded from www.publicdebt.treas.gov. Since many forms require certification of signatures be made in your presence, you may wish to maintain a small supply of forms for immediate availability. Excerpts of completed forms are included in this appendix.

***FA 400** (page C-2)

Request for Reissue or Refund of Purchase Price Due to Error in Issue or in Registration of United States Savings Bonds

PD F 385 (page C-6)

Certificate of Identity

PD F 1048 (page C-7)

Claim for Lost, Stolen, or Destroyed United States Savings Bonds

PD F 1455 (page C-13)

Request by Fiduciary for Reissue or Distribution of United States Savings Bonds

PD F 1522 (page C-16)

Special Form of Request for Payment of United States Savings and Retirement Securities Where Use of a Detached Request Is Authorized (Limited use form - must be obtained from FRB on a case basis)

PD F 1849 (page C-19)

Disclaimer and Consent With Respect to United States Savings Bonds/Notes

PD F 1851 (page C-20)

Request to Reissue United States Savings Bonds to a Personal Trust

PD F 1938 (page C-24)

Request for Reissue of United States Savings Bonds to Remove Name of One or More Living Registrants

PD F 1980 (page C-28)

Change of Address and/or Identification of Account for United States Registered Securities

PD F 2513 (page C-30)

Application by Voluntary Guardian of Incapacitated Owner of United States Savings Bonds/Notes

PD F 2966 (page C-33)

Special Bond of Indemnity by Purchaser of United States Savings Bonds/Notes Involved in a Chain Letter Scheme

***PD F 3062** (page C-35)

Claim for Relief on Account of Loss, Theft, or Destruction of United States Savings Bonds After Valid Issue But Prior to Receipt by Owner, Co-owner, or Beneficiary

PD F 4000 (page C-37)

Request to Reissue United States Savings Bonds (Add Beneficiary or Co-owner, Remove Beneficiary or Decedent, Show Change of Name, and/or Correct Error in Registration)

PD F 5257 (page C-40)

Change of Address Notification for HH/H Accounts

PD F 5263 (page C-41)

Order for Series EE U.S. Savings Bonds

PD F 5263-1 (page C-42)

Order for Series EE U.S. Savings Bonds to be Registered in Name of Fiduciary

PD F 5336 (page C-44)

Disposition of Securities Belonging to a Decedent's Estate Being Settled Without Administration

PD F 5374 (page C-52)

Series I Order for U.S. Savings Bonds

PD F 5374-1 (page C-53)

Series I Order for U.S. Savings Bonds to be Registered in Name of Fiduciary

PD F 5387 (page C-54)

Request for Reissue of Series I United States Savings Bonds

PD F 5394 (page C-58)

Agreement and Request for Disposition of a Decedent's Treasury Securities

PD F 5396 (page C-64)

Direct Deposit Sign-up Form

* Form not available online

PART III				
Refund of Purchase Price is requested as follows:				
<input checked="" type="checkbox"/> Credit our Reserve/Correspondent Account ABA Routing Number <u>444 444 444</u> Branch Number _____				
<input type="checkbox"/> Remit Payment by Check Payable To Name of Institution _____ Street Address _____ City, State, Zip Code _____				
PART IV				
Complete & Sign Below for Either Reissue or Refund				
If this request is granted, the undersigned hereby holds the United States and its agents harmless on account of any claim by any other parties having, or claiming to have, interests in the bond(s), indemnifies unconditionally the United States, and will repay upon demand by the Department of the Treasury or its agents all sums of money which the Department may be obliged to pay on account of the above-described bond(s), including any interest, administrative costs, and penalties, and any other liability or loss the Department may incur on account of these bond(s).				
OFFICIAL SEAL OR STAMP	Date <u>6-20-02</u> Name of Institution <u>Bank USA</u> By <u>Jane Doe</u> <u>Head Cashier</u> Signature & Official Title or Designation Street Address <u>123 main st</u> <u>Sometown MT 12345</u> City, State, Zip Code			
FOR FEDERAL RESERVE BANK USE ONLY				
<input type="checkbox"/> 75 Refund (Bonds included)	Perfection/Receipt Date			
<input type="checkbox"/> 77 Payment Only (Overpayment, no bonds)	Payee Count			
Item Count	Payment Amount \$			
Total Face Amount \$	Payment Method <input type="checkbox"/> TREASURY DIRECT <input type="checkbox"/> Credit Reserve/Correspondent Account <input type="checkbox"/> Miscellaneous:			
Tran. ID Code	Case ID	First Pass	Second Pass	Resolution
Date Entered	Retired Bond Number(s)			Transfer Date
Comments:				

PART III				
Refund of Purchase Price is requested as follows:				
<input type="checkbox"/> Credit our Reserve/Correspondent Account <div style="display: flex; justify-content: space-between;"> ABA Routing Number Branch Number </div>				
<input type="checkbox"/> Remit Payment by Check Payable To Name of Institution				
Street Address				
City, State, Zip Code				
PART IV				
Complete & Sign Below for Either Reissue or Refund				
<p>If this request is granted, the undersigned hereby holds the United States and its agents harmless on account of any claim by any other parties having, or claiming to have, interests in the bond(s), indemnifies unconditionally the United States, and will repay upon demand by the Department of the Treasury or its agents all sums of money which the Department may be obliged to pay on account of the above-described bond(s), including any interest, administrative costs, and penalties, and any other liability or loss the Department may incur on account of these bond(s).</p>				
OFFICIAL SEAL OR STAMP	Date <u>4/23/02</u>			
Name of Institution <u>BANK USA</u>				
By <u>Jane Doe</u> Signature & Official Title or Designation <u>HEAD TELLER</u>				
Street Address <u>123 MAIN ST</u>				
City, State, Zip Code <u>SOMETOWN PA 12345</u>				
FOR FEDERAL RESERVE BANK USE ONLY				
<input type="checkbox"/> 75 Refund (Bonds included)	Perfection/Receipt Date			
<input type="checkbox"/> 77 Payment Only (Overpayment, no bonds)	Payee Count			
Item Count	Payment Amount \$			
Total Face Amount \$	Payment Method <input type="checkbox"/> TREASURY DIRECT <input type="checkbox"/> Credit Reserve/Correspondent Account <input type="checkbox"/> Miscellaneous:			
Tran. ID Code	Case ID	First Pass	Second Pass	Resolution
Date Entered	Retired Bond Number(s)			Transfer Date
Comments:				

For official use only: Customer Name	Customer No.
PD F 0385 E Department of the Treasury Bureau of the Public Debt (Revised November 2002)	
CERTIFICATE OF IDENTITY	
OMB No. 1535-0048	
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 under the laws of the United States.	
PRINT IN INK OR TYPE ALL INFORMATION	
Affidavit	
<ul style="list-style-type: none"> • I certify that the names <u>PEANUT PARSONS</u> and <u>PETER P PARSONS</u> refer to the same person, whose correct name is <u>PETER PAUL PARSONS</u>. • Is there now or was there during <u>1994</u> any other person known to you by either/any of these names? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain: • The names are different because: <u>"Peanut" is a nickname for Peter Paul Parsons, used by family + friends.</u> • The source of my knowledge is: <u>I have known Peter Paul Parsons for over 25 years.</u> 	
Signature - You must wait until you are in the presence of a certifying officer to sign this form.	
Sign Here: <u>Peter's friend</u> <small>Signature</small>	<u>111-111-1111</u> <small>(Daytime Telephone Number)</small>
Home Address: <u>123 2nd Lane</u> <small>(Number and Street or Rural Route)</small>	<u>Sometown IL 12345</u> <small>(City) (State) (ZIP Code)</small>
Certification - (Certifying Officer - The individual must sign in your presence. Complete the certification and affix your stamp or seal.)	
I CERTIFY that <u>Peter's friend</u> , whose identity is known or proven to me, personally appeared before me this <u>25</u> day of <u>June</u> , <u>2002</u> , at <u>Sometown IL</u> , and signed this form. <small>(Month) (Year) (City) (State)</small>	
(OFFICIAL STAMP OR SEAL)	<u>Jane Doe Head Cashier</u> <small>(Signature and title of certifying officer)</small> <u>Bank USA, 123 main St.</u> <small>(Street address)</small>
My commission expires: _____ <small>(For notaries only)</small>	<u>Sometown IL 12345</u> <small>(City) (State) (ZIP Code)</small>
INSTRUCTIONS	
A person who has NO interest in the securities must complete and sign this form, confirming the individual's identity. Mail to the Bureau of the Public Debt, Parkersburg, WV 26106-1328 or the Federal Reserve Bank or branch that requested this form.	
CERTIFICATION	
Person who signs form - You must sign the form in the presence of a notary public or similar officer, or in the presence of an officer authorized to certify assignments or requests for payment of United States savings and retirement securities. Authorized certifying officers are available at banking institutions, including credit unions, in the United States. For complete lists of such officers, see Department Circulars, Nos. 300 and 530, and Public Debt Series, Nos. 3-80 and 2-98.	
Certifying officer - The person appearing before you must establish identification by positive and reliable evidence before this form is signed, unless he/she is personally known to you. You must complete and sign the certification form and affix your organization's seal or stamp. If you are an employee (rather than an officer) authorized to certify, insert the words "Authorized Signature" in the space provided for the title. If you are a notary, affix your seal and insert the expiration date of your commission.	
NOTICE UNDER PAPERWORK REDUCTION ACT	
We estimate that 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.	

For official use only: Customer Name	Customer No.
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PD F 1048 E
Department of the Treasury
Bureau of the Public Debt
(Revised January 2005)

**CLAIM FOR LOST, STOLEN OR DESTROYED
UNITED STATES SAVINGS BONDS**

OMB No. 1535-0013

Visit us on the Web at www.treasurydirect.gov

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. DESCRIPTION OF BONDS

Describe the missing bonds in the spaces below. If you don't know the bond serial numbers, provide as much information as possible and also indicate the total number of bonds that are missing.

ISSUE DATE <small>(If you don't know the exact date, furnish a range of issue dates.)</small>	FACE AMOUNT	BOND NUMBER	INSCRIPTION <small>(Social security number, names, including middle names or initials, and addresses on the bonds)</small>
3/02	200	R242 698 667EE	123-45-6789 melvin M. Miller 123 1st Ave Sometown IL 12345 POB Michael M. Miller

(If you need more space to describe your bonds, use the continuation sheet on page 6.)

2. DETAILS OF THE LOSS – Mark the appropriate boxes and provide complete details of the loss.

Lost

The bonds were: Stolen ⇒ Date of Theft: _____
Was a police report filed? Yes No *If Yes, attach a copy of the report.*

Destroyed ⇒ *Send any remaining pieces with this form.*

When was the loss discovered? 4/22/02

Who had the bonds last, and why? my wife, to remove from mailbox

Who had access to the bonds? Mary M. Miller (my wife)

Where were the bonds last placed? into trash w/ junk mail

When were the bonds last seen? 4/15/02

Were any identification documents also lost or stolen? Yes No

If Yes, please list them: _____

Have you received reimbursement because of the loss? Yes No

Please explain, including details of any court proceedings pending or contemplated.

<p>3. AUTHORITY – Provide details regarding your authority to complete a claim for the missing bonds.</p> <p>• Are you named on the bonds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, skip to Item 4. If No, provide the following information: Describe your authority: _____ <small>(Show Authority i.e., "parent," "guardian," "conservator," "legal representative," "administrator," "executor," etc.)</small></p> <p>Are you court appointed? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, see LEGAL REPRESENTATIVE in the Instructions.)</i></p>	
<p>4. MINORS – Provide details regarding any minor named on the bonds. <i>(See MINORS in the Instructions.)</i></p> <p>• Is there a minor named on the bonds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, skip to Item 5. If Yes, fully complete the following:</p> <p>• What is the minors : > Name? <u>Michael M. Miller</u> > Age? <u>6</u> > Social Security Number? <u>123-45-6789</u></p> <p>• What is your relationship to the minor? <u>Father</u></p> <p>• Does the minor live with you? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If No, with whom? <u>Melodie Miller</u> <u>Mother</u> <small>(Name) (Relationship to Minor)</small> <u>123 2nd Lane N, Sometown, IL 12345</u> <small>(Address)</small></p> <p>• Who provides the minor's chief support? <u>Melodie Miller</u> <u>mother</u> <small>(Name) (Relationship to Minor)</small> <u>Same as above</u> <small>(Address)</small></p> <p>• Are both parents able to sign the application for relief? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, skip to Item 5. If No, fully complete the following: > Why are you unable to obtain the signature? _____ > Did that parent have access to the bonds? <input type="checkbox"/> Yes <input type="checkbox"/> No > Could that parent have possession of the bonds? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>5. RELIEF REQUESTED – Indicate whether substitute bonds or payment is desired. <i>(See Item 5 in the Instructions.)</i></p> <p>• I/We hereby request: <input checked="" type="checkbox"/> Substitute Bonds <input type="checkbox"/> Payment by Check <input type="checkbox"/> Payment by Direct Deposit Name(s) in which check is to be drawn: _____ <small>(If bonds are in coownership form, see Item 5 in the Instructions.)</small></p>	
<p>6. DELIVERY INSTRUCTIONS – Complete only Item 6A or 6B.</p> <p>A. MAIL BONDS OR REDEMPTION CHECK TO: <u>Melvin M. Miller</u> <small>(Name)</small> <u>123 1st Ave</u> <u>Sometown</u> <u>IL</u> <u>12345</u> <small>(Number and Street, Rural Route, or PO Box) (City) (State) (ZIP Code)</small></p> <p>B. DIRECT DEPOSIT FUNDS AS AUTHORIZED BELOW:</p> <p>_____ <small>(Name/Names on the Account)</small></p> <p>_____ <small>(Depositor's Account No.)</small> Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>Bank Routing No. <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/></p> <p>_____ <small>(Financial Institution's Name)</small> _____ <small>(Phone No.)</small></p>	

7. SIGNATURES AND CERTIFICATION

I/We severally petition the Secretary of the Treasury for relief as authorized by law and, if relief is granted, acknowledge that the original bonds become the property of the United States. Upon the granting of relief, I/we assign all our right, title, and interest in the original bonds to the United States and bind myself/ourselves, my/our heirs, executors, administrators, successors and assigns, jointly and severally: (1) to surrender the original bonds to the Department of the Treasury if they are recovered; (2) to hold the United States harmless due to any claim by any other parties having, or claiming to have, interests in these bonds; and (3) upon demand by the Department of the Treasury, to indemnify unconditionally the United States and repay to the Department of the Treasury all sums of money which the Department may pay due to the redemption of these original bonds, including any interest, administrative costs and penalties, and any other liability or losses incurred as a result of such redemption. I/We consent to the release of any information in this form or regarding the bonds described to any party having an ownership or entitlement interest in these bonds.

I/We certify, under penalty of perjury, and severally affirm and say that the bonds described on this form have been lost, stolen, or destroyed, and that the information given is true to the best of my/our knowledge and belief.

You must wait until you are in the presence of a certifying officer to sign this form.

Sign Here =>	<u>Melvin Miller</u> <small>(Signature)</small>	<u>Melvin Miller</u> <small>(Print Name)</small>
Home Address	<u>123 1st Ave</u> <small>(Number and Street or Rural Route)</small>	<u>123-45-6789</u> <small>(Social Security Number)</small>
	<u>Sometown</u> <u>IL</u> <u>12345</u> <small>(City) (State) (ZIP Code)</small>	<u>111-111-1111</u> <small>(Daytime Telephone Number)</small>
E-Mail Address	_____	

Sign Here =>	<u>Melodie Miller</u> <small>(Signature)</small>	<u>melodie miller</u> <small>(Print Name)</small>
Home Address	<u>123 2nd Ln N</u> <small>(Number and Street or Rural Route)</small>	<u>999-99-9999</u> <small>(Social Security Number)</small>
	<u>Sometown</u> <u>IL</u> <u>12345</u> <small>(City) (State) (ZIP Code)</small>	<u>555-555-5555</u> <small>(Daytime Telephone Number)</small>
E-Mail Address	_____	

Sign Here =>	_____ <small>(Signature)</small>	_____ <small>(Print Name)</small>
Home Address	_____ <small>(Number and Street or Rural Route)</small>	_____ <small>(Social Security Number)</small>
	_____ <small>(City) (State) (ZIP Code)</small>	_____ <small>(Daytime Telephone Number)</small>
E-Mail Address	_____	

Certifying Officer – The individuals must sign in your presence. Complete the certification and affix your stamp or seal.

I CERTIFY that Melvin Miller, whose identity is known or was proven to me, personally appeared before me this 23 day of April, 2002, at Sometown IL, and signed this form.
(City) (State) (Month) (Year)

(OFFICIAL STAMP OR SEAL)

Jane Doe Head Teller
(Signature and title of certifying officer)
Bank USA 123 Main St
(Number and Street or Rural Route)
Sometown IL 12345
(City) (State) (ZIP Code)

<p>I CERTIFY that <u>Melodie Miller</u>, whose identity is known or was proven to me, personally appeared before me this <u>23</u> day of <u>April</u>, <u>2002</u>, at <u>Sometown</u> <u>IL</u>, and signed this form.</p> <p style="text-align: center;">(OFFICIAL STAMP OR SEAL)</p>	<p><u>John Doe</u> <u>Head Teller</u> (Signature and title of certifying officer)</p> <p><u>Bank A USA</u> <u>123 Happy St</u> (Number and Street or Rural Route)</p> <p><u>Sometown</u> <u>IL</u> <u>12345</u> (City) (State) (ZIP Code)</p>
<p>I CERTIFY that _____, whose identity is known or was proven to me, personally appeared before me this _____ day of _____, _____, at _____ (City) _____ (State), and signed this form.</p> <p style="text-align: center;">(OFFICIAL STAMP OR SEAL)</p>	<p>_____ (Signature and title of certifying officer)</p> <p>_____ (Number and Street or Rural Route)</p> <p>_____ (City) (State) (ZIP Code)</p>
<p>RESERVED FOR IDENTIFICATION NOTATIONS</p> <p><input type="checkbox"/> Customer Account Number and Date Established: _____ <input type="checkbox"/> Document(s) - Description: _____</p> <p><input type="checkbox"/> Identified by (Signature and Address): _____</p>	
<p style="text-align: center;">INSTRUCTIONS TO CERTIFYING OFFICER</p> <p>Each person appearing before you must establish identification by positive and reliable evidence before this form is signed, unless he or she is personally known to you. Place an adequate notation above or on a separate record, showing exactly how identification was established. A notation is adequate if it is sufficiently detailed to permit, at a later date, a determination of the exact identification actually used. You and, if you are an officer or employee of an organization, the organization will be held fully responsible for the adequacy of the identification.</p> <p>The signatures to the form must be executed in your presence. Fully complete and sign the certification form provided for each signature you witness.</p> <p>If you are an employee (rather than an officer) authorized to certify signatures, insert the words "Authorized Signature" in the space provided for the title. Insert the place and date, as required on the form, and impress the seal of your organization.</p>	
<p style="text-align: center;">PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE</p> <p>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.</p> <p>We estimate it will take you about 20 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 correct address shown in "WHERE TO SEND" in the Instructions.</p>	
<p>(4) PD F 1048</p>	

INSTRUCTIONS

PURPOSE OF FORM – Use this form to apply for relief on account of the loss, theft, or destruction of United States Savings Bonds. "Bonds," as used on this form, refers to Savings Bonds, Savings Notes, Retirement Plan Bonds, or Individual Retirement Bonds.

WHO MAY APPLY – This form must be completed and signed by all persons named on the bonds, or by an authorized representative.

ATTACHMENTS – If more space is needed for any item, use a plain sheet of paper and attach it to the form.

PROOF OF DEATH – If a registrant is deceased, a certified copy of his/her official death certificate must be submitted with this form.

LEGAL REPRESENTATIVE – If you were appointed as legal representative because:

- the owner is deceased (with no surviving coowner or beneficiary named on the bonds), or
- the owner or coowner is a minor, or
- the owner or coowner is incapacitated,

complete the form and submit a court certificate or certified copy of your letters of appointment, under court seal, showing the appointment is still in full force. If your name and official capacity are shown in the registration of the bonds, evidence of your appointment is **not** necessary.

If no legal representative has been appointed for a deceased or incompetent owner, advise the Bureau of the Public Debt and additional instructions will be provided.

MINORS – If a minor (who does not have a court-appointed guardian) is named on the bonds, the minor must complete and sign the form on his/her own behalf if, *in the opinion of the certifying officer*, he/she is of sufficient competency and understanding to comprehend the nature of the transaction. Otherwise, the form must be signed by both parents on the minor's behalf. If the minor does not reside with either parent, the form must be completed and signed by the person who furnishes the minor's chief support.

SOMEONE ELSE HAD THE BONDS – If another person had possession of the bonds or knowledge of the circumstances of the loss, that person must provide a separate statement explaining the circumstances.

AMOUNT OF BONDS EXCEEDS \$5,000 – If the amount of the bonds involved exceeds \$5,000 and an investigation was made by a law enforcement agency or an insurance, transportation, or similar business organization, provide a copy of the report.

COMPLETION OF FORM – Print clearly in ink or type all information requested.

<p>ITEM 1. Describe the missing bonds. If you don't know the bond serial numbers, indicate the total number of missing bonds and provide as much of the requested identifying information as possible.</p>
<p>ITEM 2. Mark the appropriate boxes and provide complete details of the loss, theft, or destruction.</p>
<p>ITEM 3. Provide details regarding your authority to complete a claim for the missing bonds. If you have been court appointed, see "LEGAL REPRESENTATIVE" above.</p>
<p>ITEM 4. Complete this item if a minor is named on the bonds and he/she is not of sufficient competency and understanding to complete the form on his/her own behalf. Provide the minor's name, age, social security number, and all other requested information. See "MINORS" above for more information.</p>
<p>ITEM 5. Indicate whether you want substitute bonds, payment by check, or payment by direct deposit. If you select "payment by check" and the bonds are in the names of living coowners, provide the name of the coowner to whom the check should be issued. Otherwise, if both coowners sign the form, the check will be issued to both coowners and interest will be reported under the first-named coowner's social security number. Complete Item 6A to provide delivery instructions for the bonds or check. Complete Item 6B if payment by direct deposit is preferred.</p> <p>NOTE: Series EE and Series I bonds issued February 2003 and later are not eligible for payment until one full year after issue; if payment is requested and such bonds are less than one year old, substitute bonds will be issued instead. Also, if substitute bonds are requested and a bond is within less than one full calendar month of reaching its final maturity, payment will be made instead.</p>
<p>ITEM 6. Complete Item 6A to provide mailing instructions for the bonds or redemption check or complete Item 6B to provide instructions for direct deposit of the redemption payment.</p>
<p>ITEM 7. Each person whose signature is required must sign the form in ink, print his/her name, and provide his/her home address, social security number, daytime telephone number, and e-mail address, if applicable. Each signature must be certified (see CERTIFICATION below).</p>

CERTIFICATION – Each person whose signature is required must appear before and establish identification to the satisfaction of an authorized certifying officer. The signatures to the form must be signed in the officer's presence. The certifying officer must affix the seal or stamp, which is used when certifying requests for payment. 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 Circulars, Nos. 300 and 530, and Public Debt Series, Nos. 3-80 and 2-98.

WHERE TO SEND – Send the application and any additional information to the Bureau of the Public Debt, PO Box 1328, Parkersburg, WV 26106-1328. The instruction page (5) and the continuation page (6), if not needed, may be retained.

For Bond-Related Inquiries:

- Email: SavBonds@bpd.treas.gov
- Phone: (304) 480-6112
- Fax: (304) 480-6010
- Mail: Bureau of the Public Debt, PO Box 1328, Parkersburg, WV 26106-1328.

For official use only: Customer Name	Customer No.		
PD F 1455 E Department of the Treasury Bureau of the Public Debt (Revised January 2005)	REQUEST BY FIDUCIARY FOR REISSUE OR DISTRIBUTION OF UNITED STATES SAVINGS BONDS		
OMB No. 1535-0012			
Visit us on the Web at www.treasurydirect.gov			
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			
PART A - REASON FOR REISSUE OR DISTRIBUTION			
I certify that the person in whose name reissue or distribution is requested (in his/her own right or in a fiduciary capacity) is lawfully entitled thereto by reason of <u>Distribution of estate</u> and has agreed to such reissue or distribution. <small>(See Part A in the instructions.)</small>			
PART B - DESCRIPTION OF BONDS			
The following-described United States Savings Bonds totaling \$ <u>2,500</u> (face amount), are submitted for reissue or distribution:			
ISSUE DATE	FACE AMOUNT	BOND NUMBER	INSCRIPTION <small>(Social security number, names, including middle names or initials, and addresses on the bonds)</small>
1/75	500	D247 129 786	123-45-6789 Richard Z Hall One Bitmap Way Coleman TX 76384
2/75	1000	M349 940 626	
3/75	1000	M350 622 628	
<small>(If you need more space, use the continuation sheet on page 3.)</small>			
PART C - REQUESTED DISPOSITION			
I request that the above-described bonds, to the extent of \$ <u>2500</u> (face amount), be registered as follows:			
TAXPAYER IDENTIFICATION NUMBER: <u>987-65-4321</u>		OR	
<small>(Social Security Number)</small>		<small>(Employer Identification Number)</small>	
REGISTRATION: <u>Rachel Miggins</u>			
BONDS TO BE DELIVERED "IN CARE OF": <small>(DO NOT SHOW A NAME HERE UNLESS IT IS DIFFERENT THAN THAT SHOWN ABOVE.)</small>			
MAIL TO: <u>John Smith</u>			
<small>(Name)</small>			
ADDRESS WHERE BONDS ARE TO BE DELIVERED:			
<u>23 Summer Drive</u>			
<small>(Number and Street, Rural Route, or PO Box)</small>			
<u>Coleman</u>	<u>TX</u>	<u>76384</u>	
<small>(City)</small>	<small>(State)</small>	<small>(ZIP Code)</small>	

PART D - SIGNATURES AND CERTIFICATIONS	
<p>The undersigned certify under penalty of perjury that the information provided herein is true and correct to the best of our knowledge and belief and agree to reissue or distribution of the securities as indicated in Part C. We bind ourselves, our heirs, legatees, successors and assigns, jointly and severally, to hold the United States harmless on account of the transaction requested, to indemnify unconditionally and promptly repay the United States in the event of any loss which results from this request, including interest, administrative costs, and penalties. We consent to the release of any information regarding this transaction, including information contained in this application, to any party having an ownership or entitlement interest in the securities or payments.</p>	
<p>You must wait until you are in the presence of a certifying officer to sign this form.</p>	
<p>Sign Here: ⇒</p>	<p><u>John Smith</u> <small>(Applicant's Signature)</small></p> <p><u>Executor under will of Richard 2 Hall, dec'd</u> <small>(Applicant's Title)</small></p> <p><u>23 Summer Place Coleman TX 76384</u> <small>(Number and Street, Rural Route, or PO Box) (City) (State) (ZIP Code)</small></p> <p><u>210-987-2374</u> <small>(Daytime Telephone Number)</small></p> <p>_____ <small>(E-Mail Address)</small></p>
<p>Sign Here: ⇒</p>	<p>_____ <small>(Applicant's Signature)</small></p> <p>_____ <small>(Applicant's Title)</small></p> <p>_____ <small>(Number and Street, Rural Route, or PO Box) (City) (State) (ZIP Code)</small></p> <p>_____ <small>(Daytime Telephone Number)</small></p> <p>_____ <small>(E-Mail Address)</small></p>
<p>Certifying Officer - The individuals must sign in your presence. You must complete the certification and affix your stamp or seal.</p>	
<p>I CERTIFY that</p>	<p><u>John Smith</u>, whose identity is known or was proven to me, personally appeared before me this <u>25</u> day of <u>June</u>, <u>2002</u>, at <u>Coleman TX</u>, and signed this form. <small>(City) (State)</small></p>
<p>(OFFICIAL STAMP OR SEAL)</p>	<p><u>Jane Doe AVP</u> <small>(Signature and title of certifying officer)</small></p> <p><u>Bank USA 118 main st</u> <small>(Number and Street or Rural Route)</small></p> <p><u>Coleman TX 76384</u> <small>(City) (State) (ZIP Code)</small></p>
<p>I CERTIFY that</p>	<p>_____, whose identity is known or was proven to me, personally appeared before me this _____ day of _____, _____, at _____, and signed this form. <small>(City) (State) (Month) (Year)</small></p>
<p>(OFFICIAL STAMP OR SEAL)</p>	<p>_____ <small>(Signature and title of certifying officer)</small></p> <p>_____ <small>(Number and Street or Rural Route)</small></p> <p>_____ <small>(City) (State) (ZIP Code)</small></p>

INSTRUCTIONS

USE OF FORM – One or more fiduciaries, individual or corporate, must use this form to request reissue or distribution of United States Savings Bonds (other than electronic issues of Series E/EE or Series I bonds held in a TreasuryDirect account), under the following circumstances:

- To show the name of the person lawfully entitled to the bonds by reason of termination of trust, distribution of an estate, attainment of majority, or restoration to competency.
- To substitute the name of the fiduciary who has succeeded the fiduciary named in the registration of the bonds.
- To show the name of the executor or administrator of a deceased owner's estate.
- To show the name of the guardian, conservator, or similar representative of the estate of a minor or incompetent owner.

ATTACHMENTS – *If more space is needed for any item, use a plain sheet of paper and attach to the form.*

PART A – REASON FOR REISSUE OR DISTRIBUTION

Show the reason for the reissue or distribution, such as "termination of trust," "distribution of estate," "attainment of majority," "restoration to competency," "successorship," etc.

Submit a copy of whatever evidence you have which establishes your authority to request this transaction. For example, if you are the administrator or executor of an estate and the bonds are not currently registered to show your fiduciary capacity, provide a certified copy of your letters of appointment, dated within one year of submission. If you have succeeded another fiduciary named in the registration, provide proof of your succession to the position, such as a certified copy of your letters of appointment or, in the case of a trustee, a copy of the trust instrument and proof of the death or resignation of the original trustee. If you want the evidence submitted with this form returned to you, please provide a written request when you submit the form or evidence.

PART B – DESCRIPTION OF BONDS

Fill in the total face amount of the bonds for which reissue or distribution is being requested and fully describe the bonds. If there isn't sufficient room on page 1, continue the description on page 3.

PART C – REQUESTED DISPOSITION

Show the desired registration:

- ✓ **Show the extent to which reissue is requested for the bonds described in Part B.** If desired, a single bond may be divided in authorized denominations between two or more distributees. If an entitled person's share is less than an authorized denomination, payment must be made. A separate form must be used for each form of registration requested. In those cases where a single bond is divided between two or more distributees, the bond must be described on each form and the extent to which it is being distributed must be shown.
- ✓ **Provide the appropriate taxpayer identification number.**
- ✓ **Show the full name of the person entitled.** Note the following:
 - Fiduciaries (other than trustees of employees' savings plans) may not request reissue in coownership or beneficiary form. If a distributee wants to add a coowner or beneficiary, he/she must execute a separate request for reissue on either a PD F 4000 (for all but Series I bonds) or a PD F 5387 (for Series I bonds).
 - If the trustee of an employees' savings plan requests reissue in coownership or beneficiary form, show the proper connective ("OR" for coowner and "POD" for beneficiary).
 - If reissue to show successorship is requested, unless otherwise specifically instructed, show the present inscription substituting the name of the succeeding fiduciary for that of the fiduciary who is no longer acting.
- ✓ **Provide the name of the person, if any, to whom the bonds are to be mailed "in care of."** Do not complete this item unless the bonds are to be delivered to someone other than the person shown in the new registration.
- ✓ **Insert the delivery address.** Please note that this address will be shown on the new bonds.

PART D – SIGNATURES AND CERTIFICATIONS

SIGNATURES – Sign the form in your fiduciary capacity. If the request is on behalf of a corporate fiduciary, the name of the corporation must be given, followed by the signature and title of an authorized officer. If there are two or more fiduciaries, all must join in the request unless by express statute, decree of court, or the terms of the instrument under which the fiduciaries are acting, one or more of them may properly execute the request.

CERTIFICATION – Each person whose signature is required must appear before and establish identification to the satisfaction of an authorized certifying officer. The signatures to the form must be signed in the officer's presence. The certifying officer must affix the seal or stamp which is used when certifying requests for payment. Authorized certifying officers are available at most banking institutions, including credit unions. For a complete list of such officers, see Department of the Treasury Circulars, No. 530, current revision, or Public Debt Series Nos. 3-80 and 2-98.

ADDITIONAL REQUIREMENTS – If the entitled person wants payment rather than reissue, he/she must execute the request for payment on the back of each of the bonds or on a PD F 1522. The signature must be signed in the presence of an authorized certifying officer. Payment must be requested if a bond has reached final maturity.

WHERE TO SEND – *Unless otherwise instructed*, send the completed form, the bonds, and any other appropriate forms and evidence to the Bureau of the Public Debt, PO Box 1328, Parkersburg, WV 26106-1328.

For official use only: Customer Name _____	Customer No. _____
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PD F 1522 E
 Department of the Treasury
 Bureau of the Public Debt
 (Revised August 2004)

**SPECIAL FORM OF REQUEST FOR PAYMENT OF
 UNITED STATES SAVINGS AND RETIREMENT
 SECURITIES WHERE USE OF A DETACHED
 REQUEST IS AUTHORIZED**

OMB No. 1535-0004

FOR OFFICIAL USE ONLY
 TRANSFER MONTH & YEAR ____/____
 FISCAL AGENT CODE _____

1. DESCRIPTION OF BONDS

I am the owner or person entitled to payment of the securities described below, which bear the name(s) of
Denise Doe

ISSUE DATE	SERIAL NUMBER	ISSUE DATE	SERIAL NUMBER	ISSUE DATE	SERIAL NUMBER
2-84	C430 601 301				
6-84	R 89 210 112				
10-88	X 12013 512				

(If you need more space, use the continuation sheet on page 3.)

2. REQUEST FOR PAYMENT

I request that the described bonds be redeemed and payment be made in the form of { a check. Direct Deposit.

To the extent of: _____
 (Complete this line only if partial redemption and reissue of the remainder is desired or if the signor is only entitled to a portion of the bonds listed. See Item 2 in the instructions.)

333-44-5555 _____
 (Social Security Number of Payee) OR (Employer Identification Number of Payee)

3. DELIVERY INSTRUCTIONS (Read Item 3 in the Instructions before completing this section and complete only Item 3A or 3 B.)

A. MAIL REDEMPTION CHECK TO:

(Name)

(Number and Street or Rural Route) (City) (State) (ZIP Code)

B. DIRECT DEPOSIT FUNDS AS AUTHORIZED BELOW:

Denise Doe
(Name/Names on the Account)

987654321 Type of Account: Checking Savings
(Depositor's Account No.)

Bank Routing No. 2190-6322-0

Bigname Deposit Company 666-222-5555
(Financial Institution's Name) (Phone No.)

4. SIGNATURE

You must wait until you are in the presence of a certifying officer to sign this form.

Sign Here: <u>Denise Doe</u> (Signature)	<u>Denise Doe</u> (Print Name)
Home Address <u>700 main st</u> (Number and Street or Rural Route)	(E-Mail Address)
<u>Sometown IL 08124</u> (City) (State) (ZIP Code)	<u>6666-123-4568</u> (Daytime Telephone Number)

Certifying Officer - The individual must sign in your presence. Complete the certification and affix your stamp or seal.

I CERTIFY that Denise Doe, whose identity is well-known or proved to me, personally appeared before me this 10 day of July, 2002, at Sometown IL, and signed this form.
(City) (State) (Month) (Year)

(OFFICIAL STAMP OR SEAL)

Jane Anderson
(Signature of Certifying Officer)
Vice President
(Title of Certifying Officer)
55 1st St
(Number and Street or Rural Route)
Sometown IL 08124
(City) (State) (ZIP Code)

My commission expires _____
(For Notaries Only)

RESERVED FOR IDENTIFICATION NOTATIONS

Customer Account Number and Date Established: _____ Document(s) - Description: _____

Identified by (Signature and Address): _____

INSTRUCTIONS TO CERTIFYING OFFICER

Each person appearing before you must establish identification by positive and reliable evidence before this form is signed, unless he or she is personally well-known to you. Place an adequate notation above or on a separate record, showing exactly how identification was established. A notation is adequate if it is sufficiently detailed to permit, at a later date, a determination of the exact identification actually used. You and, if you are an officer or employee of an organization, the organization will be held fully responsible for the adequacy of the identification.

The signatures to the request must be executed in your presence. Fully complete and sign the certification form provided for your use for each signature you witness.

If you are an employee (rather than an officer) authorized to certify signatures, insert the words "Authorized Signature" in the space provided for the title. Insert the place and date, as required on the form, and impress the seal of your organization.

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

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 15 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 correct address shown in "WHERE TO SEND" in the instructions.**

INSTRUCTIONS

USE OF FORM – Use this form to request payment of United States Savings Bonds, Savings Notes, Retirement Plan Bonds, and Individual Retirement bonds.

WHO MAY COMPLETE – This form may be completed by the owner, coowner, surviving beneficiary, legal representative of the estate of a deceased or incompetent owner, persons entitled to the estate of a deceased registrant, or such other persons who may be entitled to payment under the regulations governing United States Savings Bonds. A minor may sign this form, if in the opinion of the certifying officer, he/she is of sufficient competency to understand the nature of the transaction. (See CERTIFICATION below.) An incompetent person may not sign this form.

COMPLETION OF FORM – Print clearly in ink or type all information requested.

ITEM 1. DESCRIPTION OF BONDS – Provide the name(s) of the person(s) shown in the inscription of the bonds for which payment is requested. Describe the bonds by issue date and serial number. If more space is needed, use the continuation sheet on page 3. If any more space is needed, use a plain sheet of paper and attach it to this form.

ITEM 2. REQUEST FOR PAYMENT

- ✓ Mark the appropriate box to indicate whether a check in payment or Direct Deposit of the funds to an account at a financial institution is desired.
- ✓ If the signor is entitled to a distributive share of the listed bonds or if partial redemption of bonds and reissue of the remainder is desired, that fact must be shown on the line provided. Check the box "to the extent of" and insert "\$ _____ (face amount) and reissue of the remainder." If such bonds have not reached final maturity, partial redemption, at the current redemption value, will be made in amounts corresponding to authorized denominations and the remainder will be reissued showing the original issue date(s). If such bonds have reached final maturity, partial redemption is not permitted and, in this event, full payment will be made.
- ✓ The payee's taxpayer identification number **must** be provided. Furnish the social security number if the payee is an individual. If an estate is involved and IRS has assigned an employer identification number, provide that number.

ITEM 3. DELIVERY INSTRUCTIONS

- ✓ If payment is to be made by check, furnish the name and address where the check is to be mailed in Item 3A.
- ✓ For payment by Direct Deposit, complete Item 3B. Furnish the name(s) on the account, the account number, the type of account, and the financial institution's name, the routing/transit number which identifies the institution, and the institution's phone number. You may need to contact the financial institution to obtain the routing number.

ITEM 4. SIGNATURE – The person requesting payment of the bonds must sign the form in ink, print his/her name, and provide his/her address, daytime telephone number, and e-mail address, if applicable. If the name of the person requesting payment has been changed by marriage or in any other legal manner from the name in the inscription of the bonds, the signature to the request for payment must show both names and the manner in which the change was made; for example, "Miss Mary T. Jones now by marriage Mrs. Mary T. Smith." (See CERTIFICATION below.)

CERTIFICATION – The person requesting payment of the bonds must appear before and establish identification to the satisfaction of an officer authorized to certify requests for payment of United States Savings Bonds and sign the request in the presence of the officer. If a minor signs the forms, the officer must be satisfied that the minor is of sufficient competency to understand the nature of the transaction. 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 Circulars, No. 530 and Public Debt Series Nos. 3-80 and 2-98.

WHERE TO SEND – Send the PD F 1522 and the bonds, as well as any other appropriate forms and evidence, to one of the Treasury Retail Securities Sites shown below:

Treasury Retail Securities Site
PO Box 299
Pittsburgh, PA 15230-0299
1-800-245-2804

Treasury Retail Securities Site
PO Box 214
Minneapolis, MN 55480-0214
1-800-553-2663

Sample PD F 1849 E

For FRB or BPD use only: Customer Name	Customer No.		
PD F 1849 E Department of the Treasury Bureau of the Public Debt (Revised December 2001)	DISCLAIMER AND CONSENT WITH RESPECT TO UNITED STATES SAVINGS BONDS/NOTES		
OMB No. 1535-0113			
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			
TO: <input checked="" type="checkbox"/> Federal Reserve Bank <u>RICHMOND</u> <input type="checkbox"/> Bureau of the Public Debt, Office of Investor Services, PO Box 1328, Parkersburg, WV 26106-1328			
1. I disclaim any and all right, title, and interest in and to the United States Savings Bonds/Notes listed below and to the payment, refund of purchase price, or reissue by _____ (Name)			
Address: _____ (Number and Street or Rural Route) _____ (City) _____ (State) _____ (ZIP Code)			
2. Description of bonds:			
ISSUE DATE	FACE AMOUNT	BOND NUMBER	INSCRIPTION <small>(Social security number, names, including middle names or initials, and addresses on the bonds)</small>
<u>Dec 1990</u>	<u>1,000</u>	<u>M 432 621 944</u>	<u>123-45-6789</u> <u>LESTER L. LEWIS</u> <u>123 1ST ST.</u> <u>MAINTOWN, FL 32960</u> <u>OR KATHERINE K. KELLY</u>
<small>(If you need more space, use the continuation sheet on page 2.)</small>			
3. Reason(s) for disclaimer and consent: My disclaimer and consent are given for the following reason(s): <u>IT WAS INTENDED THAT THIS BOND BE REGISTERED IN THE</u> <u>NAME OF KATHERINE K. KALINE</u>			
4. Signature and certification: <small>You must wait until you are in the presence of a certifying officer to sign this form.</small>			
Sign Here <u>Katherine K. Kelly</u> <small>(Signature of Owner)</small>	<u>KATHERINE K. KELLY</u> <small>(Type or Print Name)</small>		
Address <u>321 2ND AVENUE</u> <small>(Number and Street or Rural Route)</small>	<u>SOMETOWN</u> <small>(City)</small>	<u>FL</u> <small>(State)</small>	<u>32861</u> <small>(ZIP Code)</small>
<u>134-11-6789</u> <small>(Social Security Number)</small>	<u>941.333.4444</u> <small>(Daytime Telephone Number)</small>	_____ <small>(E-Mail Address)</small>	
Certifying Officer - The individual must sign in your presence. Complete the certification and affix your stamp or seal.			
I CERTIFY that <u>Katherine K. Kelly</u> , whose identity is well-known or proved to me, personally appeared before me this <u>fifth</u> day of <u>July</u> , <u>2002</u> , at <u>Sometown, FL</u> , and signed this form. <small>(City) (State) (Month) (Year)</small>			
(OFFICIAL STAMP OR SEAL)		<u>[Signature]</u> <small>(Signature and title of certifying officer)</small> <u>One Bank 55 Main Street</u> <small>(Street address)</small>	
My commission expires _____ <small>(For notaries only)</small>		<u>SOMETOWN</u> <small>(City)</small>	<u>FL 32862</u> <small>(State) (ZIP Code)</small>
IDENTIFICATION NOTATIONS			
<input type="checkbox"/> Customer Account Number and Date Established: _____		<input type="checkbox"/> Documents - Description: _____	
<input type="checkbox"/> Identified by (Signature and Address): _____			

For official use only: Customer Name _____ PDF 1851 E Department of the Treasury Bureau of the Public Debt (Revised August 2004)	Customer No. _____ OMB No. 1535-0009																											
REQUEST TO REISSUE UNITED STATES SAVINGS BONDS TO A PERSONAL TRUST																												
Visit us on the Web at www.treasurydirect.gov																												
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. DESCRIPTION OF BONDS I/We request reissue of the bonds described below, in the amount of \$ <u>2000</u> (face amount).																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">ISSUE DATE</th> <th style="width: 20%;">FACE AMOUNT</th> <th style="width: 20%;">BOND NUMBER</th> <th style="width: 40%;">REGISTRATION <small>(Social security number and names, including middle names or initials, on the bonds)</small></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2/97</td> <td style="text-align: center;">1000</td> <td style="text-align: center;">m 293 172 943EE</td> <td rowspan="2" style="vertical-align: top;"> 987-56-4321 Earl Wilson 4357 Hampton Ln Dunkirk KY 14048 OR Judy Wilson </td> </tr> <tr> <td style="text-align: center;">2/97</td> <td style="text-align: center;">1000</td> <td style="text-align: center;">m 293 172 944EE</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	ISSUE DATE	FACE AMOUNT	BOND NUMBER	REGISTRATION <small>(Social security number and names, including middle names or initials, on the bonds)</small>	2/97	1000	m 293 172 943EE	987-56-4321 Earl Wilson 4357 Hampton Ln Dunkirk KY 14048 OR Judy Wilson	2/97	1000	m 293 172 944EE																	
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2. TRUST INFORMATION																												
<ul style="list-style-type: none"> • Taxpayer identification number assigned to the trust: <u>12-3456789</u> • Grantor's name: * <u>Earl Wilson and Judy Wilson</u> • Trustee's name: * <u>Earl Wilson and Judy Wilson</u> • Date the trust was created: <u>march 27, 2002</u> • Name(s) of Beneficiary(ies), if an FBO trust: <u>Bill Wilson and Sissy Wilson</u> 																												
<i>* If more than one grantor or trustee, list all.</i>																												
3. NEW BOND INSCRIPTION																												
TAXPAYER IDENTIFYING NUMBER: <u>12-3456789</u> OR _____ <small>(Social Security Number assigned to trust) (Employer Identification Number assigned to trust)</small>																												
REGISTRATION: <u>Earl Wilson and Judy Wilson CO-TR</u> <u>WIDIT BTD 3-27-02</u>																												
ADDRESS: <u>4357 Hampton Ln Dunkirk KY 14048</u> <small>(Number and Street, Rural Route, or PO Box) (City) (State) (ZIP Code)</small>																												
Delivery Instructions (if different from that shown above): _____ <small>(Name of Individual or Institution)</small> _____ <small>(Number and Street, Rural Route, or PO Box) (City) (State) (ZIP Code)</small>																												

4. TAX LIABILITY NOTICE (Carefully read before completing Item 5.)

Upon the reissuance of savings bonds and/or notes to a trust, you must include in your gross income any accumulated interest on the bonds, including any tax-deferred increment noted on Series HH/H bonds, if you have not already reported it, unless, under the grantor trust provisions of the Internal Revenue Code, you are treated as the owner of the portion of the trust represented by any tax-deferred accumulated interest on the reissued bonds. If you are treated as the owner of that portion, the accumulated interest continues to be your income rather than that of the trust, and therefore, you may continue to defer reporting the interest earned each year. You must include the total accumulated interest in your gross income when the bonds are disposed of or finally mature, whichever is earlier. These rules apply when bonds being reissued are Series I bonds, Series EE or E bonds, or Series HH or H bonds that you have received in exchange for Series EE or E bonds or savings notes if you are the owner of the portion of the trust represented by the tax-deferred accumulated interest.

Generally, you will be treated as the owner of a trust that you have created to the extent that you retain certain powers over or interests in the trust. For example, you will be treated as the owner of the portion of the trust represented by any tax-deferred accumulated interest on the reissued bonds under the following circumstances:

- (1) You will be treated as the owner of a trust to the extent that you have an unconditional power to vest in yourself title to the trust assets. Thus, if you can, at your discretion, revoke all or part of the trust so that the bonds will be returned to you, you will be treated as the owner of the portion of the trust represented by any accumulated interest on the bonds.
- (2) If the trust instrument provides that the reissued bonds or the proceeds from the redemption or disposition of those bonds must be distributed to you or your spouse, or held or accumulated for future distribution to you or your spouse, you will be treated as the owner of the portion of the trust represented by any accumulated interest on the bonds. You will be treated as the owner in this circumstance irrespective of the terms of the trust.
- (3) You will be treated as the owner of a trust to the extent that you retain a power to control the beneficial enjoyment of property transferred to a trust. Thus, if you retain, under the terms of the trust instrument, an immediately exercisable power to determine, in your sole discretion, who will receive the bonds or the proceeds from the redemption or disposition of the bonds, then you will be treated as the owner of the portion of the trust represented by any accumulated interest.

The examples outlined above are illustrative only and they are not intended to cover all possible situations in which you could be treated as the owner of a trust or a portion of a trust. Furthermore, events can occur, such as the renunciation of a retained power or interest, which would cause you to cease being treated as the owner of a trust. If you are not sure whether you will be treated as the owner of a trust, you may request a letter ruling from the Internal Revenue Service. A request for a letter ruling should be sent to: **Internal Revenue Service, ATTN: CC: DOM: CORP: T, PO Box 7604, Ben Franklin Station, Washington, DC 20044.**

If you have any questions concerning the information to be submitted in connection with a letter ruling request, you may call (202) 622-7560.

5. TAX LIABILITY STATEMENT (This section must be completed.)

You must check box a. or b. (See "TAX LIABILITY NOTICE" above.)

"Interest" includes tax-deferred interest represented by tax legends on HH/H bonds as well as interest earned on EE/E or I bonds from the issue date until the date of reissue.

This statement will also apply to all future transactions requested by the same owner(s) or person(s) entitled to the same trust.

You must mark box a. or b. to indicate if you are the owner of the portion of the trust represented.

For Federal income tax purposes:

- a. I certify that I will be treated as owner of the portion of the trust represented by the tax-deferred accumulated interest on the bonds being reissued. *If this box is marked, the interest will be tax-deferred (interest will not be reported to the Internal Revenue Service as a result of the reissue).*
- b. I certify that I will not be treated as owner of the portion of the trust represented by the tax-deferred accumulated interest on the bonds being reissued. *If this box is marked, interest will be reported to the Internal Revenue Service for the taxable year in which the bonds were reissued to the trust. A 1099-INT will be generated for the social security number specified.*

If b. is checked and the bonds are in coownership form (e.g., "John Smith OR Jane Smith"), complete the following:

(Name of principal coowner)

(Social Security Number)

is the principal coowner of any bonds registered in coownership form submitted. He/She is responsible for any tax liability resulting from the reissue transaction requested. (A principal coowner is a coowner who (1) purchased the bonds with his/her own funds or (2) received them as a gift, inheritance or legacy, or as a result of judicial proceedings, and has them reissued in coownership form, provided he/she has received no contribution in money or money's worth for designating the other person as coowner on the bonds.

The interest will be reported to the Internal Revenue Service, and a 1099 INT will be generated for the social security number specified above.

6. SIGNATURES

Under penalty of perjury, I, the undersigned grantor (creator) of the trust, certify that the above taxpayer identification number assigned to the trust is correct. If Series HH/H bonds are involved, I certify that I am not subject to backup withholding either (i) because I have not been notified that I am subject to backup withholding (as a result of a failure to report all interest or dividends), or (ii) because I have been notified by the Internal Revenue Service that I am no longer subject to backup withholding. I further certify that the trust estate is not subject to backup withholding for one of the preceding reasons. If the trust was created by some person other than the owner or coowners, the trustee must furnish an IRS Form W-9. (See "ADDITIONAL REQUIREMENTS FOR REISSUE OF SERIES HH/H BONDS" in the instructions.)

You must wait until you are in the presence of a certifying officer to sign this form.

Sign Here: ⇒ Earl Wilson (Signature of Owner or Principal Coowner) Earl Wilson (Print Name)
 Home Address: 4357 Hampton Ln (Number and Street or Rural Route) 987-65-4321 (Social Security Number)
Dunkirk KY 14048 (City) (State) (ZIP Code) 555-555-5555 (Daytime Telephone Number)

Sign Here: ⇒ Judy Wilson (Signature of Coowner or Beneficiary) Judy Wilson (Print Name)
 Home Address: 4357 Hampton Ln (Number and Street or Rural Route) 999-99-9999 (Social Security Number)
Dunkirk KY 14048 (City) (State) (ZIP Code) 555-555-5555 (Daytime Telephone Number)

Certifying Officer - You must complete the certification and affix your stamp or seal.

I CERTIFY that Earl Wilson, whose identity is known or was proven to me, personally appeared before me this 25 day of April, 2002, at Dunkirk KY, and signed this form.
 (OFFICIAL STAMP OR SEAL) Jane Smith manager (Signature and title of certifying officer)
Bank USA 123 4th St (Street address)
 My commission expires _____ (For notaries only) Dunkirk KY 14048 (City) (State) (ZIP Code)

I CERTIFY that Judy Wilson, whose identity is known or was proven to me, personally appeared before me this 25 day of April, 2002, at Dunkirk KY, and signed this form.
 (OFFICIAL STAMP OR SEAL) Jane Smith manager (Signature and title of certifying officer)
Bank USA 123 4th St (Street address)
 My commission expires _____ (For notaries only) Dunkirk KY 14048 (City) (State) (ZIP Code)

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

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 15 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 correct address shown in "WHERE TO SEND" in the instructions.**

INSTRUCTIONS

USE OF FORM – Complete this form to reissue United States Savings Bonds to a personal trust created by:

- a. The owner, both coowners, or either coowner
- b. Some other person, provided a person named in a. is a beneficiary of the trust
- c. For Series EE/E bonds or Series HH/H bonds, some other person, provided a beneficiary of the trust is related to a person named in a. by blood (including legal adoption) or marriage

"Personal trust" as used in this form is a trust established by natural persons in their own right for the benefit of themselves or other natural persons in whole or in part, and common trust funds comprised in whole or in part of such estates. A bank, trust company, or other financial institution, appointed as trustee of a personal trust, should submit PD F 1455 with this form if the bonds are to be reissued in its name as trustee of its common trust fund.

This form should not be completed by a person under any legal disability, except for a minor of sufficient competency to sign the request and to understand the nature of the transaction.

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. DESCRIPTION OF BONDS – Fill in the total face amount of the bonds for which reissue is being requested. Fully describe the bonds in their present form of registration.

ITEM 2. TRUST INFORMATION – Provide the taxpayer identification number assigned to the trust, the name of the grantor, the name of the trustee, the date the trust was created, and the name of any beneficiary of the trust (if the trust is an FBO trust). If more than one grantor or trustee, list all. This information will be used to ensure that the new bond inscription contains all appropriate information required by the governing regulations.

ITEM 3. NEW BOND INSCRIPTION

- ✓ Provide the social security number or Employer Identification Number assigned to the trust.
- ✓ Show the name of the trustee, the name of the grantor, and the date the trust was created. If more than one trustee or grantor, list all. Show the name of any beneficiary(ies) of the trust (if the trust is an FBO trust). (Sample Registrations: "Tenth National Bank, trustee under agreement with Paul E. White, dated 2/1/02"; "Carl A. Black and Henry B. Green, trustees under agreement with Paul E. White, dated 2/1/02"; or "Paul E. White, trustee under declaration of trust dated 2/1/02 FBO Henry B. Green.")
- ✓ Show the mailing address for the trust. The bonds will be delivered to this address unless you provide different mailing instructions under "Delivery Instructions."
- ✓ Insert delivery instructions, if you don't want the bonds mailed to the address shown for the trust. Provide the name and address of the person or institution you want to receive them.

ITEM 4. TAX LIABILITY NOTICE – Carefully read this section before completing Item 5.

ITEM 5. TAX LIABILITY STATEMENT – After reading the TAX LIABILITY NOTICE in Item 4, you must mark box a. or b. in Item 5. Mark box a. if you will be treated as the owner of the portion of the trust represented by the tax-deferred accumulated interest on the bonds being reissued. Mark box b. if you will NOT be treated as owner of the portion of the trust represented by the tax-deferred accumulated interest on the bonds being reissued. "Interest" includes tax-deferred interest represented by tax legends on HH/H bonds, as well as interest earned on EE/E or I bonds from the issue date until the date of reissue.

ITEM 6. SIGNATURES – The completed form must be signed by the owner or both coowners. If the securities are Series E or H bonds, any beneficiary (POD) named on the securities must also sign the form. **If any person whose signature is required is deceased, submit proof of his/her death, in the form of a certified copy of the death certificate.**

Each person whose signature is required must sign the form in ink, print his/her name, and provide his/her home address, social security number, and daytime telephone number. Each signature must be certified (see **CERTIFICATION** below).

CERTIFICATION – Each person whose signature is required 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. The signatures to the form must be signed in the officer's presence. The certifying officer must affix the seal or stamp, which is used when certifying requests for payment. 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 list of such officers, see Department of the Treasury Circulars, No 530, and Public Debt Series, Nos. 3-80 and 2-98.

ADDITIONAL REQUIREMENTS FOR REISSUE OF SERIES HH/H BONDS:

- If a grantor (creator) of the trust who signs this form has been notified by the Internal Revenue Service (IRS) that he or she is subject to backup withholding or if the IRS has notified appropriate persons that the trust estate is subject to backup withholding, the applicable statements immediately above the signature line to the effect that the owner, principal coowner, or trust is not subject to backup withholding should be crossed out. If the trust was created by some person other than the owner or coowners, the trustee must complete an IRS Form W-9 and submit it with this request for reissue. Forms W-9 are available at financial institutions in the United States and Internal Revenue Offices. These forms can also be found on the IRS website at the address www.irs.gov.
- The furnishing of Direct Deposit information is a condition of reissue of Series HH bonds bearing issue dates of October 1989 and thereafter. A Direct Deposit form, PD F 5396 or SF 1199A, must be completed for Series HH bonds dated October 1989 and thereafter which are submitted for reissue. The Direct Deposit form must be completed by a trustee providing the appropriate information for direct deposit of the semiannual interest payments. Forms SF 1199A are available at financial institutions in the United States. PD F 5396 is available for download on the Internet using the "forms" link at the address www.treasurydirect.gov. The financial institution designated to receive the payment can assist in the completion of the Direct Deposit form.

ADDITIONAL EVIDENCE – We reserve the right in any particular case to require the submission of additional evidence.

WHERE TO SEND – Send the PD F 1851 and the bonds, as well as any other appropriate forms and evidence, to the Bureau of the Public Debt, PO Box 1328, Parkersburg, WV 26106-1328.

For official use only: Customer Name		Customer No.
PD F 1938 E Department of the Treasury Bureau of the Public Debt (Revised August 2004)		OMB No. 1535-0008
REQUEST FOR REISSUE OF UNITED STATES SAVINGS BONDS TO REMOVE NAME OF ONE OR MORE LIVING REGISTRANTS		
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. DESCRIPTION OF BONDS		
I/We request reissue of the following-described United States Savings Bonds in the amount of \$ <u>2000</u> (total face amount).		
ISSUE DATE	FACE AMOUNT	BOND NUMBER
4/90	500	D412689843
5/90	500	D434602518
2/91	1000	M214984212
REGISTRATION (Social security number and names, including middle names or initials, on the bonds)		
123-45-6789 Donald Gibson 924 Sentry Ct Kent, WA 98031 OR Michael T Gibson		
<i>(If more space is needed, use a continuation sheet and attach it to this form.)</i>		
TAX LIABILITY: If the name of a living owner or principal coowner of the bonds is eliminated from the registration, the owner or principal coowner must include the interest earned and previously unreported on the bonds to the date of the transaction on his or her Federal income tax return for the year of the reissue. (Both registrants are considered to be coowners when bonds are registered in the form: "A" or "B.") The principal coowner is the coowner who (1) purchased the bonds with his or her own funds, or (2) received them as a gift, inheritance, or legacy, or as a result of judicial proceedings, and had them reissued in coownership form, provided he or she has received no contribution in money or money's worth for designating the other coowner on the bonds. If the reissue is a reportable event, the interest earned on the bonds to the date of the reissue will be reported to the IRS by a Federal Reserve Bank or Branch or the Bureau of the Public Debt under the Tax Equity and Fiscal Responsibility Act of 1982. THE OBLIGATION TO REPORT THE INTEREST CANNOT BE TRANSFERRED TO SOMEONE ELSE THROUGH A REISSUE TRANSACTION. If you have any questions concerning the tax consequences, consult the Internal Revenue Service, or write to the Commissioner of Internal Revenue, Washington, DC 20224. Unless we are otherwise informed, the first-named coowner will be considered the principal coowner for the purposes of this transaction.		
2. NEW BOND INSCRIPTION		
OWNER OR FIRST-NAMED COOWNER		
<u>987-65-4321</u> (Social Security Number)		
<u>Michael T. Gibson</u> (Name)		
<u>243 Abby Lane</u> (Number and Street, Rural Route, or PO Box)	<u>Kent</u> (City)	<u>WA 98031</u> (State) (ZIP Code)
COOWNER OR BENEFICIARY (if a name is shown and neither block is checked, we will assume coowner.)		
Name the following person as <input checked="" type="checkbox"/> coowner <input type="checkbox"/> beneficiary		
<u>Amy R. Gibson</u> (Name)		
Delivery Instructions (if different from that shown above for the owner/first-named coowner)		
_____ (Name of Individual or Institution)		
_____ (Number and Street, Rural Route, or PO Box)	_____ (City)	_____ (State) (ZIP Code)

3. SIGNATURE(S)	
<p>I/We certify under penalty of perjury that the information provided herein is true and correct to the best of my/our knowledge and belief. I/We agree to reissue of the bonds as indicated in Item 2 and certify that the reissue is authorized for one of the reasons described in "Authorized Reissue Transactions" in the instructions. I/We hereby bind ourselves, our heirs, legatees, successors and assigns, jointly and severally, to hold the United States harmless on account of the reissue requested herein, to indemnify unconditionally and promptly repay the United States in the event of any loss which results from this request, including interest, administrative costs, and penalties. I/We consent to the release of any information regarding this transaction, including information contained in this application, to any party having an ownership or entitlement interest in the bonds.</p>	
<i>You must wait until you are in the presence of a certifying officer to sign this form.</i>	
Sign Here: ⇒ <u>Michael Gibson</u> <small>(Signature)</small>	<u>987-65-4321</u> <small>(Social Security Number)</small>
Address: <u>243 Abby Lane</u> <small>(Number and Street, Rural Route, or PO Box)</small> <u>Kent WA 98031</u> <small>(City) (State) (ZIP Code)</small>	<u>555-555-5555</u> <small>(Daytime Telephone Number)</small> _____ <small>(E-mail address)</small>
Sign Here: ⇒ <u>Donald Gibson</u> <small>(Signature)</small>	<u>123-45-6789</u> <small>(Social Security Number)</small>
Address: <u>924 Sentry Ct</u> <small>(Number and Street, Rural Route, or PO Box)</small> <u>Kent WA 98031</u> <small>(City) (State) (ZIP Code)</small>	<u>111-111-1111</u> <small>(Daytime Telephone Number)</small> _____ <small>(E-mail address)</small>
Certifying Officer - You must complete the certification and affix your stamp or seal.	
I CERTIFY that <u>Michael Gibson</u> , whose identity is known or was proven to me, personally appeared before me this <u>25</u> day of <u>April</u> , <u>2005</u> , at <u>Kent WA</u> , and signed this form. <small>(City) (State)</small>	
(OFFICIAL STAMP OR SEAL)	<u>Jane Doe manager</u> <small>(Signature and title of certifying officer)</small> <u>USA Bank 123 4th St</u> <small>(Street address)</small> <u>Kent WA 98031</u> <small>(City) (State) (ZIP Code)</small>
My commission expires _____ <small>(For notaries only)</small>	
I CERTIFY that <u>Donald Gibson</u> , whose identity is known or was proven to me, personally appeared before me this <u>26</u> day of <u>April</u> , <u>2005</u> , at <u>Kent WA</u> , and signed this form. <small>(City) (State)</small>	
(OFFICIAL STAMP OR SEAL)	<u>Mike Doe manager</u> <small>(Signature and title of certifying officer)</small> <u>Happy Bank One Main</u> <small>(Street address)</small> <u>Kent WA 90813</u> <small>(City) (State) (ZIP Code)</small>
My commission expires _____ <small>(For notaries only)</small>	
RESERVED FOR IDENTIFICATION NOTATIONS	
<input type="checkbox"/> Customer Account Number and Date Established: _____	<input type="checkbox"/> Document(s) - Description: _____
<input type="checkbox"/> Identified by (Signature and Address): _____	
INSTRUCTIONS TO CERTIFYING OFFICER	
Each person appearing before you must establish identification by positive and reliable evidence before this form is signed, unless he or she is personally known to you. Place an adequate notation above or on a separate record, showing exactly how identification was established. A notation is adequate if it is sufficiently detailed to permit, at a later date, a determination of the exact identification actually used. You and, if you are an officer or employee of an organization, the organization will be held fully responsible for the adequacy of the identification.	
The signatures to the form must be executed in your presence. Fully complete and sign the certification form provided for each signature you witness.	
If you are an employee (rather than an officer) authorized to certify signatures, insert the words "Authorized Signature" in the space provided for the title. Insert the place and date, as required on the form, and impress the seal of your organization.	
(2)	PD F 1938

INSTRUCTIONS

USE OF FORM – The owner or coowners of United States Savings Bonds (other than Series I bonds) may use this form to request reissue of the bonds, but **ONLY** under the following circumstances:

Current Registration	Authorized Reissue Transactions
Sole Owner	The owner may request reissue to remove his/her name and name a person related to him/her by blood, legal adoption, or marriage as the new owner, or he/she may request reissue in his/her name with such other person as second-named coowner. Another person may be added as coowner or beneficiary by the owner whose name is being removed. If the original owner is remaining as a coowner on the new bonds, he/she must be the first-named coowner.
Owner with a Beneficiary (Two names with the connector "POD")	<ol style="list-style-type: none"> The owner may request reissue to remove his/her name and name the present beneficiary as owner, provided the present owner and beneficiary are related by blood, legal adoption, or marriage. Another person may be added as coowner or beneficiary by the owner whose name is being removed. The owner may request reissue to remove his/her name and name a different person as owner, provided the present owner and the new owner are related by blood, legal adoption, or marriage. Another person may be added as coowner or beneficiary by the owner whose name is being removed. For Series E or H bonds, the current beneficiary must consent to the reissue if his/her name is also being removed. The owner may request reissue to remove his/her name and name as owner a custodian for the present beneficiary who is a minor, under a statute authorizing gifts to minors. A coowner or a beneficiary may not be named on bonds to be reissued in the name of a custodian for a minor under a gifts to minors statute.
Owner with or without a Beneficiary	<ol style="list-style-type: none"> The owner may request reissue to remove his/her name and name as owner: <ol style="list-style-type: none"> a guardian or similar representative for the estate of a minor or an incompetent, or a custodian for a minor, pursuant to a statute authorizing gifts to minors, provided the minor or incompetent is related to the present owner by blood, legal adoption, or marriage. For Series E or H bonds, the current beneficiary must consent to the reissue if his/her name is also being removed. The owner may request reissue to remove his/her name and name as owner the other party to a divorce, legal separation, or annulment of marriage, which occurred after the bonds were issued. For Series E or H bonds, the current beneficiary must consent to the reissue if his/her name is also being removed.
Coowners (Two names with the connector "OR")	<ol style="list-style-type: none"> If the present coowners are related to each other by blood, legal adoption, or marriage, they may request reissue to remove one of their names and reissue the bonds in the name of the other. The coowner whose name is remaining on the bonds must be shown as owner or first-named coowner on the new bonds. The name of another person may be added as a coowner or beneficiary. The present coowners, regardless of relationship, may request reissue to remove either or both of their names and reissue the bonds in the name of another person related to either of them by blood, legal adoption, or marriage. The bonds may be reissued with the new person as: <ul style="list-style-type: none"> sole owner, owner with one of the original coowners as beneficiary, or a new coowner with one of the original coowners. (If one of the original coowners is remaining on the bonds as a coowner, he/she must be shown as the first-named coowner.) The present coowners, regardless of relationship, may request reissue to remove either or both of their names and reissue the bonds: <ul style="list-style-type: none"> in the name of a custodian for a minor pursuant to a statute authorizing gifts to minors, provided the minor is related to one of the coowners by blood, legal adoption, or marriage, or in the name of a minor or an incompetent related to one of the coowners by blood, legal adoption, or marriage if a legal guardian or similar representative has been appointed for the estate of the minor or incompetent. The present coowners, regardless of relationship, may request reissue to remove either or both of their names and reissue the bonds to: <ul style="list-style-type: none"> promote the minor coowner to sole owner, or name a custodian for the minor owner under a statute authorizing gifts to minors. The present coowners, regardless of relationship, may request reissue to remove either of their names if one of them marries. The name of another person may be added as coowner or beneficiary. If the present coowners are divorced or legally separated from each other, or their marriage has been annulled, they may request reissue to remove either of their names. The name of another person may be added as coowner or beneficiary.

NEW INSCRIPTION – Follow these rules when entering the new bond inscription:

- If one bond is to be divided among two or more persons as owners, coowners, or owners and beneficiaries, among two or more minors pursuant to a statute authorizing gifts of securities to minors, or among two or more minors or incompetents for whose estates legal guardians or similar representatives were appointed, separate forms must be fully completed and signed for each form of registration, and the face amount of the new bond or bonds must be shown on each form. Any division must be in authorized denominations.
- In the case of bonds to be reissued in the name of a custodian for a minor donee of a gift made pursuant to a statute authorizing gifts of securities to minors, the correct form of registration may be obtained from a Federal Reserve Bank or Branch, or the Bureau of the Public Debt.
- If a legal guardian or similar representative has been appointed for the estate of a minor or incompetent, reissue must be requested as provided in Subpart B, Department of the Treasury Circulars No. 530, current revision, and Public Debt Series No. 3-80.
- If a current registrant is remaining in the new registration as a coowner, he/she must be the first-named coowner.

COMPLETION OF FORM

ITEM 1. - Fill in the total face amount of the bonds for which reissue is being requested. Fully describe the bonds in their present form of registration. If more space is needed to describe the bonds, use a plain sheet of paper and attach it to this form.

ITEM 2.

✓ Provide the social security number.

<i>If the new bonds are to be inscribed in the name of</i>	<i>Provide this</i>
One person as owner, with or without a beneficiary	The social security number of the owner
Two persons as coowners	The social security number of the first-named coowner
A guardian, custodian, or similar representative of the estate of a minor, incompetent, or other ward	The social security number of the minor, incompetent, or other ward

- ✓ Show the name of the owner or first-named coowner.
- ✓ Show the mailing address of the owner or first-named coowner. The bonds will be delivered to this address unless you provide different mailing instructions under "Delivery Instructions."
- ✓ Show the name of any coowner or beneficiary. If you want to include a second name, mark the appropriate block to designate the person as "coowner" or "beneficiary" and insert his/her name. If a name is shown and no block is marked, we will assume coownership.
- ✓ Insert the delivery instructions. If you don't want the bonds mailed to the address shown for the owner or first-named coowner, provide the name and address of the person or institution you want to receive them. This address will be shown on the new bonds.

ITEM 3. - Sign the form in ink, in the presence of an authorized certifying officer (see "CERTIFICATION"). Provide each person's address, social security number, daytime telephone number, and e-mail address, if applicable.

- The owner of the bonds must sign this form.
- For Series E or H bonds registered in beneficiary form, the current beneficiary must sign if his/her name is being removed.
- For bonds registered in coownership form, a request solely to eliminate the name of one coowner may be signed by that coowner only. In all other situations, both of the coowners or their representatives must sign the form.
- An incompetent coowner may not sign this form. Reissue will not be made if a legal guardian or similar representative of an incompetent coowner's estate has not been appointed, except to add the words "under voluntary guardianship" after the name, or to eliminate the other coowner.
- The legal guardian or similar representative of the estate of a minor or incompetent coowner may execute a request on this form on behalf of the ward to eliminate the name of the other coowner. If living, that other coowner must also sign the form to eliminate his or her name. A request to eliminate the name of a minor or an incompetent coowner will not be recognized unless supported by evidence that a court has ordered the representative to request such reissue.
- If a guardian or similar representative of the estate of a minor coowner has not been appointed, the minor may execute the request if he/she is of sufficient competency to sign his/her name to the request and to understand the nature of the transaction.
- If an owner/coowner's name has been changed by marriage, divorce, court order, naturalization, or otherwise, he/she must sign the form as follows: " (PRESENT LEGAL NAME) ", changed by (specify manner in which change occurred) from " (NAME AS ON BONDS) ." To support a change of name, other than by marriage, a complete statement should follow the signature to show exactly how change of name was authorized. Documentary evidence, properly certified, may be required.

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 in the presence of that officer. 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 Circulars, No. 530, and Public Debt Series No. 3-80.

ADDITIONAL REQUIREMENTS FOR REISSUE OF SERIES HH/H BONDS:

- Under the Interest Dividend Tax Compliance Act of 1983 as implemented by Internal Revenue Service regulations, the new owner or first-named coowner must complete IRS Form W-9 to certify that the social security number furnished is correct, to indicate whether or not he/she is subject to backup withholding under the provision of Section 3406(a)(1)(C) of the Internal Revenue Code, and to verify that he/she is a United States person (including a U.S. resident alien). Forms W-9 are available at financial institutions in the United States and Internal Revenue Offices. These forms can also be found on the IRS website at the address www.irs.gov.
- The furnishing of Direct Deposit information is a condition of reissue of Series HH bonds bearing issue dates of October 1989 and thereafter. A Direct Deposit form, PD F 5396 or SF 1199A, must be completed for Series HH bonds dated October 1989 and thereafter which are submitted for reissue. The Direct Deposit form must be completed by the new owner or coowner providing the appropriate information for direct deposit of the semi-annual interest payments. Forms SF 1199A are available at financial institutions in the United States. PD F 5396 is available for download on the Internet using the "forms" link at the address www.treasurydirect.gov. The financial institution designated to receive the payment can assist in the completion of the Direct Deposit form.

ADDITIONAL EVIDENCE - We reserve the right in any particular case to require the submission of additional evidence.

WHERE TO SEND - The PD F 1938 and the bonds, as well as any other appropriate forms and evidence, must be sent to one of the Treasury Retail Securities Sites shown below:

Treasury Retail Securities Site PO Box 299 Pittsburgh, PA 15230-0299 1-800-245-2804	Treasury Retail Securities Site PO Box 214 Minneapolis, MN 55480-0214 1-800-553-2663
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PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

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 correct address shown in "WHERE TO SEND" above.**

For official use only: Customer Name	Customer No.
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PD F 1980 E
 Department of the Treasury
 Bureau of the Public Debt
 (Revised August 2004)

CHANGE OF ADDRESS AND/OR IDENTIFICATION OF ACCOUNT
 FOR UNITED STATES REGISTERED SECURITIES

OMB No. 1535-0064

1. PURPOSE OF FORM: I am the owner of the registered securities listed below and I am:

Notifying you of my change of address.
 Describing holdings for identification of accounts.

2. DESCRIPTION OF SECURITIES:

TITLE OF SECURITY (Identify securities by series, interest rate, type, call and maturity dates, as appropriate)	FACE AMOUNT (Denomination)	SERIAL NUMBER	INSCRIPTION (Exact inscription shown on the face of each security)
Series HH	5000	V44 767 411	Samuel Smith POD Susan Smith
Series HH	5000	V44 767 412	Samuel Smith POD Colby Smith

3. TAXPAYER IDENTIFICATION NUMBER(S): (See the Instructions.)

123-45-6789 <small>(Social Security Number)</small>	Samuel Smith <small>(Name to which number assigned)</small>
_____ <small>(Social Security Number)</small>	_____ <small>(Name to which number assigned)</small>
_____ <small>(Employer Identification Number)</small>	_____ <small>(Name to which number assigned)</small>

4. CHANGE OF ADDRESS INFORMATION:

Former address: Samuel Smith (Name)
 123 1st Ave Sometown MD 12345
(Number and street or rural route) (City) (State) (ZIP Code)

New address: Samuel Smith (Name)
 234 2nd Ave Sometown MD 12345
(Number and street or rural route) (City) (State) (ZIP Code)

5. SIGNATURE AND CERTIFICATION OF TAXPAYER IDENTIFICATION NUMBER:

Under penalty of perjury, I certify that:

1. The taxpayer identification number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** I have been notified by the Internal Revenue Service that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

(Instructions - You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.)
 The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Sign Here: ⇒ Samuel Smith 555-555-5555
(Signature of registered owner, representative, or fiduciary) (Daytime Telephone No.)

INSTRUCTIONS

USE OF FORM – Use this form to give notice of a change of address or to describe holdings for identification of your account(s). Use this form for Series HH/H savings bonds and/or registered Treasury bonds and notes in definitive/paper form.

WHO MAY COMPLETE THE FORM – The form must be completed by the registered owner or his/her representative.

COMPLETION OF FORM

- **ITEM 1.** Check the appropriate box to indicate the purpose of the form.
- **ITEM 2.** Furnish a complete description of the securities. If more space is needed, use a plain sheet of paper and attach it to this form.
- **ITEM 3.** Furnish the appropriate taxpayer identification number and the name to which it is assigned. The following rules must be observed when furnishing the number:
 - ✓ If the securities are inscribed in the name of one person as owner, with or without a beneficiary, furnish the owner's social security number. If known, the social security number of the beneficiary may also be furnished.
 - ✓ If the securities are inscribed in the names of two persons as coowners, furnish the social security number of the first coowner. If known, the social security number of the second coowner may also be furnished.
 - ✓ If the securities are inscribed in the name of a guardian, custodian, or similar representative of the estate of a minor, incompetent, or other ward as owner, furnish the social security number of the minor, incompetent, or other ward.
 - ✓ If the securities are inscribed other than in the name of a natural person (in the name of an executor, administrator, trustee, corporation, association, partnership, etc.) furnish the taxpayer identification number assigned to the estate.
- **ITEM 4.** If you're notifying us of a change of address, provide your former address and your new address. **Failure to provide prompt notice of a change of address could result in the nonreceipt of an interest check or Form 1099-INT.**
- **ITEM 5.** Carefully read the statement and certify that you are not subject to backup withholding, if appropriate. If you are subject to backup withholding, you must strike through Item 2 of this section. Sign the form and provide your daytime telephone number. The signature of a registered owner should be in the same form as that appearing on the bonds. The signature of a representative or fiduciary must be in the same form as that shown in the court papers or other evidence of authority and must be followed by the proper title and reference to the estate or trust, as for example, "John W. Smith, administrator of the estate of Henry L. Smith, deceased."

WHERE TO SEND

- For Treasury bonds/notes – Send the form to Bureau of the Public Debt, PO Box 426, Parkersburg, WV 26106-0426.
- For Series HH/H bonds – Unless otherwise instructed, send the form to one of the Treasury Retail Securities Sites shown below:

Treasury Retail Securities Site
PO Box 299
Pittsburgh, PA 15230-0299
Phone: 1-800-245-2804

Treasury Retail Securities Site
PO Box 214
Minneapolis, MN 55480-0214
Phone: 1-800-553-2663

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

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 06 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 the completed form to the above address; send to correct address shown in "WHERE TO SEND" above.**

For BPD use only Customer Name	Customer No.
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PD F 2513 E
 Department of the Treasury
 Bureau of the Public Debt
 (Revised May 2003)

APPLICATION BY VOLUNTARY GUARDIAN OF
 INCAPACITATED OWNER OF UNITED STATES BONDS/NOTES

OMB No. 1535-0036

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. Certificate of Qualification

I, MARY JOHNSON, of full age and residing at
(Name of Applicant)
123 NARROW WAY TINYBURG WV 12345, certify the following:
(Number and Street or Rural Route) (City) (State) (ZIP Code)

⇒ The owner of the bonds, MARTHA D SMITH is an adult;
(Name of Bond Owner)

⇒ His/Her Social Security Number is: 123-45-6789 ;
(Social Security Number)

⇒ He/She resides at: 123 NARROW WAY TINYBURG WV 12345 ;
(Number and Street or Rural Route) (City) (State) (ZIP Code)

⇒ He/She is mentally incapacitated and can't handle his/her own affairs;

⇒ No legal guardian or similar representative has been appointed for the incapacitated person's estate by any court, no person is otherwise qualified to act, and no qualification for such appointment is pending; and

⇒ The incapacitated person is the registered owner of, or the person entitled to, the United States Savings Bonds/Notes listed in Item 2 below.

2. Description of Bonds

ISSUE DATE	BOND NUMBER	ISSUE DATE	BOND NUMBER	ISSUE DATE	BOND NUMBER
<u>8/94</u>	<u>M 178 122 931</u>	<u>12/98</u>	<u>M 201 921 724</u>		
<u>1/96</u>	<u>M 181 366 499</u>				
<u>11/96</u>	<u>M 190 142 396</u>				
<u>4/97</u>	<u>M 195 988 544</u>				
<u>2/98</u>	<u>M 198 366 141</u>				
<u>7/98</u>	<u>M 199 889 499</u>				

(If more space is needed, use a continuation sheet and attach it to this form.)

3. Nature of Request

I request that I be recognized as voluntary guardian of the incapacitated person, and in such capacity I further request:

A. Payment of the above-listed bonds. I certify that the total redemption value of ALL bonds belonging to the incompetent at the time of this application does not exceed \$20,000.

B. **B is no longer applicable - revised form pending**

C. Reinvestment of matured Series E bonds for Series EE bonds. Any proceeds not reinvested will be used for the incapacitated person's benefit. (PD F 5263 must be completed and submitted.)

D. **D & E are no longer applicable - revised form pending**

E.

F. Issuance of substitutes for the above-described bonds upon my application and submission of satisfactory proof of loss, theft, or destruction. (PD F 1048 must be completed and submitted.)

G. Release of confidential information on savings bonds/notes on which the incapacitated person is named owner or coowner, or to which he/she has become entitled.

4. Supporting Information

In support of the above request(s), I declare that my answers to the following questions and the other information given below are true and complete, to the best of my knowledge and belief.

- A. (1) What is your relationship to the incapacitated person? DAUGHTER
- (2) Are you contributing to his/her care and support? YES NO
- (3) Are any other persons or agencies contributing? YES NO If YES, what are their names and addresses?
- | NAME | ADDRESS |
|-------|---------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

- B. Describe the incapacitated person's disability: DEMENTIA PRÆCOX
- Has he/she been declared mentally incompetent by a court or governmental agency? YES NO
- (Proof of incompetency is required – see Item 4B in the instructions.)**
- C. Is the incapacitated person a patient in a hospital or other institution operated by a federal, state, or other governmental agency?
 YES NO If YES, furnish the agency's name and address:

- D. Does the incapacitated person own any savings bonds or United States securities in addition to those described on this form?
 YES NO If YES, list the additional holdings by issue date, face amount, serial number, and registration on a separate sheet of paper and attach it to this form.

5. Signatures and Certification

Applicant - You must wait until you are in the presence of a certifying officer to sign this form.

I petition the Secretary of the Treasury for completion of the transactions requested above as authorized by law, and if such requests are granted, hereby acknowledge and agree that the proceeds will be used for the benefit and support of the incapacitated person. Upon approval of the requested transactions, I bind myself, my heirs, executors, administrators, successors and assigns, jointly and severally, to hold the United States harmless as the result of any claim by any other parties having, or claiming to have, interests in the bonds/notes and, upon demand by the Department of the Treasury, to indemnify unconditionally the United States and to repay the Department of the Treasury all sums of money which the Department may pay to me as voluntary guardian, including any interest, administrative costs and penalties, or losses incurred as a result of such payment. I declare under penalty that I have not knowingly furnished any false, fictitious, or fraudulent information.

Sign Here: Mary Johnson MARY JOHNSON
(Signature of Applicant) (Type or Print Name)

987-65-4321 304-123-4567 _____
(Social Security Number) (Daytime Telephone Number) (E-Mail Address)

Certifying Officer – The individual must sign in your presence. Complete the certification and affix your stamp or seal.

I CERTIFY that MARY JOHNSON, whose identity is known or was proven to me, personally appeared before me this 13th day of NOVEMBER, 2003 at TINYBURG WV, and signed this form

(City) (State)

Trust Officer AVP, TINYBURG BANK
(Signature and title of certifying officer)

(OFFICIAL STAMP OR SEAL)

101 E. MAIN STREET
(Street address)

TINYBURG WV 12345
(City) (State) (ZIP Code)

My commission expires _____
(For notaries only)

Consents of other contributors - You must wait until you are in the presence of a certifying officer to sign this form.

I (We) consent to the action(s) requested in this application.

Sign here: _____
 (Signature)

 (Number and Street or Rural Route)

 (City) (State) (ZIP Code)

Sign here: _____
 (Signature)

 (Number and Street or Rural Route)

 (City) (State) (ZIP Code)

Sign here: _____
 (Signature)

 (Number and Street or Rural Route)

 (City) (State) (ZIP Code)

Sign here: _____
 (Signature)

 (Number and Street or Rural Route)

 (City) (State) (ZIP Code)

Certifying Officer – The individuals must sign in your presence. Complete the certification and affix your stamp or seal.

I CERTIFY that _____ and _____, whose identities are known or were proven to me, personally appeared before me this _____ day of _____ (Month) _____ (Year) at _____ (City) _____ (State), and signed this form.

(OFFICIAL STAMP OR SEAL) _____ (Signature and title of certifying officer)
 _____ (Street address)

My commission expires _____ (City) _____ (State) _____ (ZIP Code)
 (For notaries only)

I CERTIFY that _____ and _____, whose identities are known or were proven to me, personally appeared before me this _____ day of _____ (Month) _____ (Year) at _____ (City) _____ (State), and signed this form.

(OFFICIAL STAMP OR SEAL) _____ (Signature and title of certifying officer)
 _____ (Street address)

My commission expires _____ (City) _____ (State) _____ (ZIP Code)
 (For notaries only)

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

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 20 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 correct address shown in "WHERE TO SEND" in the Instructions.**

For official use only: Customer Name	Customer No.
PD F 2966 E Department of the Treasury Bureau of the Public Debt (Revised August 2004)	SPECIAL BOND OF INDEMNITY BY PURCHASER OF UNITED STATES SAVINGS BONDS/NOTES INVOLVED IN A CHAIN LETTER SCHEME
OMB No. 1535-0062	

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

KNOW ALL MEN BY THESE PRESENTS, that I, William B Franklin
(First Name) (Middle Name or Initial) (Last Name)

of 123 1st Ave
(Number and Street or Rural Route)
Sometown MI 12345
(City) (State) (ZIP Code)

am held and firmly bound to the United States of America in the amount of four hundred dollars (\$ 400)
(For Series E and Series I show seven times the face amount; for Series EE show four times the face amount of the savings bonds described below.)

to be paid to the United States of America; to which payment I bind myself, my heirs, legatees, executors, administrators, successors and assigns, jointly and severally by this agreement.

WHEREAS, I present and surrender the following-described United States Savings Bonds to the United States Department of the Treasury:

ISSUE DATE	FACE AMOUNT	BOND NUMBER	INSCRIPTION <small>(Social security number, names, including middle names or initials, and addresses on the bonds)</small>
3/94	50	L 240 988 114	123-45-6789 Hiraldo Bullock 3610 Birdsnest way Sometown MI 12345
3/94	50	L 240 988 115	

(If you need more space, use the continuation sheet on page 2.)

AND WHEREAS, I allege under penalty of perjury that I purchased these bonds with my funds with the intention of participating in a chain letter scheme, and I later discovered that participation in such a scheme violates certain laws and regulations of the United States if the mails were used and might violate State laws even if the mails were not used;

AND WHEREAS, under these circumstances, I do not wish to participate in the scheme and hereby request that the United States REFUND THE PURCHASE PRICE of these bonds;

AND WHEREAS, the Secretary of the Treasury has authorized the REFUND OF THE PURCHASE PRICE of these bonds, if I furnish satisfactory evidence that I am the purchaser of the bonds, and if I furnish a bond of indemnity without surety to the United States of America in the above amount;

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if I, my heirs, legatees, executors, administrators, successors or assigns, or any of them, will indemnify and save harmless the United States from any claim on account of these bonds and interest thereon, and from any and all losses which the United States may sustain as a result of any such other claim, and shall repay to the United States all sums of money which the United States may pay on the account of these bonds and interest thereon, with interest, administrative costs, and penalties, then this obligation will be void, otherwise it will remain in full force and effect.

You must wait until you are in the presence of a certifying officer to sign this form.

Sign Here	<u>William Franklin</u> <small>(Signature of obligor - must agree with name in first paragraph)</small>	<u>William Franklin</u> <small>(Print Name)</small>
Home Address	<u>123 1st Ave</u> <small>(Number and Street or Rural Route)</small>	<u>456-78-9012</u> <small>(Social Security Number)</small>
	<u>Sometown MI 12345</u> <small>(City) (State) (ZIP Code)</small>	<u>555-555-5555</u> <small>(Daytime Telephone Number)</small>

Certifying Officer - The individual must sign in your presence. Complete the certification and affix your stamp or seal.

I CERTIFY that William B Franklin, whose identity is well-known or proved to me, personally appeared before me this 25 day of June, 2002, at Sometown MI, and signed this form.
(City) (State)

Jane Doe manager
(Signature and title of certifying officer)

(OFFICIAL STAMP OR SEAL)

Bank USA 321 main st
(Street address)

Sometown MI 12345
(City) (State) (ZIP Code)

My commission expires _____
(For notaries only)

Continuation of description of bonds:

ISSUE DATE	FACE AMOUNT	BOND NUMBER	INSCRIPTION (Social security number, names, including middle names or initials, and addresses on the bonds)

(If you need more space, use a continuation sheet and attach it to the form.)

INSTRUCTIONS

("Bonds" in these instructions refers to savings bonds, savings notes, retirement plan bonds, and individual retirement bonds.)

USE OF FORM – Use this form to apply for refund of purchase price of United States Savings Bonds purchased in connection with a chain letter scheme.

- ✓ Furnish your full name including first name, middle name or initial, and last name.
- ✓ Show your complete mailing address.
- ✓ Enter the amount of the bond of indemnity, in alphabetical and numerical form. The amount necessary depends on the type of bond involved. Series EE, Series E, and Series I bonds may earn interest beyond their original maturity date. As a result, the bond of indemnity must be in an amount four times the face amount of the Series EE bonds and seven times the face amount of the Series E and Series I bonds listed on the form. For example, for a \$50 Series EE bond, the amount must be shown as "TWO HUNDRED DOLLARS" (\$200.00) and for a \$50 Series E or Series I bond, the amount must be shown as "THREE HUNDRED FIFTY DOLLARS" (\$350.00).
- ✓ Describe the bonds.
- ✓ Sign the form, show your mailing address, social security number, and daytime telephone number. (See the next section regarding proper certification.)

CERTIFICATION

Person Who Signs Form

- 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 in the presence of that officer. 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 Circulars, No. 530, and Public Debt Series Nos. 3-80 and 2-98.

Certifying Officer

- The person appearing before you must establish identification by positive and reliable evidence before this form is signed, unless he/she is personally well-known to you. You must complete and sign the certification form and affix the seal or stamp required in certifying requests for payment. If you are a notary public or similar officer, you must also show the expiration date of your commission.

ADDITIONAL EVIDENCE

You must provide evidence that you purchased the bonds. Such evidence includes a copy of the purchase order; a statement from the issuing agent that accepted the order; the canceled check used to purchase the bond; or a copy of the chain letter bearing your name. If the evidence shows that someone else was the purchaser of the bonds and you obtained possession from that person, you will also be expected to furnish a notarized statement from the original purchaser to establish the circumstances under which he/she delivered the bonds.

WHERE TO SEND - The PD F 2966, bonds, proof of purchase, and any other appropriate evidence, must be sent to one of the Treasury Retail Securities Sites shown below:

Treasury Retail Securities Site
 PO Box 299
 Pittsburgh, PA 15230-0299
 1-800-245-2804

Treasury Retail Securities Site
 PO Box 214
 Minneapolis, MN 55480-0214
 1-800-553-2663

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

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 08 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 one of the Treasury Retail Securities Sites shown in "WHERE TO SEND."**

For Official Use Only

Accepted by: _____

Date: _____

PD F 3062
 Department of the Treasury
 Bureau of the Public Debt
 (Revised April 2002)

**CLAIM FOR NONRECEIPT OF SERIES EE/
 UNITED STATES SAVINGS BONDS**
 (To be completed by issuing agent and owners)

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

TO BE COMPLETED BY ISSUING AGENT

1. Describe the bonds reported as not received below.

ISSUE DATE	FACE AMOUNT	BOND NUMBER	REGISTRATION (Social security number and names, including middle names or initials, on the bonds)
MAY 2003	100	C 0761 358 931 EE	023-45-6789 JOHN Q SAVER MAIL TO MIKE SAVER 123 MAIN ST ANYWHERE, US 12345-0000 POD SAMMY SAVER

(If you need more space to describe your bonds, use a continuation sheet and attach it to the form.)

2. The bonds were issued by RDS or Payroll? Date Purchased MAY 20, 2003
3. The bonds were purchased by JOHN Q SAVER
4. The bonds were mailed to MIKE SAVER 123 MAIN ST
(Number and Street or Rural Route)
ANYWHERE US 12345-0000
(City) (State) (ZIP Code)

Based on the statements, certifications, requests, and agreements included in this claim, the issuing agent signing below recommends that replacement bonds for those described be issued and mailed to:

(Name)
 Address _____
(Number and Street or Rural Route) (City) (State) (ZIP Code)

The issuing agent signing below agrees that if the missing bonds are ever located, it will surrender them to the Bureau of the Public Debt, Parkersburg, West Virginia 26106-1328.

**(SEAL OR
 ISSUING AGENT'S
 VALIDATING STAMP)**

Date _____ By _____
(Signature and Title of Officer)
 Telephone Number _____

5. We, the undersigned, certify the United States Savings Bonds described on this form have not been received, either by us or by anyone on our behalf and we do not know what happened to them. If the addressee has moved since the bonds were mailed, we also certify that an inquiry was made at the former address. We request new bonds be issued to replace the bonds not received.

We the undersigned, severally petition the Secretary of the Treasury for relief as authorized by law, and if relief is granted, acknowledge that the original bonds become the property of the United States. Upon granting of relief, we assign all our right, title, and interest in the original bonds to the United States and bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally: (1) to surrender the original bonds to the Department of the Treasury if they are recovered; (2) to hold the United States harmless due to any claim by any other parties having, or claiming to have, interests in these bonds; and (3) upon demand by the Department of the Treasury, to indemnify unconditionally the United States and to repay to the Department of the Treasury all sums of money the Department may pay due to the redemption of the original bonds, including any interest, administrative costs and penalties, and any other liability or losses incurred as a result of the redemption. We consent to the release of any information contained in this form or regarding the bonds described to any party having an ownership or entitlement interest in the bonds.

Registered bond owners must sign the form in ink			
Name	<u>John Q. Saver</u> (Signature)	<u>JOHN Q SAVER</u> (Print Name)	
Home Address	<u>223 ROSE AVENUE</u> (Number and Street or Rural Route)	<u>023-45-6789</u> (Social Security Number)	
	<u>SOMEPLACE</u> <u>US</u> <u>00002</u> (City) (State) (ZIP code)	<u>010-123-4567</u> (Daytime Telephone Number)	
E-Mail Address			

Name	<u>Sammy Saver</u> (Signature)	<u>Sammy Saver</u> (Print Name)	
Home Address	<u>123 The Park Place</u> (Number and Street or Rural Route)	<u>112-12-1112</u> (Social Security Number)	
	<u>Any City</u> <u>US</u> <u>12345</u> (City) (State) (ZIP code)	<u>800-555-6971</u> (Daytime Telephone Number)	
E-Mail Address			

Name	<u>Mike Saver</u> (Signature)	<u>MIKE SAVER</u> (Print Name)	
Home Address	<u>123 MAIN ST.</u> (Number and Street or Rural Route)	<u>123 45 6789</u> (Social Security Number)	
	<u>ANYWHERE</u> <u>US</u> <u>12345-0000</u> (City) (State) (ZIP code)	<u>804 748 8208</u> (Daytime Telephone Number)	
E-Mail Address			

6. Certification on behalf of minor not under guardianship

(To be executed by both parents if living, and in the event the minor does not reside with either parent, also by the person who furnishes the minor's chief support.)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Social Security Account Number of Minor)

I/We certify that _____, age _____, on whose behalf I/we are signing, is not of sufficient competency and understanding to sign this form and that

- (CHECK APPLICABLE BLOCK.)
- he (she) is my child and resides with me.
- he (she) does not reside with either parent and receives his (her) chief support from me.

(Signature of father)

(Signature of mother)

(Signature of person who furnishes minor's support)

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

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.

For official use only: Customer Name	Customer No.		
REQUEST TO REISSUE UNITED STATES SAVINGS BONDS <small>(ADD BENEFICIARY OR COOWNER, REMOVE BENEFICIARY OR DECEDENT, SHOW CHANGE OF NAME, AND/OR CORRECT ERROR IN REGISTRATION)</small>			
PD F 4000 E Department of the Treasury Bureau of the Public Debt (Revised August 2004)	OMB No. 1535-0023		
Visit us on the Web at www.treasurydirect.gov			
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. I request reissue of the bonds described below, in the amount of \$ _____ (total face amount).			
ISSUE DATE	FACE AMOUNT	BOND NUMBER	REGISTRATION <small>(Social security number and names, including middle names or initials, on the bonds)</small>
1195	1000	m 794 932 174 EE	123 45 6789 David Adams 174 Mulberry Ln Ridgeway PA 15853
<i>(If you need more space to describe your bonds, use page 4.)</i>			
2. Reissue is requested to: <i>(Check all that apply.)</i>			
a. <input checked="" type="checkbox"/> Add a coowner or beneficiary.			
b. <input type="checkbox"/> Change present beneficiary to coowner.			
c. <input type="checkbox"/> Remove the name of a living beneficiary and issue the bonds in either single ownership form or with another person as coowner or beneficiary. <i>(For Series E or H bonds, the present beneficiary must sign.)</i>			
d. <input type="checkbox"/> Remove the name of a deceased registrant and issue the bonds in either single ownership form or with another person as coowner or beneficiary. <i>(For Series E or H bonds, furnish proof of death. For Series EE or HH bonds, furnish proof of death of owner or coowner.)</i>			
e. <input type="checkbox"/> Show change of name by: <input type="checkbox"/> marriage <input type="checkbox"/> divorce <input type="checkbox"/> court order <input type="checkbox"/> naturalization <input type="checkbox"/> other			
Explain _____			
f. <input type="checkbox"/> Correct error in registration.			
(1) Who purchased the bonds? _____			
(2) Whose funds were used? _____			
(3) How did the error occur? _____			
3. Registration for new bonds:			
123-45-6789 <small>(Social Security Number)</small>			
David Adams <small>(First Name, Middle Name or Initial, Last Name)</small>			
174 Mulberry Ln <small>(Number and Street or Rural Route)</small>			
Ridgeway <small>(City)</small>		PA <small>(State)</small>	15853 <small>(ZIP Code)</small>
<i>To name a coowner or beneficiary, complete the following:</i>			
<input checked="" type="checkbox"/> coowner			
<input type="checkbox"/> beneficiary (POD) } _____			
Susan M Adams <small>(First Name, Middle Name or Initial, Last Name)</small>			
4. Delivery instructions, if different from above:			
_____ <small>(Name)</small>			
_____ <small>(Number and Street or Rural Route)</small>			
_____ <small>(City)</small>		_____ <small>(State)</small>	_____ <small>(ZIP Code)</small>
(1)			

5. Under penalty of perjury, I certify that:
1. The taxpayer identification number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
 2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) I have been notified by the Internal Revenue Service that I am no longer subject to backup withholding, **and**
 3. I am a U.S. person (including a U.S. resident alien).
- (Instructions - You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.)**

Sign in ink in the presence of an authorized certifying officer. <i>(See Item 5 in the instructions for who must sign.)</i>	
<p><u>David Adams</u> <small>(Signature)</small></p> <p><u>David Adams</u> <small>(Print Name)</small></p> <p><u>174 Mulberry Ln</u> <small>(Number and Street or Rural Route)</small></p> <p><u>Ridgeway PA 15853</u> <small>(City) (State) (Zip)</small></p> <p><u>123-45-6789</u> <small>(Social Security Number)</small></p> <p><u></u> <small>(Email Address)</small></p> <p><u>777-777-7777</u> <small>(Daytime Telephone Number)</small></p>	<p><u></u> <small>(Signature)</small></p> <p><u></u> <small>(Print Name)</small></p> <p><u></u> <small>(Number and Street or Rural Route)</small></p> <p><u></u> <small>(City) (State) (Zip)</small></p> <p><u></u> <small>(Social Security Number)</small></p> <p><u></u> <small>(Email Address)</small></p> <p><u></u> <small>(Daytime Telephone Number)</small></p>
The certification portion must be completed.	
<p>I CERTIFY that <u>David Adams</u> whose identity is well-known or proved to me, personally appeared before me this <u>1</u> day of <u>May</u> <small>(Month)</small> <u>2002</u>, at <u>Ridgeway PA</u> <small>(Year) (City) (State)</small> and signed this form.</p> <p><u>Brian Smith</u> <small>(Signature of certifying officer)</small></p> <p>(OFFICIAL STAMP OR SEAL) <u>manager</u> <small>(Title of certifying officer)</small></p> <p><u>123 main st</u> <small>(Address)</small></p>	<p>I CERTIFY that _____ whose identity is well-known or proved to me, personally appeared before me this _____ day of _____ <small>(Month)</small> _____, at _____ <small>(Year) (City) (State)</small> and signed this form.</p> <p>_____ <small>(Signature of certifying officer)</small></p> <p>(OFFICIAL STAMP OR SEAL) _____ <small>(Title of certifying officer)</small></p> <p>_____ <small>(Address)</small></p>
Reserved for Identification Notations	
<p>Customer Account Number and Date Established: _____</p> <p>Identified by: _____</p> <p>Documents – Descriptions: _____</p>	<p>Customer Account Number and Date Established: _____</p> <p>Identified by: _____</p> <p>Documents – Descriptions: _____</p>

Sample **PD F 4000 E** (Page 3 of 3)

PD F 4000 "At a Glance"

Use of Form

- Complete this form to reissue Series EE, E, HH, and H United States Savings Bonds, Retirement Plan Bonds, and Individual Retirement Bonds for the reasons listed on Page 1, Items 2(a-f). A separate form must be used for each new form of registration.
- To request payment, you should sign the backs of the bonds instead of this form.
- A minor of sufficient age and competency to sign the request and to understand the nature of the transaction may request reissue of the bonds.
- A minor under legal guardianship may **not** request reissue.
- An incompetent owner, coowner or beneficiary may **not** request reissue.

Specific Instructions

- Item 1.** Describe the bonds to be reissued.
- Item 2.** Show reason for reissue.
- Item 3.** Provide new registration for the bonds. If Items 2(a-e) are checked, the present owner or the surviving registrant must be named first in the registration of the new bonds.
- Item 4.** Provide mailing instructions.
- Item 5.** Sign the form.

<u>If you checked:</u>	<u>Who signs:</u>	<u>Evidence required:</u>
Item 2a or 2b	the owner must sign.	n/a
Item 2c	the owner must sign. For Series E or H bonds, the beneficiary must also sign.	n/a
Item 2d	the surviving registrant must sign.	Death certificate (copy certified under seal of the state or local registrar having custody of the records)
Item 2e	the person whose name has changed must sign.	Change of name other than by marriage - Complete the statement in Item 2e to show how change of name was authorized. Documentary evidence, properly certified, may be required in any appropriate case.
Item 2f	the purchaser must sign. If the purchaser and the person whose funds were used to purchase the bonds are not the same, both must sign.	n/a

Certification

Person who signs form

You must appear before and establish identification to the satisfaction of an authorized certifying officer and sign the request in the presence of the officer. Authorized certifying officers are available at banking institutions in the United States. For a complete list of such officers, see Department of the Treasury Circulars, No. 530, and Public Debt Series No. 3-80.

Certifying officer

Place an adequate notation on Page 2 of this form, or on a separate record, showing exactly how identification was established. Impress or imprint the seal or stamp which is used when certifying requests for payment.

Where to send

You should send the PD F 4000 and the bonds, as well as any other appropriate forms and evidence, to one of the Treasury Retail Securities Sites shown below:

Treasury Retail Securities Site
PO Box 299
Pittsburgh, PA 15230-0299
1-800-245-2804

Treasury Retail Securities Site
PO Box 214
Minneapolis, MN 55480-0214
1-800-553-2663

Sample PD F 5257 E

PD F 5257 E
 Department of the Treasury
 Bureau of the Public Debt
 (Revised August 2004)

CHANGE OF ADDRESS NOTIFICATION FOR HH/H ACCOUNTS
 COMPLETE THIS FORM TO REPORT A CHANGE OF ADDRESS FOR A SERIES HH/H ACCOUNT.
 PLACE THE FORM IN AN ENVELOPE AND MAIL IT TO THE TREASURY RETAIL SECURITIES SITE NEAREST YOU.
 (SEE REVERSE SIDE FOR ADDRESSES.)

NAME	FIRST Samuel	MIDDLE INITIAL L	LAST Smith
OLD ADDRESS	STREET NUMBER, STREET NAME 123 1st Ave	CITY Sunny	STATE ZIP CODE CA 12345
NEW ADDRESS	STREET NUMBER, STREET NAME 234 2nd Ave	CITY Sunny	STATE ZIP CODE CA 12345
TELEPHONE NUMBER	AREA CODE TELEPHONE NUMBER 301 -123-4567	SOCIAL SECURITY NUMBER AS IT APPEARS ON THE BONDS OR ACCOUNT 123-45-6789	
E-MAIL ADDRESS	YOUR SOCIAL SECURITY NUMBER 123-45-6789		
SIGN YOUR NAME HERE	Samuel Smith		

Please visit our HH/H Internet Services at www.publicdebt.treas.gov/sav/sbhhbits.htm
 E-mail us at SavBond1@bpd.treas.gov
 See Back of Card for Taxpayer Identification and Privacy Act Notices

WHERE TO SEND - PD F 5257 should be sent to one of the Treasury Retail Securities Sites shown below:

Treasury Retail Securities Site PO Box 299 Pittsburgh, PA 15230-0299 1-800-245-2804	Treasury Retail Securities Site PO Box 214 Minneapolis, MN 55480-0214 1-800-553-2663
--	---

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**
- I am a U.S. person (including a U.S. resident alien).

(Instructions - You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.)

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

NOTE: The furnishing of social security numbers is required by the governing regulations, i.e., Dept. Cir., No. 530, Cur. Revision, Public Debt Series No. 3-80. The numbers are used to maintain ownership records of the securities/bonds. Other information requested by this form is also required under the above regulations to establish the rights, authority, and/or entitlement of the signers. Failure to furnish any of the requested information may prevent completion of the transaction.

▲
 PD F 5263
 Department of the Treasury
 Bureau of the Public Debt
 (Revised July 2001)

ORDER FOR SERIES EE U.S. SAVINGS BONDS

▲
 OMB No. 1535-0084
 Previous Editions Usable

PLEASE FOLLOW THE INSTRUCTIONS ON THE BACK. PRINT IN CAPITAL LETTERS. SCANNABLE FORM — DO NOT WRITE OUTSIDE BOXES.

1. FULL NAME OF OWNER OR FIRST-NAMED COOWNER:

Name DAVID WILLIAMS

Social Security Number 123-45-6789

2. NAME OF PERSON TO RECEIVE BONDS IF OTHER THAN THE OWNER OR FIRST-NAMED COOWNER ABOVE

Mail to:

3. ADDRESS WHERE BONDS ARE TO BE MAILED

123 FIRST STREET
(NUMBER AND STREET, RURAL ROUTE, OR POST OFFICE BOX)

BIGVILLE SC 12345
(CITY OR TOWN) (STATE) (ZIP CODE)

4. COOWNER OR BENEFICIARY (Optional) The following person is to be named as coowner beneficiary:

Name _____

▲

(Coownership will be assumed if neither or both blocks are checked.)

5. BONDS ORDERED

Denom.	Quantity	Issue Price	Total Issue Price	FOR AGENT USE ONLY
\$ 50		X \$ 25.00 = \$, . 0 0	
\$ 75		X \$ 37.50 = \$, .	
\$ 100		X \$ 50.00 = \$, . 0 0	
\$ 200	1	X \$ 100.00 = \$, 1 0 0 . 0 0	
\$ 500		X \$ 250.00 = \$, . 0 0	
\$ 1,000		X \$ 500.00 = \$, . 0 0	
\$ 5,000		X \$ 2,500.00 = \$, . 0 0	
\$ 10,000		X \$ 5,000.00 = \$, . 0 0	
TOTAL ISSUE PRICE OF PURCHASE \$, 1 0 0 .	

6. DATE PURCHASE ORDER AND PAYMENT PRESENTED TO AGENT 11 13 03
(MO.) (DAY) (YR.)

7. SIGNATURE

David Williams
 PURCHASER'S SIGNATURE

IF YOU NEED A GIFT CERTIFICATE, PLEASE ASK THE PERSON ACCEPTING THIS FORM TO PROVIDE ONE TO YOU.

(803) 123-4567
 PURCHASER'S NAME, IF OTHER THAN OWNER OR FIRST-NAMED COOWNER (Please print) DAYTIME TELEPHONE NUMBER

STREET ADDRESS (If not shown above) _____ CITY _____ STATE _____ ZIP CODE _____

▲ 5263 03 99 SEE INSTRUCTIONS FOR PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

FRB COPY ▲

PD F 5263-1 Department of the Treasury Bureau of the Public Debt (Revised November 2001)	ORDER FOR SERIES EE U.S. SAVINGS BONDS TO BE REGISTERED IN NAME OF FIDUCIARY	OMB No. 1535-0084		
PLEASE FOLLOW THE INSTRUCTIONS ON THE BACK. PRINT IN CAPITAL LETTERS.				
1. FIDUCIARY REGISTRATION (Due to space restrictions on savings bonds, information printed below may be abbreviated by the Federal Reserve Bank.)				
Name <u>HUNTER G BRACE OR DREAMA BRACE</u> <u>CO-TR 4/D/T DTD 5-15-02</u>				
Social Security Number <u>123-45-6789</u> OR Taxpayer ID Number <u>—</u>				
2. NAME OF PERSON TO RECEIVE BONDS IF OTHER THAN FIDUCIARY ABOVE Mail to:				
3. ADDRESS WHERE BONDS ARE TO BE MAILED <u>202 BOTTLENECK WAY</u> <small>(NUMBER AND STREET, RURAL ROUTE, OR POST OFFICE BOX)</small> <u>PARKERSBURG</u> <u>WV</u> <u>26106</u> <small>(CITY OR TOWN) (STATE) (ZIP CODE)</small>				
4. COOWNER OR BENEFICIARY (Optional) The following person is to be named as <input type="checkbox"/> coowner <input type="checkbox"/> beneficiary: Name:				
<small>(Coownership will be assumed if neither or both blocks are checked.)</small>				
5. BONDS ORDERED				
Denom.	Quantity	Issue Price	Total Issue Price	FOR AGENT USE ONLY
\$ 50		X \$ 25.00 = \$,	
\$ 75		X \$ 37.50 = \$,	
\$ 100		X \$ 50.00 = \$,	
\$ 200		X \$ 100.00 = \$,	
\$ 500		X \$ 250.00 = \$,	
\$ 1,000		X \$ 500.00 = \$,	
\$ 5,000	2	X \$ 2,500.00 = \$	5,000.	
\$ 10,000	2	X \$ 5,000.00 = \$	10,000.	
TOTAL ISSUE PRICE OF PURCHASE			\$ 15,000.	
6. DATE PURCHASE ORDER AND PAYMENT PRESENTED TO AGENT			<u>06</u> <u>20</u> <u>02</u> <small>(MO.) (DAY) (YR.)</small>	
7. SIGNATURE				
PURCHASER'S SIGNATURE <u>Hunter G. Grace</u>			<u>(304) 555-2200</u> <small>DAYTIME TELEPHONE NUMBER</small>	
PURCHASER'S NAME, IF OTHER THAN OWNER OR FIRST-NAMED COOWNER (Please print)				
STREET ADDRESS (If not shown above)			CITY STATE ZIP CODE	
SEE INSTRUCTIONS FOR PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE				

INSTRUCTIONS FOR COMPLETING THE PURCHASE ORDER

- FIDUCIARY REGISTRATION.** Clearly PRINT in block letters the name and title or capacity of the fiduciary (including legal guardians and similar representatives, certain custodians, and trustees) followed by an appropriate reference to the estate or the authority governing the trust. Show the social security account number of the ward or the taxpayer identifying number assigned to the trust. A social security account or taxpayer number must be provided.

Examples Of Authorized Registrations	Abbreviations To Be Used On Purchase Order
Tenth National Bank guardian (or conservator, etc.) of the estate of George N. Brown, a minor (or incompetent, aged person, etc.).	Tenth Natl Bk gdn (or cons) est George N Brown an incomp (or aged pers, etc.)
Tenth National Bank, trustee under agreement with Paul E. White, dated 2/1/80.	Tenth Natl Bk Tr U/A Paul E White dtd 2-1-80
Carl A. Black and Henry B. Green, co-trustees under agreement with Paul E. White, dated 2/1/80.	Carl A Black & Henry B Green Co-Tr U/A Paul E White dtd 2-1-80
Paul E. White, trustee under declaration of trust dated 2/1/80.	Paul E White Tr U/D/T dtd 2-1-80

For complete information as to authorized forms of registration and restrictions, see Department Circular, Public Debt Series No. 3-80.

- NAME OF PERSONS TO RECEIVE BONDS IF OTHER THAN FIDUCIARY ABOVE.** After "Mail to:" print the name to whom the bonds are to be mailed.
- ADDRESS WHERE BONDS ARE TO BE MAILED.** In all cases, print the address where the bonds are to be mailed.
- COOWNER OR BENEFICIARY.** You may **not** include a coowner or beneficiary on bonds issued in a trust form of registration. You **may**, however, include a coowner or beneficiary on bonds that name as owner a minor or incompetent person who is under legal guardianship, but **only** if the funds used to purchase the bonds do not belong to the minor or incompetent.

If you wish to name a coowner or beneficiary, check the appropriate box and print the person's name.

If you name a **coowner**: The bonds may be cashed by the coowner or by the guardian (or conservator, etc.) of the estate of the minor or incompetent.

If you name a **beneficiary**: The bonds may not be cashed by the beneficiary during the lifetime of the owner.
- BONDS ORDERED.** Indicate next to the appropriate denomination the number of bonds being purchased; the total price involved for each denomination (no. of bonds X issue price); and the total amount of purchase. If you fail to indicate the denomination preferred, the fewest number of bonds which equal the total amount of purchase will be issued.
- DATE PURCHASE ORDER AND PAYMENT PRESENTED TO AGENT.** Indicate the date on which the purchase order and payment is presented (received) and accepted by the bank or other financial institution authorized to act as an agent of the Treasury Department.
- SIGNATURE.** Please sign this purchase order. Print your name and address if they don't appear in the registration of the bonds as shown in Sections 1 and 3. In order to promptly resolve any problems connected with this purchase order, also provide a telephone number where you ordinarily may be reached Monday through Friday, from 9 a.m. to 5 p.m.

NOTE: Upon completion, submit purchase order and total amount of purchase to a financial institution authorized to sell U.S. Savings Bonds. **ALLOW ABOUT THREE WEEKS FOR PROCESSING.**

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 5 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; instead, send to a financial institution authorized to sell U.S. Savings Bonds.**

For official use only: Customer Name	Customer No.
PD F 5336 E Department of the Treasury Bureau of the Public Debt (Revised January 2005)	
DISPOSITION OF SECURITIES BELONGING TO A DECEDENT'S ESTATE BEING SETTLED WITHOUT ADMINISTRATION	
OMB No. 1535-0118	
Visit us on the Web at www.treasurydirect.gov	
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	
Use this form to request disposition of a decedent's United States Savings Securities and/or related payments only when the decedent's estate is not being administered. <i>If the decedent's savings securities are worth over \$100,000 redemption value, Treasury regulations require that the estate be formally administered through the court; in this event, this form may not be used.</i>	
WHERE TO SEND – Send this form, all securities and/or related checks, and any necessary evidence to: <i>Bureau of the Public Debt, PO Box 1328, Parkersburg, WV 26106-1328.</i>	
<i>Carefully read the instructions before completing this form.</i>	
PART A – ESTATE INFORMATION	
Provide the information below and submit certified copies of the death certificates for all deceased registrants.	
<div style="text-align: center;"> Elizabeth Weston _____ (NAME OF DECEASED OWNER - If more than one person named on the securities, the person who died last) </div>	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> 123-45-6789 _____ (Decedent's Social Security Number) </div> <div style="text-align: center;"> CA _____ (State of Legal Residence) </div> </div>	
By signing this form, I certify that a legal representative has not been and will not be formally appointed through the court and that the estate will not be settled in accordance with State statute (such as Summary Administration, Small Estates Act, Texas Muniment of Title, Louisiana Judgment of Possession, etc.).	
<i>If the above statement does not apply, do not complete this form. Instead, send the securities and all evidence and/or documentation concerning the estate to the address shown in "WHERE TO SEND" above.</i>	
PART B – PERSONS ENTITLED TO REQUEST DISPOSITION	
Title 31, Code of Federal Regulations (CFR), provides that savings securities and/or related payments belonging to a decedent's estate being settled without administration may be paid, reissued, or transferred (when applicable) upon the request of the persons named in the survivors' order of precedence as listed below and described in detail in the instructions. <i>Carefully read the instructions before completing this Part.</i>	
1. Starting at the top, read down the order of precedence until you find the first category (class) that applies to your situation. Mark the box for that class (do not mark more than one class).	
Survivors' Order of Precedence	
Classes of Survivors	
<input checked="" type="checkbox"/> Surviving spouse (no surviving child or children of the decedent, or descendants of deceased children)	
<input type="checkbox"/> Surviving spouse and child or children of the decedent, and the descendants of deceased children	
<input type="checkbox"/> Surviving child or children of the decedent, and the descendants of deceased children (no surviving spouse)	
<input type="checkbox"/> Parents (if none of the above classes)	
<input type="checkbox"/> Brothers and sisters and descendants of deceased brothers and sisters (if none of the above classes)	
<input type="checkbox"/> Other next of kin (if none of the above classes)	
<input type="checkbox"/> Persons related to the decedent by marriage; i.e., heirs of a spouse of the last decedent where the spouse predeceased that registrant (if none of the above classes)	
<input type="checkbox"/> Person who paid the burial and funeral expenses, or a creditor of the decedent's estate (if none of the above classes)	
<input type="checkbox"/> Escheat (if none of the above classes)	
PD F 5336	

PART C – DISPOSITION OF SECURITIES AND PAYMENTS				
I request that the securities and/or payments be distributed as follows:				
1. Distribute to: <u>Frank Weston</u> (Name)				
<u>123-65-4321</u> (Social Security Number)		OR _____ (Employer Identification Number)		
2. Description of securities and/or payments:				
TITLE OF SECURITY	ISSUE DATE	FACE AMOUNT	IDENTIFYING NUMBER	REGISTRATION
Series EE	6/01	1000	m 729 843 125	12345678 Elizabeth Weston 123 4th Ln Sunny CA 12345
3. Extent of distribution: <input checked="" type="checkbox"/> In full <input type="checkbox"/> _____ (Amount/Fractional Share/ or Percentage)				
4. Type of distribution: <i>NOTE: Choose the option for the particular type of security involved; securities can't be transferred from one type to another. Complete a separate Part C for each different registration or type of distribution desired.</i>				
Savings Bonds or Notes (paper issue) (Series A-D, E, EE, F, G, H, HH, I, J, & K)		Book-Entry Savings Bonds (electronic issue) (Series E, EE and I)		
<input checked="" type="checkbox"/> Payment by check		<input type="checkbox"/> Payment by Direct Deposit		
<input type="checkbox"/> Payment by Direct Deposit		<input type="checkbox"/> Transfer to TreasuryDirect Account Number _____		
<input type="checkbox"/> Conversion to Electronic Issue (Same Series)				
<input type="checkbox"/> Reissue in single owner form				
<input type="checkbox"/> Reissue with a coowner *				
<input type="checkbox"/> Reissue with a beneficiary *				
* Name of Coowner/Beneficiary: _____				
5. Mailing address: <u>123 4th Ln</u> <u>Sunny CA 12345</u>				
6. Direct Deposit funds as authorized below:				
_____ (Name/Names on the Account)				
_____ (Depositor's Account No.)				Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Routing No.: <input type="text"/> - <input type="text"/> - <input type="text"/>				
_____ (Financial Institution's Name)			_____ (Phone No.)	

PART D - SIGNATURES AND CERTIFICATIONS	
<p>I/We certify under penalty of perjury that the information provided herein is true and correct to the best of my/our knowledge and belief and agree to distribution of the securities as indicated in Part C. Further, if I am signing individually and on behalf of all others of the same class and payment is made in this manner, I certify that I will make distribution of the proceeds to the persons entitled under the laws of the decedent's domicile.</p> <p>I/We bind ourselves, my/our heirs, legatees, successors and assigns, jointly and severally, to hold the United States harmless on account of the transaction requested, to indemnify unconditionally and promptly repay the United States in the event of any loss which results from this request, including interest, administrative costs, and penalties. I/We consent to the release of any information regarding this transaction, including information contained in this application, to any party having an ownership or entitlement interest in the securities or payments.</p>	
<i>You must wait until you are in the presence of a certifying officer to sign this form.</i>	
<p>Sign Here: ⇒ <u>Frank Weston</u> <u>555-555-5555</u></p> <p style="text-align: center; font-size: small;">(Applicant's Signature) (Daytime Telephone Number)</p>	<p>Address: <u>123 4th Ln</u> <u>Sunny</u> <u>CA</u> <u>12345</u></p> <p style="text-align: center; font-size: small;">(Number and Street or Rural Route) (City) (State) (ZIP Code)</p>
E-Mail Address: _____	
<p>Sign Here: ⇒ _____</p> <p style="text-align: center; font-size: small;">(Applicant's Signature) (Daytime Telephone Number)</p>	<p>Address: _____</p> <p style="text-align: center; font-size: small;">(Number and Street or Rural Route) (City) (State) (ZIP Code)</p>
E-Mail Address: _____	
<p>Sign Here: ⇒ _____</p> <p style="text-align: center; font-size: small;">(Applicant's Signature) (Daytime Telephone Number)</p>	<p>Address: _____</p> <p style="text-align: center; font-size: small;">(Number and Street or Rural Route) (City) (State) (ZIP Code)</p>
E-Mail Address: _____	
<p>Sign Here: ⇒ _____</p> <p style="text-align: center; font-size: small;">(Applicant's Signature) (Daytime Telephone Number)</p>	<p>Address: _____</p> <p style="text-align: center; font-size: small;">(Number and Street or Rural Route) (City) (State) (ZIP Code)</p>
E-Mail Address: _____	
<p>Person to contact if additional information is necessary: _____</p> <p style="text-align: center; font-size: x-small;">(Name, Daytime Telephone Number, and E-Mail Address, if applicable)</p>	

<i>Certifying Officer - The individuals must sign in your presence. You must complete the certification and affix your stamp or seal.</i>	
<p>I CERTIFY that <u>Frank Weston</u>, whose identity is known or was proven to me, personally appeared before me this <u>25</u> day of <u>April</u>, <u>2003</u> at <u>Sunny</u> <u>CA</u>, and signed this form.</p> <p style="text-align: center;">(OFFICIAL STAMP OR SEAL)</p>	<p>_____ (Month) (Year)</p> <p>_____ (City) (State)</p> <p>_____ (Signature and title of certifying officer)</p> <p><u>US Bank 123 4th St</u> (Number and Street or Rural Route)</p> <p><u>Sunny CA 12345</u> (City) (State) (ZIP Code)</p>
<p>I CERTIFY that _____, whose identity is known or was proven to me, personally appeared before me this _____ day of _____, _____ at _____ (City) _____ (State), and signed this form.</p> <p style="text-align: center;">(OFFICIAL STAMP OR SEAL)</p>	<p>_____ (Month) (Year)</p> <p>_____ (City) (State)</p> <p>_____ (Signature and title of certifying officer)</p> <p>_____ (Number and Street or Rural Route)</p> <p>_____ (City) (State) (ZIP Code)</p>
<p>I CERTIFY that _____, whose identity is known or was proven to me, personally appeared before me this _____ day of _____, _____ at _____ (City) _____ (State), and signed this form.</p> <p style="text-align: center;">(OFFICIAL STAMP OR SEAL)</p>	<p>_____ (Month) (Year)</p> <p>_____ (City) (State)</p> <p>_____ (Signature and title of certifying officer)</p> <p>_____ (Number and Street or Rural Route)</p> <p>_____ (City) (State) (ZIP Code)</p>
<p>I CERTIFY that _____, whose identity is known or was proven to me, personally appeared before me this _____ day of _____, _____ at _____ (City) _____ (State), and signed this form.</p> <p style="text-align: center;">(OFFICIAL STAMP OR SEAL)</p>	<p>_____ (Month) (Year)</p> <p>_____ (City) (State)</p> <p>_____ (Signature and title of certifying officer)</p> <p>_____ (Number and Street or Rural Route)</p> <p>_____ (City) (State) (ZIP Code)</p>
<p>I CERTIFY that _____, whose identity is known or was proven to me, personally appeared before me this _____ day of _____, _____ at _____ (City) _____ (State), and signed this form.</p> <p style="text-align: center;">(OFFICIAL STAMP OR SEAL)</p>	<p>_____ (Month) (Year)</p> <p>_____ (City) (State)</p> <p>_____ (Signature and title of certifying officer)</p> <p>_____ (Number and Street or Rural Route)</p> <p>_____ (City) (State) (ZIP Code)</p>

INSTRUCTIONS

USE OF FORM – Use this form to request disposition of United States Savings Securities (Savings Bonds and Savings Notes) and/or related payments belonging to a decedent's estate which is not being administered. If more space is needed for any item, use a plain sheet of paper or make photocopies, as necessary, and attach to the form.

All savings securities belonging to the decedent's estate must be included in this transaction. If the redemption value of all savings securities owned by the decedent exceeds \$100,000, Treasury regulations require that the estate be formally administered through the court; in this event, this form may not be used.

PART A – ESTATE INFORMATION

Provide the requested information regarding the decedent. If more than one deceased person is named on the securities, provide the information for the person who died last. **Submit certified copies of the death certificates for all deceased registrants.**

Insert the following information:

- The decedent's name
- The decedent's Social Security Number
- The state of the decedent's last legal residence

Your signature to this form certifies that the decedent's estate has not been and will not be formally administered through a court or settled in accordance with State statute (such as Summary Administration, Small Estates Act, Texas Muniment of Title, Louisiana Judgment of Possession, etc.). **If a legal representative has been appointed by the court, if the estate has been administered and is now closed, or if you have a document establishing entitlement to the estate (other than an unprobated will), do not complete this form. Instead, send the securities and all evidence and/or documentation concerning the estate to the address shown in "WHERE TO SEND" on the last page of these instructions.**

PART B – PERSONS ENTITLED TO REQUEST DISPOSITION

Title 31, Code of Federal Regulations (CFR), provides that savings securities and/or related payments belonging to a decedent's estate being settled without administration may be paid, reissued, or transferred (when applicable) upon the request of the persons named in the following survivors' order of precedence:

SURVIVORS' ORDER OF PRECEDENCE

- There is a surviving spouse and no surviving child or descendant of a deceased child: **to the surviving spouse.**
- There is a surviving spouse and a child or children of the decedent, or descendants of deceased children: **one-half to the surviving spouse and one-half to the child or children of the decedent, and the descendants of deceased children, by representation, or by agreement of all persons entitled in this class;**
- There is no surviving spouse and there is a surviving child or descendant of deceased children: **to the child or children of the decedent, and the descendants of deceased children, by representation.**
- There are no surviving spouse, no surviving child, and no surviving descendants of deceased children: **to the parents of the decedent, one-half to each, or in full to the survivor.**
- There are no surviving spouse, no surviving child or surviving descendants of deceased children, and no surviving parents: **to the brothers and sisters and descendants of deceased brothers and sisters by representation.**
- There are no surviving spouse, no surviving child or surviving descendants of deceased children, no surviving parents, and no brothers or sisters or descendants of deceased brothers and sisters: **to other next of kin, as determined by the laws of the decedent's domicile at the time of death.**
- There are no surviving spouse, no surviving child or surviving descendants of deceased children, no surviving parents, no brothers or sisters or descendants of deceased children, no surviving parents, no brothers or sisters or descendants of deceased brothers and sisters, and no next of kin, as determined by the laws of the decedent's domicile at the time of death: **to persons related to the decedent by marriage, i.e., heirs of a spouse of the last decedent where the spouse predeceased that registrant.**
- There are no surviving spouse, no surviving child or surviving descendants of deceased children, no surviving parents, no brothers or sisters or descendants of deceased brothers and sisters, no next of kin, as determined by the laws of the decedent's domicile at the time of death, and no persons related to the decedent by marriage: **to the person who paid the burial and funeral expenses, or a creditor of the decedent's estate, but payment may be made only to the extent that the person has not been reimbursed. Transfers are not permitted.**
- **Escheat** according to the applicable State law.

Part B Continued on next page

PART B – PERSONS ENTITLED TO REQUEST DISPOSITION *(Continued)*

1. Starting at the top, read down the "Survivors' Order of Precedence" until you find the first class that applies to your situation. Mark the box for that class (do not mark more than one class).
2. Provide the name of each survivor in the class you marked in Item 1. Show each survivor's relationship to the decedent and the survivor's age, if he/she is under 21. If any person named is not related to the decedent in any manner, show the basis for that person's interest, for example, "unpaid creditor."

If a person entitled to request disposition (as of the date of the decedent's death) then dies:

 - Indicate "deceased" by the person's name.
 - List the names of all appointed legal representatives, if any; otherwise, list the names of the person(s) entitled to the estate.
 - Submit any legal evidence relating to his/her estate.
3. Show any of the survivors listed in Item 2 who are under a legal disability. In the space for "Legal Disability," enter the nature of the disability, such as the individual is an "incapacitated person." If appointed by the court, show the legal representative's name and address. In the space for "Capacity," enter the official title or description of the representative acting, for example, "legal guardian" or "conservator." The representative must submit a certified copy of the letters of appointment dated within one year of submission.

PART C – DISPOSITION OF SECURITIES AND PAYMENTS

Complete Items 1 through 5.

1. Enter the name of only one distributee in each Part C, Item 1. (A separate Part C must be completed for each distributee and each type of distribution desired.) Enter the appropriate social security number or employer identification number.
2. Describe only the securities and/or checks which the person shown in Item 1 is to receive, in whole or in part:
 - TITLE OF SECURITY – Identify each security by series. If describing a check, insert the word "check."
 - ISSUE DATE – Provide the issue date of each security or check.
 - FACE AMOUNT – Provide the face amount (denomination) of each security or check.
 - IDENTIFYING NUMBER – Provide the serial number of each security, the confirmation number, or the check number.
 - REGISTRATION – Provide the registration of each security, check, or account; also provide the account number, if any.

EXAMPLES:

TITLE OF SECURITY	ISSUE DATE	FACE AMOUNT	IDENTIFYING NUMBER	REGISTRATION
Electronic Series I Savings Bond SERIES I	1/1/02	\$100	Confirmation # 12345	ACCT # N-111-11-1111 BOB SMITH
Paper Series EE Savings Bond SERIES EE	7/99	\$100	Serial # C-123,456,789-EE	SSN 222-22-2222 BILL SMITH OR JANE SMITH
Check CHECK	7/26/04	\$351.02	Check # 502123456	JIM SMITH

⇒ If unsure what to provide in each of the areas, furnish all information shown on the face of the security or check in the space for REGISTRATION.

3. Mark the box "In full" if the person listed in Item 1 is to receive the entire value of the securities and/or checks described in Item 2; or if the person listed in Item 1 is not to receive the entire value, mark the second box and provide the appropriate amount, fractional share, or percentage he/she is to receive.

We can make payment to a person individually, or individually and on behalf of other persons entitled if of the same class. If it is preferred that one person receive payment individually and on behalf of all others, enter that person's name in Item 1 and add the statement "individually and on behalf of all other persons entitled" after the name.

A person who receives payment of security proceeds individually and on behalf of others warrants that he or she will make distribution of the proceeds to the persons entitled by the law of the decedent's domicile. These provisions are for the convenience of the United States and do not determine ownership of the securities or their proceeds. The Department of the Treasury may rely on information provided by the person who requests payment, reissue, or transfer (when applicable), and is not liable for any action taken in reliance on the information furnished.

Note: The social security number or employer identification number of the person paid individually and on behalf of all others will be used to report all of the interest earned to the Internal Revenue Service for Federal income tax purposes.

Part C Continued on next page

PART C – DISPOSITION OF SECURITIES AND PAYMENTS (Continued)

4. Check the appropriate box indicating type of distribution for the particular type of security involved (securities can't be transferred from one type to another). Provide account numbers, if any.
- Provide a separate Part C for each different registration or type of distribution desired.
 - In certain circumstances, we may need to request additional forms and/or information in order to complete the requested action. In this event, we will provide additional forms and/or instructions.
 - Requests for reissue or transfer (when applicable) may not be available if there is not sufficient time to process the transaction before the security matures. If we are unable to process the reissue or transfer request before the security matures, payment will be issued. **All Savings Bonds of Series A, B, C, D, F, G, J, and K, and Savings Notes have reached final maturity and must be redeemed.**
 - Any interest which is or becomes due on securities belonging to the estate of the decedent will be paid to the person to whom the securities are distributed, unless otherwise requested.
5. Provide mailing instructions. (If payment by Direct Deposit is desired, complete Item 6 instead.)
6. Provide information on the bank account where the payment is to be direct deposited. All persons requesting payment must sign in Part D of this form. If payment is to be deposited to a bank account in the name of a different person, then that person or his/her representative, who can authorize such a deposit, must also sign in Part D.

PART D – SIGNATURES AND CERTIFICATIONS

SIGNATURES – The application must be signed in ink by:

- All competent adults listed in Part B, Item 2 and Part C, Item 1;
- The legal guardian or similar representative of the estate of any person under legal disability listed in Part B, Item 3 or Part C, Item 1; and
- Any minor listed in Part B, Item 2 or Part C, Item 1, if the minor is of sufficient competency to sign the application on his/her own behalf and understand the nature of the action. Otherwise, the application must be signed on the minor's behalf by the parent with whom he/she resides or, if the minor does not reside with either parent, the person who furnishes his/her chief support.

Exception: If payment is preferred individually and on behalf of all others of the same class, the person to whom the payment will be made is the only person who must sign the form.

CERTIFICATION – Each person whose signature is required must appear before and establish identification to the satisfaction of an authorized certifying officer. The signatures to the form must be signed in the officer's presence. The certifying officer must affix the seal or stamp which is used when certifying requests for payment. Authorized certifying officers are available at most banking institutions, including credit unions.

ADDITIONAL EVIDENCE – The Commissioner of the Public Debt, as designee of the Secretary of the Treasury, reserves the right in any particular case to require the submission of additional evidence.

RETURN OF EVIDENCE – If you want the evidence submitted with this form returned to you, please provide a written request when you submit the form and evidence.

WHERE TO SEND – Send the completed form, the securities, if any, and any other necessary evidence to the Bureau of the Public Debt, PO Box 1328, Parkersburg, WV 26106-1328.

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

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 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 Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328. DO NOT SEND completed form to the above address; send to the address shown in the instructions.

INSTRUCTION PAGE

PD F 5336

▲ PD F 5374 Department of the Treasury Bureau of the Public Debt (Revised March 1999)	SERIES I ORDER FOR U.S. SAVINGS BONDS	OMB No. 1535-0084 Previous Editions Usable																																											
PLEASE FOLLOW THE INSTRUCTIONS ON THE BACK. PRINT IN CAPITAL LETTERS. SCANNABLE FORM — DO NOT WRITE OUTSIDE BOXES.																																													
1. FULL NAME OF OWNER OR FIRST-NAMED COOWNER Name <u>AUDREY E BROWN</u> Social Security Number <u>987-65-4321</u>																																													
2. NAME OF PERSON TO RECEIVE BONDS IF OTHER THAN THE OWNER OR FIRST-NAMED COOWNER ABOVE Mail to: _____																																													
3. ADDRESS WHERE BONDS ARE TO BE MAILED <u>321 FIRST AVE</u> <small>(NUMBER AND STREET, RURAL ROUTE, OR POST OFFICE BOX)</small> <u>SUNNY</u> <u>CA</u> <u>12345</u> <small>(CITY OR TOWN) (STATE) (ZIP CODE)</small>																																													
4. COOWNER OR BENEFICIARY (Optional) The following person is to be named as <input checked="" type="checkbox"/> coowner <input type="checkbox"/> beneficiary: Name <u>JAMES R BROWN</u> <small>(Coownership will be assumed if neither or both blocks are checked.)</small>																																													
5. BONDS ORDERED <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Denom.</th> <th style="width: 10%;">Quantity</th> <th style="width: 15%;">Issue Price</th> <th style="width: 15%;">Total Issue Price</th> <th style="width: 50%;">FOR AGENT USE ONLY</th> </tr> </thead> <tbody> <tr> <td>\$ 50</td> <td style="text-align: center;">1</td> <td>X \$ 50.00</td> <td>= \$ 50.00</td> <td rowspan="8"></td> </tr> <tr> <td>\$ 75</td> <td></td> <td>X \$ 75.00</td> <td>= \$.00</td> </tr> <tr> <td>\$ 100</td> <td style="text-align: center;">1</td> <td>X \$ 100.00</td> <td>= \$ 100.00</td> </tr> <tr> <td>\$ 200</td> <td></td> <td>X \$ 200.00</td> <td>= \$.00</td> </tr> <tr> <td>\$ 500</td> <td></td> <td>X \$ 500.00</td> <td>= \$.00</td> </tr> <tr> <td>\$ 1,000</td> <td></td> <td>X \$ 1,000.00</td> <td>= \$.00</td> </tr> <tr> <td>\$ 5,000</td> <td></td> <td>X \$ 5,000.00</td> <td>= \$.00</td> </tr> <tr> <td>\$ 10,000</td> <td></td> <td>X \$ 10,000.00</td> <td>= \$.00</td> </tr> <tr> <td colspan="3">TOTAL ISSUE PRICE OF PURCHASE</td> <td>\$ 150.00</td> <td>AFFIXED AGENT STAMP CERTIFIES THAT TOTAL AMOUNT OF PURCHASE IS CORRECT</td> </tr> </tbody> </table>			Denom.	Quantity	Issue Price	Total Issue Price	FOR AGENT USE ONLY	\$ 50	1	X \$ 50.00	= \$ 50.00		\$ 75		X \$ 75.00	= \$.00	\$ 100	1	X \$ 100.00	= \$ 100.00	\$ 200		X \$ 200.00	= \$.00	\$ 500		X \$ 500.00	= \$.00	\$ 1,000		X \$ 1,000.00	= \$.00	\$ 5,000		X \$ 5,000.00	= \$.00	\$ 10,000		X \$ 10,000.00	= \$.00	TOTAL ISSUE PRICE OF PURCHASE			\$ 150.00	AFFIXED AGENT STAMP CERTIFIES THAT TOTAL AMOUNT OF PURCHASE IS CORRECT
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6. DATE PURCHASE ORDER AND PAYMENT PRESENTED TO AGENT <u>06 02 02</u> <small>(MO.) (DAY) (YR.)</small>																																													
7. SIGNATURE <u>Andrey Brown</u> <small>PURCHASER'S SIGNATURE</small> PURCHASER'S NAME, IF OTHER THAN OWNER OR FIRST-NAMED COOWNER (Please print) _____ <small>STREET ADDRESS* (If not shown above) CITY STATE ZIP CODE</small> IF YOU NEED A GIFT CERTIFICATE, PLEASE ASK THE PERSON ACCEPTING THIS FORM TO PROVIDE ONE TO YOU. <u>(555) 555-5555</u> <small>DAYTIME TELEPHONE NUMBER</small>																																													
SEE INSTRUCTIONS FOR PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE																																													
5374 03 99	FRB COPY	▲																																											

INSTRUCTIONS FOR COMPLETING THE PURCHASE ORDER

- FIDUCIARY REGISTRATION.** Clearly PRINT in block letters the name and title or capacity of the fiduciary (including legal guardians and similar representatives, certain custodians, and trustees) followed by an appropriate reference to the estate or the authority governing the trust. Show the social security account number of the ward or the taxpayer identifying number assigned to the trust. A social security account or taxpayer number must be provided.

Examples Of Authorized Registrations	Abbreviations To Be Used On Purchase Order
Tenth National Bank guardian (or conservator, etc.) of the estate of George N. Brown, a minor (or incompetent, aged person, etc.).	Tenth Natl Bk gdn (or cons) est George N Brown an incomp (or aged pers, etc.)
Tenth National Bank, trustee under agreement with Paul E. White, dated 2/1/80.	Tenth Natl Bk Tr U/A Paul E White dtd 2-1-80
Carl A. Black and Henry B. Green, co-trustees under agreement with Paul E. White, dated 2/1/80.	Carl A Black & Henry B Green Co-Tr U/A Paul E White dtd 2-1-80
Paul E. White, trustee under declaration of trust dated 2/1/80.	Paul E White Tr U/D/T dtd 2-1-80

For complete information as to authorized forms of registration and restrictions, see Department Circular, Public Debt Series No. 2-98.

- NAME OF PERSONS TO RECEIVE BONDS IF OTHER THAN FIDUCIARY ABOVE.** After "Mail to:" print the name to whom the bonds are to be mailed.
- ADDRESS WHERE BONDS ARE TO BE MAILED.** In all cases, print the address where the bonds are to be mailed.
- COOWNER OR BENEFICIARY.** You may not include a coowner or beneficiary on bonds issued in a trust form of registration. You may, however, include a coowner or beneficiary on bonds that name as owner a minor or incompetent person who is under legal guardianship, but only if the funds used to purchase the bonds do not belong to the minor or incompetent.
If you wish to name a coowner or beneficiary, check the appropriate box and print the person's name.
If you name a coowner: The bonds may be cashed by the coowner or by the guardian (or conservator, etc.) of the estate of the minor or incompetent.
If you name a beneficiary: The bonds may not be cashed by the beneficiary during the lifetime of the owner.
- BONDS ORDERED.** Indicate next to the appropriate denomination the number of bonds being purchased; the total price involved for each denomination (no. of bonds X issue price); and the total amount of purchase. If you fail to indicate the denomination preferred, the fewest number of bonds which equal the total amount of purchase will be issued.
- DATE PURCHASE ORDER AND PAYMENT PRESENTED TO AGENT.** Indicate the date on which the purchase order and payment is presented (received) and accepted by the bank or other financial institution authorized to act as an agent of the Treasury Department.
- SIGNATURE.** Please sign this purchase order. Print your name and address if it does not appear in the registration of the bonds as shown in Section 1. In order to promptly resolve any problems connected with this purchase order, also provide a telephone number where you ordinarily may be reached Monday through Friday, from 9 a.m. to 5 p.m.

NOTE: Upon completion, submit purchase order and total amount of purchase to a financial institution authorized to sell U.S. Savings Bonds. ALLOW ABOUT THREE WEEKS FOR PROCESSING.

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 that it will take you about 5 minutes to complete this form. This includes the time it will take to read the instructions, gather the necessary facts and fill out the form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. If you have comments or suggestions regarding the above estimate or ways to simplify this form, forward correspondence to Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328 and the Office of Management and Budget, Paperwork Reduction Project 1535-0084, Washington, DC 20503. **DO NOT SEND completed form to either of the above addresses; instead, send to a financial institution authorized to sell U.S. Savings Bonds.**

For official use only: Customer Name	Customer No.																	
PD F 5387 E Department of the Treasury Bureau of the Public Debt (Revised April 2005)	REQUEST FOR REISSUE OF SERIES I UNITED STATES SAVINGS BONDS	OMB No. 1535-0130 Visit us on the Web at www.treasurydirect.gov																
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. DESCRIPTION OF BONDS I request reissue of the following-described Series I United States Savings Bonds in the amount of \$ <u>150</u> (total face amount).																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">ISSUE DATE</th> <th style="width: 25%;">FACE AMOUNT</th> <th style="width: 25%;">BOND NUMBER</th> <th style="width: 25%;">REGISTRATION <small>(Social security number and names, including middle names or initials, on the bonds)</small></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">9/98</td> <td style="text-align: center;">100</td> <td style="text-align: center;">C 183 812 963</td> <td rowspan="2" style="vertical-align: top;"> 123-45-6789 Elizabeth Kay 123 1st Ave Sunny CA 12345 </td> </tr> <tr> <td style="text-align: center;">9/98</td> <td style="text-align: center;">50</td> <td style="text-align: center;">L 240 122 231</td> </tr> <tr> <td colspan="4" style="text-align: center; font-size: small;">(If more space is needed, use a continuation sheet and attach it to this form.)</td> </tr> </tbody> </table>	ISSUE DATE	FACE AMOUNT	BOND NUMBER	REGISTRATION <small>(Social security number and names, including middle names or initials, on the bonds)</small>	9/98	100	C 183 812 963	123-45-6789 Elizabeth Kay 123 1st Ave Sunny CA 12345	9/98	50	L 240 122 231	(If more space is needed, use a continuation sheet and attach it to this form.)				TAX LIABILITY: If the name of a living owner or principal coowner of the bonds is eliminated from the registration, the owner or principal coowner must include the interest earned and previously unreported on the bonds to the date of the transaction on his or her Federal income tax return for the year of the reissue. (Both registrants are considered to be coowners when bonds are registered in the form: "A" or "B.") The principal coowner is the coowner who (1) purchased the bonds with his or her own funds, or (2) received them as a gift, inheritance, or legacy, or as a result of judicial proceedings, and had them reissued in coownership form, provided he or she has received no contribution in money or money's worth for designating the other coowner on the bonds. If the reissue is a reportable event, the interest earned on the bonds to the date of the reissue will be reported to the IRS by a Federal Reserve Bank or Branch or the Bureau of the Public Debt under the Tax Equity and Fiscal Responsibility Act of 1982. THE OBLIGATION TO REPORT THE INTEREST CANNOT BE TRANSFERRED TO SOMEONE ELSE THROUGH A REISSUE TRANSACTION. If you have any questions concerning the tax consequences, consult your District Director, Internal Revenue Service, or write to the Commissioner of Internal Revenue, Washington, DC 20224.		
ISSUE DATE	FACE AMOUNT	BOND NUMBER	REGISTRATION <small>(Social security number and names, including middle names or initials, on the bonds)</small>															
9/98	100	C 183 812 963	123-45-6789 Elizabeth Kay 123 1st Ave Sunny CA 12345															
9/98	50	L 240 122 231																
(If more space is needed, use a continuation sheet and attach it to this form.)																		
2. NEW BOND REGISTRATION OWNER OR FIRST-NAMED COOWNER (Bonds registered to) Social Security Number: <u>123-45-6789</u> Name: <u>Elizabeth</u> <u>m</u> <u>Kay</u> <small>(First name) (Middle name or initial) (Last name)</small>																		
BONDS TO BE DELIVERED "IN CARE OF" <small>(Do NOT complete this line unless the name is different from the owner or first-named coowner shown above.)</small> Mail to: <u>David Kay</u> <small>(Name)</small>																		
ADDRESS WHERE BONDS ARE TO BE DELIVERED <u>454 main st</u> <small>(Number and Street or Rural Route)</small> <u>Sunny</u> <u>CA</u> <u>123456</u> <small>(City) (State) (ZIP Code)</small>																		
COOWNER OR BENEFICIARY (Coownership will be assumed if neither or if both blocks are checked) The following person is to be named as <input checked="" type="checkbox"/> coowner <input type="checkbox"/> beneficiary Name: <u>David</u> <u>m</u> <u>Kay</u> <small>(First name) (Middle name or initial) (Last name)</small>																		

3. REASON FOR REISSUE

Reissue is requested to: *(Check all that apply.)*

- a. Add a coowner or beneficiary.
- b. Change present beneficiary to coowner.
- c. Remove the name of a living beneficiary and issue the bonds in either single-ownership form or with another person as coowner or beneficiary.
- d. Remove the name of a deceased registrant and issue the bonds in either single-ownership form or with another person as coowner or beneficiary. Complete the following:

Provide the name and date of death of each deceased registrant:

_____ died on _____
(Name) (Month/Day/Year)

_____ died on _____
(Name) (Month/Day/Year)

- e. Change of name by: marriage divorce court order naturalization other
 Explain: _____

- f. Correct error in registration. Provide the following information:
 (1) The bonds were purchased by: _____
 (2) The funds belonged to: _____
 (3) Explanation of error: _____

- g. Remove the name of a present owner/coowner due to the divorce, legal separation, or annulment of the present owner/coowner and the new owner/coowner since the bonds were issued. Complete the following:

We certify _____
(Name of owner or principal coowner)

whose social security number is _____ is owner or principal coowner of the bonds.

He/She is responsible for any Federal tax liability resulting from this transaction.

4. SIGNATURES - You must wait until you are in the presence of a certifying officer to sign this form.

The undersigned certify under penalty of perjury that the information provided is true and correct to the best of our knowledge and belief and agree to reissue of the bonds as indicated. I/We bind myself/ourselves, my/our heirs, legatees, successors and assigns, jointly and severally, to hold the United States harmless on account of the reissue requested herein, to indemnify unconditionally and promptly repay the United States in the event of any loss which results from this request, including interest, administrative costs, and penalties. I/We consent to the release of any information regarding this transaction, including information contained in this application, to any party having an ownership interest in the bonds. (See the instructions.)

Sign Here → _____ <small>(Signature of Owner or Coowner)</small>	_____ <small>(Print Name)</small>	
Home Address _____ <small>(Number and Street or Rural Route)</small>	_____ <small>(Social Security Number)</small>	
_____ <small>(City)</small>	_____ <small>(State)</small>	_____ <small>(ZIP Code)</small>
_____ <small>(City)</small>	_____ <small>(State)</small>	_____ <small>(ZIP Code)</small>
E-Mail Address _____ <small>(Daytime Telephone Number)</small>		

Sign Here → _____ <small>(Signature of Owner or Coowner)</small>	_____ <small>(Print Name)</small>	
Home Address _____ <small>(Number and Street or Rural Route)</small>	_____ <small>(Social Security Number)</small>	
_____ <small>(City)</small>	_____ <small>(State)</small>	_____ <small>(ZIP Code)</small>
_____ <small>(City)</small>	_____ <small>(State)</small>	_____ <small>(ZIP Code)</small>
E-Mail Address _____ <small>(Daytime Telephone Number)</small>		

Certifying Officer – The individuals must sign in your presence. Complete the certification and affix your stamp or seal.

I CERTIFY that Elizabeth Kay, whose identity is known or was proven to me, personally appeared before me this 6 day of 6 (Month), 2003 (Year) at Sunny (City) CA (State), and signed this form.

(OFFICIAL STAMP OR SEAL) _____
Jane Doe manager (Signature and title of certifying officer)
123 1st Ave S (Street address)
Sunny (City) CA (State) 12345 (ZIP Code)

I CERTIFY that _____, whose identity is known or was proven to me, personally appeared before me this _____ day of _____ (Month), _____ (Year) at _____ (City) _____ (State), and signed this form.

(OFFICIAL STAMP OR SEAL) _____
 _____ (Signature and title of certifying officer)
 _____ (Street address)
 _____ (City) _____ (State) _____ (ZIP Code)

IDENTIFICATION NOTATIONS

Customer Account Number and Date Established: 418273604 6-4-94 Documents - Description: _____
 Identified by (Signature and Address): _____

INSTRUCTIONS TO CERTIFYING OFFICER

Each person appearing before you must establish identification by positive and reliable evidence before this form is signed, unless he or she is personally well-known to you. You must place an adequate notation above or on a separate record, showing exactly how identification was established. A notation is adequate if it is sufficiently detailed to permit, at a later date, a determination of the exact identification actually used. You and, if you are an officer or employee of an organization, the organization will be held fully responsible for the adequacy of the identification.

The signatures to the request must be executed in your presence. Fully complete and sign the certification form provided for your use for each signature you witness.

If you are an employee (rather than an officer) authorized to certify signatures, insert the words "Authorized Signature" in the space provided for the title. Insert the place and date, as required on the form, and impress the seal of your organization.

FOR FEDERAL RESERVE BANK USE ONLY

This transaction was a reportable event.
 \$ _____ was reported under _____ (Social Security Number) for _____ (Year).

This transaction was not a reportable event. No interest was reported.

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

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 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 Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328. **DO NOT SEND completed form to the above address; send to correct address shown in "WHERE TO SEND" in the Instructions.**

(3) PD F 5387

INSTRUCTIONS

USE OF FORM – Use this form to request reissue under any of the various circumstances set out in Item 3 on page 2 of this form. In each instance, the specific instructions relating to the particular item must be carefully read and followed. One form may be used to request reissue for more than one purpose, for instance, to eliminate name of decedent (Item 3d) and to show change of name by marriage of survivor (Item 3e). However, separate forms must be used for each new form of registration.

INCOMPETENT OR MINOR – An incompetent owner, coowner, or beneficiary may not execute this form. A minor of sufficient competency to sign the request and to understand the nature of the transaction may request reissue of the bonds. A minor under legal guardianship may not request reissue.

EVIDENCE – Evidence, if needed, to support the request must be in the following form:

- (a) Proof of the death of the deceased registrant(s) in the form of a copy of the death certificate(s), certified under seal of the state or local registrar having custody of the records.
- (b) If consent cannot be obtained from the coowner whose name is being eliminated due to divorce, legal separation, or annulment, certified evidence will be required. A certified copy of a judgment, decree, or court order entered in proceedings to which the other person and the spouse named are parties, determining the extent of the interest of that spouse in the bonds, must be submitted. Reissue will be permitted only to the extent of that spouse's interest. When the divorce decree or judgment does not set out terms of the property settlement, a certified copy of the agreement must be submitted.

COMPLETION OF FORM

ITEM 1. Fill in the total face amount of the bonds for which reissue is being requested and fully describe the bonds. If the space is not sufficient to describe all the bonds, use a separate sheet of paper, sign it, refer to it in Item 1, and attach it to the form.

- ITEM 2.**
- Provide the social security number and name of the owner or first-named coowner to be shown on the new bonds.
 - Insert the name of the person to whom the bonds are to be mailed, if different than the owner or first-named coowner.
 - Insert the delivery address. Please note that this address will be shown on the new bonds.
 - Insert the name of the coowner or beneficiary, if any, which is to be shown in the registration of the new bonds.

ITEM 3. Mark the appropriate box(es) to indicate the reason(s) reissue is being requested:

- a. Mark this box to add a new coowner or beneficiary to a single-owner bond. Only the owner must sign the form.
- b. Mark this box to change the present beneficiary to coowner (the beneficiary may only be shown as second-named coowner). Only the owner must sign the form.
- c. Mark this box to remove the name of a living beneficiary and issue the bonds either in the owner's name alone or in his/her name with another person as second-named coowner or beneficiary. Only the owner must sign the form; the consent of the beneficiary is not necessary.
- d. Mark this box and provide the requested information to remove the name(s) of any deceased registrant(s). The surviving registrant must be shown as the owner or first-named coowner in the registration of the new bonds. The surviving registrant must sign. If more than one registration is requested, a separate PD F 5387 must be completed for each different registration. **Submit certified copies of the death certificates for all deceased registrants.**
- e. Complete this item to show how a change of name occurred. The person whose name has changed must sign the form.
- f. Complete this item to request reissue to correct an error in registration. Furnish the requested information regarding the purchase of the bonds and provide an explanation of the error. The purchaser must sign the form; however, if the purchaser and the person whose funds were used to purchase the bonds are different persons, both must sign the form.
- g. Complete this item to request reissue due to divorce, legal separation, or annulment. Insert the name and social security number of the owner or principal coowner. The registered owner or both coowners must sign the form. Please carefully read the Tax Liability statement on page 1.

ITEM 4. Sign the form in ink, print your name, and provide your address, social security number, daytime telephone number, and e-mail address, if applicable. (See CERTIFICATION below.)

CERTIFICATION – Each person whose signature is required must appear before and establish identification to the satisfaction of an officer authorized to certify requests for payment of United States Savings Bonds and sign the request in the presence of the officer. If a minor owner or coowner signs the request, the officer must be satisfied that the minor is of sufficient competency to understand the nature of the transaction. 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, Public Debt Series No. 2-98.

WHERE TO SEND – Send the PD F 5387 and the bonds, as well as any other appropriate forms and evidence, to one of the Treasury Retail Securities Sites shown below:

Treasury Retail Securities Site
PO Box 299
Pittsburgh, PA 15230-0299
1-800-245-2804

Treasury Retail Securities Site
PO Box 214
Minneapolis, MN 55480-0214
1-800-553-2663

PART D – DISPOSITION OF SECURITIES AND PAYMENTS TO PERSONS ENTITLED				
We are the person(s) entitled to the decedent's estate and request and agree to distribution of the decedent's securities and/or checks as follows.				
1. Distribute to: <u>Dan Weston</u> (Name of Entitled Person)				
<u>456-78-9012</u> (Social Security Number)		OR _____ (Employer Identification Number)		
2. Description of securities and/or payments:				
TITLE OF SECURITY	ISSUE DATE	FACE AMOUNT	IDENTIFYING NUMBER	REGISTRATION
Series EE	10/04	1000	M 730 843 125	123-45-6789 Beth Weston 123 4th Ln Sunny CA 12345
3. Extent of distribution: <input checked="" type="checkbox"/> In full <input type="checkbox"/> _____ (Amount/Fractional Share/ or Percentage)				
4. Type of distribution: <i>NOTE: Choose the option for the particular type of security involved; securities can't be transferred from one type to another. Complete a separate Part D for each different registration or type of distribution desired.</i>				
Savings Bonds or Notes (paper issue) (Series A-D, E, EE, F, G, H, HH, I, J, & K) <input checked="" type="checkbox"/> Payment by check <input type="checkbox"/> Payment by Direct Deposit <input type="checkbox"/> Conversion to Electronic Issue (Same Series) <input type="checkbox"/> Reissue in single owner form <input type="checkbox"/> Reissue with a coowner * <input type="checkbox"/> Reissue with a beneficiary * * Name of Coowner/Beneficiary: _____		Book-Entry Savings Bonds (electronic issue) (Series E, EE and I) <input type="checkbox"/> Payment by Direct Deposit <input type="checkbox"/> Transfer to TreasuryDirect Account Number _____ Marketable Treasury Bills, Notes, Bonds, and TIPS (paper or electronic issue) <input type="checkbox"/> Transfer unmatured securities to a new or existing TreasuryDirect Account Number _____ <input type="checkbox"/> Transfer unmatured securities to a Commercial Book-Entry Account <input type="checkbox"/> Sell the unmatured security <input type="checkbox"/> Payment of the matured definitive security (by check only) <input type="checkbox"/> Payment of the matured Book-Entry security (by Direct Deposit)		
5. Mailing address: <u>123 4th Ln</u> <u>Sunny CA 12345</u>				
6. Direct Deposit funds as authorized below:				
_____ (Name/Names on the Account)				
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings				
_____ (Depositor's Account No.)				
Bank Routing No.: [][][][][][] - [][][][][][] - [][]				
_____ (Financial Institution's Name)				_____ (Phone No.)

PART E - SIGNATURES AND CERTIFICATIONS			
<p>The undersigned certify under penalty of perjury that the information provided herein is true and correct to the best of our knowledge and belief and agree to distribution of the securities as indicated in Part D. We bind ourselves, our heirs, legatees, successors and assigns, jointly and severally, to hold the United States harmless on account of the transaction requested, to indemnify unconditionally and promptly repay the United States in the event of any loss which results from this request, including interest, administrative costs, and penalties. We consent to the release of any information regarding this transaction, including information contained in this application, to any party having an ownership or entitlement interest in the securities or payments.</p>			
<p><i>You must wait until you are in the presence of a certifying officer to sign this form.</i></p>			
Sign Here: ⇒	<p><u>Dean Weston</u> (Applicant's Signature)</p>	<p><u>555-555-5555</u> (Daytime Telephone Number)</p>	
Address:	<p><u>123 4th Ln</u> (Number and Street, Rural Route, or PO Box)</p>	<p><u>Sunny</u> (City)</p>	<p><u>CA 12345</u> (State) (ZIP Code)</p>
E-Mail Address: _____			
Sign Here: ⇒	_____	_____	
	(Applicant's Signature)	(Daytime Telephone Number)	
Address:	_____	_____	_____
	(Number and Street, Rural Route, or PO Box)	(City)	(State) (ZIP Code)
E-Mail Address: _____			
Sign Here: ⇒	_____	_____	
	(Applicant's Signature)	(Daytime Telephone Number)	
Address:	_____	_____	_____
	(Number and Street, Rural Route, or PO Box)	(City)	(State) (ZIP Code)
E-Mail Address: _____			
Sign Here: ⇒	_____	_____	
	(Applicant's Signature)	(Daytime Telephone Number)	
Address:	_____	_____	_____
	(Number and Street, Rural Route, or PO Box)	(City)	(State) (ZIP Code)
E-Mail Address: _____			
Person to contact if additional information is necessary: _____ (Name, Daytime Telephone Number, and E-Mail Address, if applicable)			

<i>Certifying Officer - The individuals must sign in your presence. You must complete the certification and affix your stamp or seal.</i>			
I CERTIFY that <u>Dan Weston</u> , whose identity is known or was proven to me, personally appeared before me this <u>25</u> day of <u>June</u> , <u>2005</u> at <u>Sunny</u> <u>CA</u> , and signed this form.	_____ (Signature and title of certifying officer) <u>Jane Doe Manager</u> _____ (Number and Street or Rural Route) <u>US Bank Bankway</u> _____ (City) <u>CA</u> <u>12345</u> (State) (ZIP Code)		
(OFFICIAL STAMP OR SEAL)			
I CERTIFY that _____, whose identity is known or was proven to me, personally appeared before me this _____ day of _____, _____ at _____ (City) _____ (State), and signed this form.	_____ (Signature and title of certifying officer)		
(OFFICIAL STAMP OR SEAL)	_____ (Number and Street or Rural Route) _____ (City) _____ (State) _____ (ZIP Code)		
I CERTIFY that _____, whose identity is known or was proven to me, personally appeared before me this _____ day of _____, _____ at _____ (City) _____ (State), and signed this form.	_____ (Signature and title of certifying officer)		
(OFFICIAL STAMP OR SEAL)	_____ (Number and Street or Rural Route) _____ (City) _____ (State) _____ (ZIP Code)		
I CERTIFY that _____, whose identity is known or was proven to me, personally appeared before me this _____ day of _____, _____ at _____ (City) _____ (State), and signed this form.	_____ (Signature and title of certifying officer)		
(OFFICIAL STAMP OR SEAL)	_____ (Number and Street or Rural Route) _____ (City) _____ (State) _____ (ZIP Code)		

INSTRUCTIONS

USE OF FORM – Use this form to request disposition of United States Treasury Securities (Treasury Bills, Notes, Bonds, TIPS, Savings Bonds and Savings Notes) and/or related payments belonging to a decedent's estate, under the following circumstances:

- The estate was formally administered through the court and has been closed.
- The estate is being settled in accordance with State statute such as Summary Administration, Small Estates Acts, Texas Muniment of Title, Louisiana Judgment of Possession, etc., without the necessity of the court appointing an administrator, executor, or similar legal representative.

ATTACHMENTS – If more space is needed for any item, use a plain sheet of paper or make photocopies, as necessary, and attach to the form.

PART A – DECEDENT'S INFORMATION

Provide the requested information regarding the decedent. If more than one deceased person is named on the securities, provide the information for the person who died last.

Insert the following information:

- The decedent's name
- The decedent's Social Security Number
- The state of the decedent's last legal residence

Submit certified copies of the death certificates for all deceased registrants.

PART B – CIRCUMSTANCES OF REQUEST

Mark the appropriate box to indicate the circumstances under which you are using this form.

- **Mark box 1. if the estate has been settled through court proceedings and the legal representative is no longer acting.**
- **Mark box 2. if the estate is being settled in accordance with State statute** (such as Summary Administration, Small Estates Act, Texas Muniment of Title, Louisiana Judgment of Possession, etc.).

If the estate is closed, submit a certified copy of the final account or decree of distribution, if any.

If the estate is being settled in accordance with State statute, submit the original or a copy, certified under court seal (if filed with the court), of the evidence making distribution of the securities and/or payments or establishing your authority to collect the proceeds of the estate in accordance with the State law or statute.

PART C – PERSONS ENTITLED

List all persons entitled to collect the securities and/or payments through the decedent's estate, as established in the supporting evidence.

1. Show each entitled person's name, the basis of his/her entitlement (i.e., "legatee," "surviving spouse," etc.), and his/her age, if under 21.
2. Show any of the persons listed in Item 1 who are under a legal disability. In the space for "Legal Disability," enter the nature of the disability, such as the individual is an "incapacitated person." If appointed by the court, show the legal representative's name and address. In the space for "Capacity," enter the official title or description of the representative acting, for example, "legal guardian" or "conservator." The representative must submit a certified copy of the letters of appointment dated within one year of submission.

PART D – DISPOSITION OF SECURITIES AND PAYMENTS TO PERSONS ENTITLED

Complete Items 1 through 5.

1. Enter the name of only one entitled person in each Part D, Item 1. (A separate Part D must be completed for each person entitled and each type of distribution desired.) Enter the appropriate social security or employer identification number.
2. Describe only the securities or checks to which the person shown in Item 1 is entitled, in whole or in part.
 - **TITLE OF SECURITY** – Identify each security by series, interest rate, type, CUSIP, call and maturity date, as appropriate. If describing a check, insert the word "check."
 - **ISSUE DATE** – Provide the issue date of each security or check.
 - **FACE AMOUNT** – Provide the face amount (par or denomination) of each security or check.
 - **IDENTIFYING NUMBER** (if applicable) – Provide the serial number of each security, the confirmation number, or the check number.
 - **REGISTRATION** – Provide the registration of each security, check, or account; also provide the account number, if any.

Part D continued on next page.

PART D – DISPOSITION OF SECURITIES AND PAYMENTS TO PERSONS ENTITLED (continued from previous page)

EXAMPLES:

TITLE OF SECURITY	ISSUE DATE	FACE AMOUNT	IDENTIFYING NUMBER	REGISTRATION
Paper Marketable Security 9 1/8 % TREASURY BOND OF 2004-2009 MATURES 5/15/09 CUSIP 912810CG1	5/15/79	\$5,000	Serial # 123	JOHN DOE AND BOB DOE SSN 222-22-2222
Electronic Marketable Security CUSIP 912795QW4	2/5/04	\$1,000		ACCT # 4800-123-1234 JIM DOE SSN 222-22-2222
Electronic Series I Savings Bond SERIES I	1/1/02	\$100	Confirmation # 12345	ACCT # N-111-11-1111 BOB SMITH
Paper Series EE Savings Bond SERIES EE	7/99	\$100	Serial # C-123,456,789-EE	SSN 222-22-2222 BILL SMITH OR JANE SMITH
Check CHECK	7/26/04	\$351.02	Check # 502123456	JIM SMITH

☞ If unsure what to provide in each of the areas, furnish all information shown on the face of the security or check in the space for REGISTRATION.

- Mark the block "In full" if the person listed in Item 1 is to receive the entire value of the securities and/or checks described in Item 2; or if the person listed in Item 1 is not to receive the entire value, mark the second block and provide the amount, fractional share, or percentage to which he/she is entitled.
- Check the appropriate block indicating type of distribution for the particular type of security involved (securities can't be transferred from one type to another). Provide account numbers, if any.
 - Provide a separate Part D for each different registration or type of distribution desired.
 - In certain circumstances, we may need to request additional forms and/or information in order to complete the requested action. In this event, we will provide any additional forms and/or instructions.
 - Requests for reissue or transfer (when applicable) may not be available if there is not sufficient time to process the transaction before the security matures. If we are unable to process the reissue or transfer request before the security matures, payment will be issued. All Saving Bonds of Series A, B, C, D, F, G, J, and K, and Savings Notes have reached final maturity and must be redeemed.
 - Any interest which is or becomes due on securities belonging to the estate of the decedent will be paid to the person to whom the securities are distributed, unless otherwise requested.
- Provide mailing instructions. (If payment by Direct Deposit is desired, complete Item 6 instead.)
- Provide information on the bank account where the payment is to be direct deposited. All persons requesting payment must sign in Part E of this form. If payment is to be deposited to a bank account in the name of a different person, then that person or his/her representative, who can authorize such a deposit, must also sign in Part E.

PART E – SIGNATURES AND CERTIFICATIONS

SIGNATURES – The application must be signed in ink by:

- All competent persons listed in Part C, Item 1 and Part D, Item 1.
- The legal guardian or similar representative of the estate of any person under legal disability listed in Part C, Item 2 or Part D, Item 1; and
- A parent on behalf of any minor listed in Part C, Item 1 or Part D, Item 1.

CERTIFICATION – Each person whose signature is required must appear before and establish identification to the satisfaction of an authorized certifying officer. The signatures to the form must be signed in the officer's presence. The certifying officer must affix the seal or stamp which is used when certifying requests for payment. Authorized certifying officers are available at most banking institutions, including credit unions.

ADDITIONAL EVIDENCE – The Commissioner of the Public Debt, as designee of the Secretary of the Treasury, reserves the right in any particular case to require the submission of additional evidence.

RETURN OF EVIDENCE – If you want the evidence submitted with this form returned to you, please provide a written request when you submit the form and evidence.

WHERE TO SEND – Send the completed form, all of the securities, if any, and required evidence to the Bureau of the Public Debt, PO Box 1328, Parkersburg, WV 26106-1328.

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

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 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 Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328. **DO NOT SEND completed form to the above address; send to address shown in "WHERE TO SEND" above.**

Appendix D

The Guide to Cashing Savings Bonds – PD P 0022

“The Guide to Cashing Savings Bonds” (PD P 0022) explains the types of acceptable identification and provides paying agents a step-by-step question and answer approach for cashing bonds. The guide is designed to simplify the redemption process for tellers and as a result, eliminate errors that result in liability findings against their financial institutions.

This booklet can be downloaded at <http://www.publicdebt.treas.gov/sav/sav3900.htm>.

Note: Paying agents should order sufficient quantities of the guide from your servicing FRB to distribute to all personnel involved with paying bonds.

How to Redeem a Savings Bond or Note

 For more information on redeeming savings bonds/notes, see the *Savings Bonds Resource Guide* (Appendix D and PDP 0022).

Can Redeem	Cannot Redeem
<ul style="list-style-type: none">• Series A, B, C, D, E/EE, and I savings notes and savings stamps.• Savings notes/Freedom Shares.*• Bonds at least 12 months old.• Bonds in good condition (i.e., not mutilated, defaced, or altered).• Presenter is owner or co-owner.• Presenter is beneficiary or legal representative (need documentary evidence).• Presenter is parent with whom minor bond owner resides. <p>Identify the presenter (person redeeming the bond) and determine the redemption limit, if any, using one of the three methods shown on the back of this chart.</p> <p>Finish completing the "Request for Payment" section on the back of each bond.</p> <ul style="list-style-type: none">• Ensure presenter has signed this section in your presence.• Have presenter insert his/her title (e.g., executor, administrator, if any, in your presence.• If the address on the face of a bond is incorrect, have presenter insert the current address on the back of one bond.• Insert the SSN of the presenter on one bond. Use the minor's SSN when paying a parent on behalf of the minor. Use the SSN or the EIN for the estate when paying an executor, administrator, or other fiduciary.• Notate how presenter was identified. <p>Determine value of the bonds, imprint and complete your payment stamp, and pay the presenter.</p> <p><i>Note:</i> Series EE bonds issued May 1997 or later and Series I bonds have a 3-month interest penalty if cashed within the first five years from the issue date. In these circumstances, the interest penalty is already taken into account in the Tables of Redemption Values.</p> <p><i>*References to bonds also apply to savings notes.</i></p> <p>Encourage bond owners to use the Savings Bonds Wizard or Savings Bond Calculator. They can enter their bond information and price their bonds. They can also use these tools to keep an inventory of their bonds.</p> <p>The Savings Bond Wizard is available here: http://www.publicdebt.treas.gov/sav/savwizar.htm</p> <p>The Savings Bond Calculator is available here: http://www.publicdebt.treas.gov/sav/savcalc.htm</p>	<ul style="list-style-type: none">• Series F, G, J, K, and H/HH.• Individual Retirement Bonds.• Retirement Plan Bonds.• Presenter is an attorney-in-fact.• Bonds owned by a corporation, partnership, or company.• Requests for payment of less than total redemption value. <p>Identify the presenter (person redeeming the bond) using PDP 0022 (Guide to Cashing Savings Bonds) and determine the redemption limit, if any, using one of the three methods shown on the back of this chart.</p> <p>Finish completing the "Request for Payment" section on the back of each bond.</p> <ul style="list-style-type: none">• Ensure presenter has signed this section in your presence.• Have presenter insert his/her title (e.g., executor, administrator), if any, in your presence.• If the address on the face of a bond is incorrect, have presenter insert the current address on the back of one bond.• Insert the SSN of the presenter on one bond. Use the minor's SSN when a bond is presented by a parent on behalf of the minor. Use the SSN or the EIN for the estate when a bond is presented by an executor, administrator, or other fiduciary.• Notate how presenter was identified. <p>Certify the presenter's signature on the "Request for Payment" section on the back of the bonds by signing your name and title and affixing your corporate seal or issuing/ paying agent validating stamp.</p> <p>Forward transaction to your servicing FRB:</p> <ul style="list-style-type: none">• Include certified bonds and legal evidence, if any. (Evidence must be currently dated and bear an official seal.)• Provide affidavit for any name differences between bond registrations and evidence.• Provide payment instructions (i.e. by ACH credit to reserve/correspondent account or by check).• Use transmittal form provided by your servicing FRB, if any.• Provide name and telephone number of contact person for problem resolution.

Acceptable Forms of Identification

Note: See PDP 0022 “Guide to Cashing Savings Bonds” for complete details.

Customer Identification

1. Ensure that the person who presents the bond for payment (presenter) is a customer whose name has been on the account for at least six months.
2. Have the presenter sign the "Request for Payment" section on the back of the bond.
3. Ensure that the signature on the bond compares favorably with the signature on file.
4. Write the account number on the back of the bond for identification purposes.
5. *There is no limit on redemption amount.*

Personal Identification

1. Ensure that the presenter is identified by another person (identifier) who must be
 - A customer whose name has been on the account for at least six months and whose signature compares favorably with one on file *or*
 - Personally known by an officer of your institution
2. Ask questions to ensure the identifier knows the presenter by the name on the bond and that the source and duration of their acquaintance makes the identification reliable. On the back of the bond, note the source and duration of their acquaintance, following the examples in form PD P 0022 *Guide to Cashing Savings Bonds*.
3. Have the identifier sign the back of the bond and provide a current address.
4. Have the presenter sign the "Request for Payment" section on the back of the bond.
5. Write the account number of the customer identifying on the back of the bond for identification purposes.
6. *There is no limit on redemption amount.*

Documentary Identification

Note: Use this method when the presenter does not have an account at your institution or if the account was established less than six months ago. You are required to cash bonds for a non-customer with proper ID up to \$1,000 per transaction.

1. Ask presenter to provide an ID document, listed as approved in form PD P 0022 *Guide to Cashing Savings Bonds*, and examine it to ensure
 - It has the same name as shown on the bond
 - The signature and the picture or physical description compare favorably with the presenter
 - Nothing raises suspicion as to its authenticity
2. On the back of the bond, note the type of ID used, following the examples in form PD P 0022 *Guide to Cashing Savings Bonds*.
3. Have the presenter sign the "Request for Payment" section on the back of the bond.
4. *Remember there is a limit of \$1,000 redemption value per transaction.*

How to Help With a Savings Bond Reissue Transaction

In certain situations, savings bonds may be reissued to change the names or forms of registration. You may help your customer complete the proper form for this transaction.

 For more information on reissue transactions, see the *Savings Bonds Resource Guide* (Chapter 3, , Appendix C and Appendix D).

1. Determine if the bond(s) is eligible for reissue. The following circumstances **prohibit** a bond(s) from being reissued:
 - The bond has 30 days or less remaining to final maturity, or has reached final maturity and stopped earning interest.

 See "Original and Final Maturity" section in Chapter 1.

- The only purpose of reissue is to (1) change denominations or (2) correct an address, a social security number, or a minor typographical error.
-

2. Handle a bond eligible for reissue as follows:

- Complete a separate form for each series of bonds (e.g., one form for all Series EE bonds and one form for all Series I bonds).
 - Complete a separate form for each new registration requested.
 - If Series H/HH bonds are involved, the new owner must certify that the SSN is correct and that the owner is not subject to backup withholding. If the form used to request reissue does not bear this preprinted certification statement, the new owner must complete and sign IRS form W-9.
 - If Series HH bonds are involved, the new owner should complete a SF 1199A or form PD F 5396.
-

3. Have the presenter sign the form, and certify the presenter's signature on the form by signing your name and title and affixing your corporate seal or issuing/paying agent validating stamp. It is not necessary for the bond(s) to be signed and certified. The requirements for identifying the presenter are the same as for redeeming bonds, except no dollar amount limitations apply.
-

4. Forward all reissue transactions to your servicing FRB.

- Include bonds, reissue and related forms, and legal evidence, if any. (Evidence must be currently dated and bear an official seal.)
- Provide an affidavit (PD F 385) for any name differences between the bond registrations and the evidence.
- Use the transmittal form provided by your servicing FRB, if any.
- Provide the name and telephone number of a contact person for problem resolution.

Appendix F

List of Relevant Treasury Circulars

 Treasury Circulars are available from your servicing Federal Reserve Bank

Subject	Treasury Regulations	Code of Federal Regulations
Offering of Series I	DCPD 1-98	31 CFR, Part 359
Regulations/Series I	DCPD 2-98	31 CFR, Part 360
Offering of Series EE	DCPD 1-80	31 CFR, Part 351
Offering of Series HH	DCPD 2-80	31 CFR, Part 352
Regulations/Series EE and HH	DCPD 3-80	31 CFR, Part 353
*Regulations/Series E and H, Savings Notes, and matured Series A, B, C, D, F, G, J, and K	DC 530	31 CFR, Part 315
Regulations/Issuing Agents	DCPD 4-67	31 CFR, Part 317
Regulations/Paying Agents	DC 750	31 CFR, Part 321
Paying Agent - Special Endorsement	DC 888	31 CFR, Part 330
General Regulations/ US Securities	DC 300	31 CFR, Part 306
** Offering of Series E	DC 653	31 CFR, Part 316
**Offering of Series H	DC 905	31 CFR, Part 332
**Offering of Savings Notes	DCPD 3-67	31 CFR, Part 342
New TreasuryDirect		31 CFR, Part 363

**Securities no longer offered for sale but regulations are still in effect for outstanding bonds and notes.*

***Securities no longer offered for sale.*

Part 315 – Regulations Governing U.S. Savings Bonds, Series A, B, C, D, E, F, G, H, J, and K, and U.S. Savings Notes

Subpart A - General Information

Sec.

- 315.0 Applicability
- 315.1 Official agencies
- 315.2 Definitions
- 315.3 Converting definitive savings bonds to book-entry bonds in New TreasuryDirect

Subpart B - Registration

- 315.5 General Rules
- 315.6 Restrictions on registration
- 315.7 Authorized forms of registration

Subpart C - Limitations on Annual Purchases

- 315.10 Limitations
- 315.11 Excess purchases

Subpart D - Limitations on Transfer or Pledge

- 315.15 Transfer
- 315.16 Pledge

Subpart E - Limitations on Judicial Proceedings – No Stoppage or Caveats Permitted

- 315.20 General
- 315.21 Payment to judgment creditors
- 315.22 Payment or reissue pursuant to judgment
- 315.23 Evidence

Subpart F - Relief for Loss, Theft, Destruction, Mutilation, Defacement, or Nonreceipt of Bonds

- 315.25 General
- 315.26 Application for relief-after receipt of bond
- 315.27 Application for relief-nonreceipt of bond
- 315.28 Recovery or receipt of bond before or after relief is granted
- 315.29 Adjudication of claims

Subpart G - Interest

- 315.30 Series E bonds and savings notes
- 315.31 Series H bonds
- 315.32 Series A, B, C, D, F, G, J, and K bonds

Subpart H - General Provisions for Payment

- 315.35 Payment (redemption)
- 315.36 Payment during life of sole owner
- 315.37 Payment during lives of both co-owners
- 315.38 Payment during lifetime of owner of beneficiary bond

Part 315 – Regulations Governing U.S. Savings Bonds, Series A, B, C, D, E, F, G, H, J, and K, and U.S. Savings Notes

(Continued)

Sec.

- 315.39 Surrender for payment
- 315.40 Special provisions for payment
- 315.41 Partial redemption
- 315.42 Nonreceipt or loss of check issued in payment
- 315.43 Effective date of request for payment
- 315.44 Withdrawal of request for payment

Subpart I - Reissue and Denominational Exchange

- 315.45 General
- 315.46 Effective date of request for reissue
- 315.47 Authorized reissue during lifetime
- 315.48 Restrictions on reissue
- 315.49 Correction of errors
- 315.50 Change of name
- 315.51 Requests for reissue

Subpart J - Certifying Officers

- 315.55 Individuals authorized to certify
- 315.56 General instructions and liability
- 315.57 When a certifying officer may not certify
- 315.58 Forms to be certified

Subpart K - Minors, Incompetents, Aged Persons, Absentees, et al.

- 315.60 Conditions for payment to representative of an estate
- 315.61 Payment after death
- 315.62 Payment to minors
- 315.63 Payment to a parent or other person on behalf of a minor
- 315.64 Payment, reinvestment, or exchange – voluntary guardian of an incapacitated person
- 315.65 Reissue

Subpart L - Deceased Owner, Co-owner, or Beneficiary

- 315.70 General rules governing entitlement
- 315.71 Decedent's estate
- 315.72 [Reserved]

Subpart M - Fiduciaries

- 315.75 Payment or reissue during the existence of the fiduciary estate
- 315.76 Payment or reissue after termination of the fiduciary estate
- 315.77 Exchanges by fiduciaries

Part 315 – Regulations Governing U.S. Savings Bonds, Series A, B, C, D, E, F, G, H, J, and K, and U.S. Savings Notes

(Continued)

Subpart N - Private Organizations (Corporations, Associations, Partnerships, etc.) and Governmental Agencies, Units, and Officers

Sec.

- 315.80 Payment to corporations or unincorporated associations
- 315.81 Payment to partnerships
- 315.82 Reissue or payment to successors of corporations, unincorporated associations, or partnerships
- 315.83 Reissue or payment on dissolution of corporation or partnership.
- 315.84 Payment to certain institutions
- 315.85 Reissue in name of trustee or agent for reinvestment purposes
- 315.86 Reissue upon termination of investment agency
- 315.87 Payment to governmental agencies, units, or their officers

Subpart O - Miscellaneous Provisions

- 315.90 Waiver of regulations.
- 315.91 Additional requirements; bond of indemnity.
- 315.92 Preservation of rights.
- 315.93 Supplements, amendments, or revisions.

Part 316 - Offering of United States Savings Bonds, Series E

Sec.

- 316.1 Offering of bonds
- 316.2 Description of bonds
- 316.3 Governing regulations
- 316.4 Registration
- 316.5 Limitation on holdings
- 316.6 Purchase of bonds
- 316.7 Delivery of bonds
- 316.8 Extended terms and yields for outstanding bonds
- 316.9 Taxation
- 316.10 Payment or redemption
- 316.11 Reservation as to issue of bonds
- 316.12 Fiscal agents
- 316.13 Reservation as to terms of offer

Part 317 - Regulations Governing Agencies for Issue of United States Savings Bonds

Sec.

- 317.0 Purpose and effective date
- 317.1 Definitions
- 317.2 Organizations authorized to act
- 317.3 Procedure for qualifying and serving as issuing agent
- 317.4 Issuing agents currently qualified
- 317.5 Termination of qualification
- 317.6 Issuances of bonds
- 317.7 Obtaining and accounting for bond stock
- 317.8 Remittance of sales proceeds and registration records
- 317.9 Role of Federal Reserve Banks
- 317.10 Reservation

Part 321 - Payments by Banks and Other Financial Institutions of United States Savings Bonds and United States Savings Notes (Freedom Shares)

Subpart A - General Information

Sec.

- 321.0 Purpose
- 321.1 Definitions

Subpart B - Procedures for Qualification

- 321.2 Eligible organizations
- 321.3 Procedure for qualifying and serving as paying agent
- 321.4 Paying agents previously qualified
- 321.5 Termination of qualification

Subpart C - Scope of Authority

- 321.6 General
- 321.7 Authorized cash payments
- 321.8 Redemption-exchange of Series E and EE savings bonds and savings notes
- 321.9 Specific limitations on payment authority
- 321.10 Responsibilities of paying agents

Subpart D - Payment and Transmittal of Securities

- 321.11 Payments
- 321.12 Redemption value of securities
- 321.13 Cancellation of redeemed securities
- 321.14 Transmittal to and settlement by Federal Reserve Bank

Part 321 - Payments by Banks and Other Financial Institutions of United States Savings Bonds and United States Savings Notes (Freedom Shares)

(Continued)

Subpart E - Losses Resulting from Erroneous Payments

Sec.

- 321.15 Liability for losses
- 321.16 Report of erroneous payment
- 321.17 Investigation of potential loss
- 321.18 Determination of loss
- 321.19 Certification of signatures
- 321.20 Applicability of provisions
- 321.21 Replacement and recovery of losses

Subpart F - Forwarding Items

- 321.22 Forwarding items not payable by an agent

Subpart G - Miscellaneous Provisions

- 321.23 Paying agent fees and charges
- 321.24 Claims on account of lost securities
- 321.25 Role of Federal Reserve Banks
- 321.26 Preservation of rights
- 321.27 Supplements, amendments, or revisions

Part 330 - Regulations Governing Payment under Special Endorsement of United States Savings Bonds and United States Savings Notes (Freedom Shares)

Sec.

- 330.0 Purpose
- 330.1 Definition of terms
- 330.2 Qualification for use of special endorsement
- 330.3 Special endorsement of securities
- 330.4 Guaranty given to the United States
- 330.5 Evidence of owner's or beneficiary's authorization to affix special endorsement
- 330.6 Securities eligible for special endorsement
- 330.7 Payment or redemption-exchange by agent
- 330.8 Payment or redemption-exchange by Federal Reserve Bank
- 330.9 Fiscal agents
- 330.10 Modifications of other circulars
- 330.11 Supplements, amendments, or revisions

Part 332 - Offering of United States Savings Bonds, Series H

Sec.

- 332.1 Offering of bonds
- 332.2 Description of bonds
- 332.3 Governing regulations
- 332.4 Registration
- 332.5 Limitation on holdings
- 332.6 Purchase of bonds
- 332.7 Delivery of bonds
- 332.8 Extended terms and yields for outstanding bonds
- 332.9 Taxation
- 332.10 Payment or redemption
- 332.11 Reservation as to issue of bonds.
- 332.12 Fiscal agents
- 332.13 Reservation as to terms of offer

Part 351 - Offering of United States Savings Bonds, Series EE

Subpart A - General Information

Sec.

- 351.0 What does this part cover?
- 351.1 What regulations govern Series EE savings bonds?
- 351.2 How do I contact Public Debt?
- 351.3 What special terms do I need to know to understand this part?
- 351.4 In what form are Series EE savings bonds issued?

Subpart B - Maturities, Redemption Values, and Investment Yields of Series EE Savings Bonds

GENERAL PROVISIONS

- 351.5 What is the maturity period of a Series EE savings bond?
- 351.6 When may I redeem my Series EE savings bond?
- 351.7 May Series EE savings bonds be called for redemption prior to final maturity?
- 351.8 When is interest payable on Series EE savings bonds?
- 351.9 When will I receive the redemption value of my Series EE savings bonds?
- 351.10 What do I need to know about market yields, or market bid yields, to understand redemption value calculations in this subpart?
- 351.11 What do I need to know about the short-term savings bond rate, to understand redemption value calculations in this subpart?
- 351.12 What do I need to know about the long-term savings bond rate, to understand redemption value calculations in this subpart?

Part 351 - Offering of United States Savings Bonds, Series EE

Subpart B - Maturities, Redemption Values, and Investment Yields of Series EE Savings Bonds

GENERAL PROVISIONS

(Continued)

Sec.

- 351.13 What do I need to know about the savings bond rate to understand redemption value calculations in this subpart?
- 351.14 When are rate announcements applicable to Series EE savings bonds announced?
- 351.15 Is the determination of the Secretary on rates and values final?
- 351.16 What do I need to know about the base denomination for redemption value calculations?
- 351.17 [Reserved]
- 351.18 [Reserved]

SERIES EE SAVINGS BONDS WITH ISSUE DATES PRIOR TO MAY 1, 1995

- 351.19 What are maturity periods of Series EE savings bonds with issue dates prior to May 1, 1995?
- 351.20 What is the investment yield (interest) during the original maturity period of Series EE savings bonds with issue dates January 1, 1980, through April 1, 1995?
- 351.21 How are redemption values determined during any extended maturity period of Series EE savings bonds with issue dates prior to May 1, 1995?
- 351.22 When does the redemption value increase for bonds issued prior to May 1, 1995?
- 351.23 Are tables of redemption values available for bonds issued prior to May 1, 1995?

SERIES EE SAVINGS BONDS WITH ISSUE DATES FROM MAY 1, 1995, THROUGH APRIL 1, 1997

- 351.24 What are the maturity periods of bonds with issue dates from May 1, 1995, through April 1, 1997?
- 351.25 What were the interest rates and redemption values for bonds with issue dates from May 1, 1995, through April 1, 1997, during semiannual rate periods in the first 5 years after issue date?
- 351.26 What are the interest rates and redemption values for bonds with issue dates from May 1, 1995 through April 1, 1997, during semiannual rate periods that begin 5 years or more after issue date?
- 351.27 What are the interest rates and redemption values for bonds with issue dates from May 1, 1995 through April 1, 1997, during an extended maturity period?

Part 351 - Offering of United States Savings Bonds, Series EE

Subpart B - Maturities, Redemption Values, and Investment Yields of Series EE Savings Bonds

SERIES EE SAVINGS BONDS WITH ISSUE DATES FROM MAY 1, 1995, THROUGH APRIL 1, 1997

(Continued)

Sec.

- 351.28 How are redemption values calculated for bonds with issue dates from May 1, 1995, through April 1, 1997?

SERIES EE SAVINGS BONDS WITH ISSUE DATES OF MAY 1, 1997, THROUGH APRIL 1, 2005

- 351.29 What are the maturity periods of bonds with issue dates of May 1, 1997, through April 1, 2005?
- 351.30 What are interest rates and monthly accruals for Series EE bonds with issue dates of May 1, 1997, through April 1, 2005, during the original maturity period?
- 351.31 What is the interest penalty for Series EE bonds with issue dates of May 1, 1997, through April 1, 2005, that are redeemed less than 5 years after the issue date?
- 351.32 How are redemption values calculated for Series EE bonds with issue dates of May 1, 1997, through April 1, 2005?
- 351.33 What are interest rates and redemption values for Series EE bonds issued May 1, 1997, through April 1, 2005, during an extended maturity period?

SERIES EE SAVINGS BONDS WITH ISSUE DATES OF MAY 1, 2005, OR THEREAFTER

- 351.34 What are the maturity periods of Series EE bonds with issue dates of May 1, 2005, or thereafter?
- 351.35 What do I need to know about interest rates, penalties, and redemption values for Series EE bonds with issue dates of May 1, 2005, or thereafter?
- 351.36 – 351.39 [Reserved]

Subpart C - Definitive Series EE Savings Bonds

- 351.40 What are the denominations and prices of definitive Series EE savings bonds?
- 351.41 When are definitive Series EE savings bonds validly issued?
- 351.42 What is the issue date of a definitive Series EE savings bond?
- 351.43 Are taxpayer identification numbers (TINs) required for the registration of definitive Series EE savings bonds?
- 351.44 What amount of definitive Series EE savings bonds may I purchase per year?
- 351.45 What happens if I purchase definitive Series EE savings bonds in excess of the maximum annual amount?
- 351.46 May I purchase definitive Series EE savings bonds over-the-counter?

Part 351 - Offering of United States Savings Bonds, Series EE**Subpart C - Definitive Series EE Savings Bonds****(Continued)**

Sec.

- 351.47 May I purchase definitive Series EE savings bonds through a payroll savings plan?
- 351.48 May I purchase definitive Series EE savings bonds through employee thrift, savings, vacation, and similar plans?
- 351.49 How are definitive Series EE savings bonds delivered?
- 351.50 How is payment made when definitive Series EE savings bonds are redeemed?
- 351.51 How can I find out what my definitive Series EE savings bonds are worth?

351.52 - 351.59 [Reserved]

Subpart D - Book-Entry Series EE Savings Bonds

- 351.60 How are book-entry Series EE savings bonds purchased and held?
- 351.61 What are the denominations and prices of book-entry Series EE savings bonds?
- 351.62 How is payment made for purchases of book-entry Series EE savings bonds?
- 351.63 How are redemption payments made for my redeemed book-entry Series EE savings bonds?
- 351.64 What is the issue date of a book-entry Series EE savings bond?
- 351.65 What amount of book-entry Series EE savings bonds may I acquire per year?
- 351.66 What book-entry Series EE savings bonds are included in the computation?
- 351.67 What happens if any person purchases book-entry Series EE savings bonds in excess of the maximum annual amount?
- 351.68 Are taxpayer identification numbers (TINs) required for registration of book-entry Series EE savings bonds?
- 351.69 When is a book-entry Series EE savings bond validly issued?
- 351.70 How are redemption values calculated for book-entry Series EE savings bonds?
- 351.71 How can I find out what my book-entry Series EE savings bonds are worth?

351.72 - 351.80 [Reserved]

Subpart E—Miscellaneous Provisions

- 351.81 Is the Education Savings Bond Program available for Series EE savings bonds?
- 351.82 Does Public Debt prohibit the issuance of Series EE savings bonds in a chain letter scheme?

Part 351 - Offering of United States Savings Bonds, Series EE**Subpart C - Definitive Series EE Savings Bonds****(Continued)**

Sec.

- 351.83 May Public Debt issue Series EE savings bonds only in book-entry form?
- 351.84 Does Public Debt make any reservations as to issue of Series EE savings bonds?
- 351.85 May Public Debt waive any provision in this part?
- 351.86 What is the role of Federal Reserve Banks and Branches?
- 351.87 May Public Debt revise, supplement or amend the terms of this offering?

Part 352 Offering of United States Savings Bonds, Series HH

Sec.

- 352.0 Offering of bonds
- 352.1 Governing regulations
- 352.2 Description of bonds
- 352.3 Registration and issue
- 352.4 Limitation on purchases
- 352.5 Authorized issuing and paying agents
- 352.6 [Reserved]
- 352.7 Issues on exchange
- 352.8 Reinvestment of matured Series H bonds
- 352.9 Delivery of bonds
- 352.10 Taxation
- 352.11 Reservation as to issue of bonds
- 352.12 Waiver
- 352.13 Fiscal agents
- 352.14 Reservations as to terms of offer

Part 353 - Regulations Governing United States Savings Bonds, Series EE and H**Subpart A - General Information**

Sec.

- 353.0 Applicability
- 353.1 Official agencies
- 353.2 Definitions
- 353.3 Converting definitive savings bonds to book-entry bonds in New TreasuryDirect

**Part 353 - Regulations Governing
United States Savings Bonds, Series EE and H**

Subpart B - Registration

(Continued)

Sec.

- 353.5 General rules
- 353.6 Restrictions on registration
- 353.7 Authorized forms of registration
- 353.8 Chain letters prohibited

Subpart C - Limitations on Annual Purchases

- 353.10 Amounts which may be purchased
- 353.11 Computation of amount
- 353.12 Disposition of excess
- 353.13 Employee plans - Conditions of eligibility

Subpart D - Limitations on Transfer or Pledge

- 353.15 Transfer
- 353.16 Pledge

Subpart E - Judicial Proceedings

- 353.20 General
- 353.21 Payment to judgment creditors
- 353.22 Payment or reissue pursuant to judgment
- 353.23 Evidence
- 353.24 Payment pursuant to judicial or administrative forfeiture

**Subpart F - Relief for Loss, Theft, Destruction,
Mutilation, Defacement, or Nonreceipt of Bonds**

- 353.25 General
- 353.26 Application for relief—After receipt of bond
- 353.27 Application for relief—Nonreceipt of bond
- 353.28 Recovery or receipt of bond before or after relief is granted
- 353.29 Adjudication of claims

Subpart G - Interest

- 353.30 Series EE bonds
- 353.31 Series HH bonds

Subpart H - General Provisions for Payment

- 353.35 Payment (redemption)
- 353.36 Payment during life of sole owner
- 353.37 Payment during lives of both co-owners
- 353.38 Payment during lifetime of owner of beneficiary bond
- 353.39 Surrender for payment
- 353.40 Special provisions for payment

**Part 353 - Regulations Governing
United States Savings Bonds, Series EE and H**

Subpart H - General Provisions for Payment

(Continued)

Sec.

- 353.41 Partial redemption
- 353.42 Nonreceipt or loss of check issued in payment
- 353.43 Effective date of request for payment
- 353.44 Withdrawal of request for payment

Subpart I - Reissue and Denominational Exchange

- 353.45 General
- 353.46 Effective date of request for reissue
- 353.47 Authorized reissue—during lifetime
- 353.48 Restrictions on reissue
- 353.49 Correction of errors
- 353.50 Change of name
- 353.51 Requests for reissue

Subpart J - Certifying Officers

- 353.55 Individuals authorized to certify
- 353.56 General instructions and liability
- 353.57 When a certifying officer may not certify
- 353.58 Forms to be certified

**Subpart K - Minors, Incompetents, Aged Persons,
Absentees, et al.**

- 353.60 Payment to representative of an estate
- 353.61 Payment after death
- 353.62 Payment to minors
- 353.63 Payment to a parent or other person on behalf of a minor
- 353.64 Payment, reinvestment, or exchange—voluntary guardian of an incapacitated person
- 353.65 Reissue

Subpart L - Deceased Owner, Co-owner, or Beneficiary

- 353.70 General rules governing entitlement
- 353.71 Decedent's estate
- 353.72 [Reserved]

Subpart M - Fiduciaries

- 353.75 Payment or reissue during the existence of the fiduciary estate
- 353.76 Payment or reissue after termination of the fiduciary estate
- 353.77 Exchanges by fiduciaries

**Part 353 - Regulations Governing
United States Savings Bonds, Series EE and H**

**Subpart N - Private Organizations (Corporations,
Associations, Partnerships, et cetera) and
Governmental Agencies, Units and Officers**

(Continued)

Sec.

- 353.80 Payment to corporations or unincorporated associations
- 353.81 Payment to partnerships
- 353.82 Reissue or payment to successors of corporations, unincorporated associations, or partnerships
- 353.83 Reissue or payment on dissolution of corporation or partnership
- 353.84 Payment to certain institutions
- 353.85 Reissue in name of trustee or agent for reinvestment purposes
- 353.86 Reissue upon termination of investment agency
- 353.87 Payment to governmental agencies, units, or their officers

Subpart O - Miscellaneous Provisions

- 353.90 Waiver of regulations
- 353.91 Additional requirements; bond of indemnity
- 353.92 Supplements, amendments, or revisions

**Part 359 - Offering of United States Savings Bonds,
Series I**

Subpart A - General Information

Sec.

- 359.0 What does this part cover?
- 359.1 What regulations govern Series I savings bonds?
- 359.2 [Reserved]
- 359.3 What special terms do I need to know to understand this part?
- 359.4 In what form are Series I savings bonds issued?
- 359.5 What is the maturity period of a Series I savings bonds?
- 359.6 When may I redeem my Series I bond?
- 359.7 If I redeem a Series I savings bonds before five years after the issue date, is there an interest penalty?
- 359.8 How does interest accrue on Series I savings bonds?
- 359.9 When are interest rates for Series I savings bonds announced?
- 359.10 What is the fixed rate of return?
- 359.11 What is the semiannual inflation rate?

Part 359 - Offering of United States Savings Bonds, Series I

Subpart A - General Information

(Continued)

Sec.

- 359.12 What happens in deflationary conditions?
- 359.13 What are composite rates?
- 359.14 How are composite rates determined?
- 359.15 When is the composite rate applied to Series I savings bonds?
- 359.16 When does interest accrue on Series I savings bonds?
- 359.17 When is interest payable on Series I savings bonds?
- 359.18 Is the determination of the Secretary on rates and values final?
- 359.19 How is interest calculated?
- 359.20 - 359.24 [Reserved]

Subpart B - Definitive Series I Savings Bonds

- 359.25 What are the denominations and prices of definitive Series I savings bonds?
- 359.26 When are definitive Series I savings bonds validly issued?
- 359.27 What is the issue date of a definitive Series I savings bonds?
- 359.28 Are taxpayer identification numbers (TINs) required for the registration of definitive Series I savings bonds?
- 359.29 What amount of definitive Series I savings bonds may I purchase per year?
- 359.30 Are definitive Series I savings bonds purchased in the name of an individual computed separately from bonds purchased in a fiduciary capacity?
- 359.31 What definitive Series I savings bonds are included in the computation?
- 359.32 What definitive Series I savings bonds are excluded from the computation?
- 359.33 What happens if I purchase definitive Series I savings bonds in excess of the maximum amount?
- 359.34 May I purchase definitive Series I savings bonds over-the-counter?
- 359.35 May I purchase definitive Series I savings bonds through a payroll savings plan?
- 359.36 May I purchase definitive Series I savings bonds through employee thrift, savings, vacation, and similar plans?
- 359.37 How are definitive Series I savings bonds delivered?
- 359.38 How is payment made when definitive Series I savings bonds are redeemed?
- 359.39 How are redemption values calculated for definitive Series I savings bonds?

Part 359 - Offering of United States Savings Bonds, Series I**Subpart B - Definitive Series I Savings Bonds****(Continued)**

Sec.

359.40 How can I find out what my definitive Series I savings bonds are worth?

359.41 - 359.44 [Reserved]

Subpart C - Book-Entry Series I Savings Bonds

359.45 How are book-entry Series I savings bonds purchased and held?

359.46 What are the denominations and prices of book-entry Series I savings bonds?

359.47 How is payment made for purchases of book-entry Series I savings bonds?

359.48 How are redemption payments made for my redeemed book-entry Series I savings bonds?

359.49 What is the issue date of a book-entry Series I savings bonds?

359.50 What amount of book-entry Series I savings bonds may I purchase per year?

359.51 What book-entry Series I savings bonds are included in the computation?

359.52 What happens if any person purchases book-entry Series I savings bonds in excess of the maximum amount?

359.53 Are taxpayer identification numbers (TINs) required for the registration of book-entry Series I savings bonds?

359.54 When is a book-entry Series I savings bonds validly issued?

359.55 How are redemption values calculated for book-entry Series I savings bonds?

359.56 How can I find out what my book-entry Series I savings bonds are worth?

359.57 - 359.64 [Reserved]

Subpart D - Miscellaneous Provisions

359.65 [Reserved]

359.66 Is the Education Savings Bonds Program available for Series I savings bonds?

359.67 Does Public Debt prohibit the issuance of Series I savings bonds in a chain letter scheme?

359.68 May Public Debt issue Series I savings bonds only in book-entry form?

359.69 Does Public Debt make any reservations as to issue of Series I savings bonds?

359.70 May Public Debt waive any provision in this part?

359.71 What is the role of Federal Reserve Banks and Branches?

Part 359 - Offering of United States Savings Bonds, Series I**Subpart D - Miscellaneous Provisions****(Continued)**

Sec.

359.72 May the United States supplement or amend the offering of Series I savings?

Part 360 - Regulations Governing Definitive United States Savings Bonds, Series I**Subpart A - General Information**

Sec.

360.0 Applicability

360.1 Official agencies

360.2 Definitions

360.3 Converting definitive savings bonds to book-entry bonds in New Treasury Direct

Subpart B - Registration

360.5 General rules

360.6 Authorized forms of registration

360.7 Chain letters prohibited

Subpart C - Limitations on Annual Purchases

360.10 Amounts which may be purchased

360.11 Computation of amount

360.12 Disposition of excess

360.13 Employee plans - Conditions of eligibility

Subpart D - Limitations on Transfer or Pledge

360.15 Transfer

360.16 Pledge

Subpart E - Judicial Proceedings

360.20 General

360.21 Payment to judgment creditors

360.22 Payment or reissue pursuant to divorce

360.23 Evidence

360.24 Payment pursuant to judicial or administrative forfeiture

Part 360 - Regulations Governing Definitive United States Savings Bonds, Series I

Subpart F - Relief for Loss, Theft, Destruction, Mutilation, Defacement, or Nonreceipt of Bonds

(Continued)

Sec.

360.25 General

360.26 Application for relief; after receipt of bond

360.27 Application for relief; nonreceipt of bond

360.28 Recovery or receipt of bond before or after relief is granted

360.29 Adjudication of claims

Subpart G - General Provisions for Payment

360.35 Payment (redemption)

360.36 Payment during life of sole owner

360.37 Payment during lives of both co-owners

360.38 Payment during lifetime of owner of beneficiary bond

360.39 Surrender for payment

360.40 Special provisions for payment

360.41 Partial redemption

360.42 Nonreceipt or loss of remittance issued in payment

360.43 Effective date of request for payment

360.44 Withdrawal of request for payment

Subpart H - Reissue and Denominational Exchange

360.45 General

360.46 Effective date of request for reissue

360.47 Authorized reissue; during lifetime

360.48 Restrictions on reissue; denominational exchange

360.49 Correction of errors

360.50 Change of name

360.51 Requests for reissue

Part 360 - Regulations Governing Definitive United States Savings Bonds, Series I

Subpart I - Certifying Officers

(Continued)

Sec.

360.55 Individuals authorized to certify

360.56 General instructions and liability

360.57 When a certifying officer may not certify

360.58 Forms to be certified

Subpart J - Minors, Incompetents, Aged Persons, Absentees, et al.

360.60 Payment to representative of an estate

360.61 Payment after death

360.62 Payment to minor

360.63 Payment to a parent or other person on behalf of a minor

360.64 Payment or reinvestment—voluntary guardian of an incapacitated person

360.65 Reissue

Subpart K - Deceased Owner, Coowner or Beneficiary

360.70 General rules governing entitlement

360.71 Decedent's estate

360.72 [Reserved]

Subpart L - Fiduciaries

360.75 Payment or reissue during the existence of the fiduciary estate

360.76 Payment or reissue after termination of the fiduciary estate

Subpart M - Miscellaneous Provisions

360.90 Waiver of regulations

360.91 Additional requirements; bond of indemnity

360.92 Supplements, amendments, or revisions

Part 363 – Regulations Governing Securities Held in the New Treasury Direct System**Subpart A - General**

Sec.

- 363.0 What is the New Treasury Direct system?
- 363.1 What Treasury securities are covered by these regulations?
- 363.2 What agency administers New Treasury Direct?
- 363.3 What Treasury securities may be held in New Treasury Direct?
- 363.4 How is New Treasury Direct different from the Treasury Direct system?
- 363.5 How do I contact Public Debt?
- 363.6 What special terms do I need to know to understand this part?

363.7 - 363.14 [Reserved]

Subpart B - New Treasury Direct System

- 363.15 What is a New Treasury Direct account?
- 363.16 Who is eligible to open a New Treasury Direct account?
- 363.17 How can I open a New Treasury Direct account?
- 363.18 How will you authenticate my identity?
- 363.19 What is the procedure for offline authentication?
- 363.20 How do I access my account?
- 363.21 Who is liable if someone else accesses my New Treasury Direct account using my password?
- 363.22 Is Public Debt liable if the electronic transmission of my data is intercepted?
- 363.23 What should I do if I become aware that my password has become compromised?
- 363.24 What transactions can I perform online through my New Treasury Direct account?
- 363.25 How do I conduct transactions in my account or in Treasury securities held in my account?
- 363.26 What is a transfer?
- 363.27 What do I need to know about accounts for minors who have not had a legal guardian appointed by a court?
- 363.28 - 363.32 [Reserved]
- 363.33 Can an attorney-in-fact conduct transactions in my New Treasury Direct account?
- 363.34 What happens if an owner becomes incompetent after opening a New Treasury Direct account?
- 363.35 When is a transaction effective?
- 363.36 What securities can I purchase and hold in my New Treasury Direct account?
- 363.37 How do I purchase eligible Treasury securities to be held in my New Treasury Direct account?

F-11**Part 363 – Regulations Governing Securities Held in the New Treasury Direct System****Subpart B - New Treasury Direct System**

Sec.

(Continued)

- 363.38 What happens if the ACH debit for purchase of a book-entry savings bonds is returned by my financial institution?
- 363.39 Will I receive a confirmation of my request to purchase a Treasury security?
- 363.40 How are payments of principal and interest made?
- 363.41 What happens if an ACH payment of principal or interest to my account at a financial institution is returned to Public Debt?
- 363.42 How will my interest income be reported for tax purposes?
- 363.43 What are the procedures for certifying my signature on an offline application for a New Treasury Direct account, or on an offline transaction form?

363.44 - 363.49 [Reserved]

Subpart C - Book-Entry Savings Bonds Purchased Through New Treasury Direct**GENERAL**

- 363.50 What Treasury securities does this subpart cover?
- 363.51 Who may purchase and hold a book-entry savings bonds?
- 363.52 What amount of book-entry Series EE and I savings bonds may I purchase in one year?
- 363.53 What is the minimum amount of book-entry savings bonds that I may purchase in any transaction?
- 363.54 What is the minimum amount of a book-entry savings bonds that I must hold in my account?
- 363.55 May I transfer my book-entry savings bonds to another person?
- 363.56 What is the minimum amount of book-entry savings bonds that I may transfer in any one transaction?
- 363.57 What is the minimum amount of book-entry savings bonds that I may redeem in any one transaction?
- 363.58 May book-entry savings bonds be pledged or used as collateral?

363.59 - 363.64 [Reserved]

REGISTRATION

- 363.65 What do I need to know about the registration of book-entry savings bonds?
- 363.66 What forms of registration are available for book-entry savings bonds?

Part 363 – Regulations Governing Securities Held in the New Treasury Direct System

Subpart C - Book-Entry Savings Bonds Purchased Through New Treasury Direct

Sec.

REGISTRATION

(Continued)

- 363.67 What do I need to know about the single owner form of registration?
- 363.68 What do I need to know about the owner with beneficiary form of registration?
- 363.69 What do I need to know about the primary owner with secondary owner form of registration?

363.70 - 363.79 [Reserved]

MINORS

- 363.80 May a minor purchase book-entry savings bonds?
- 363.81 May book-entry savings bonds be purchased for a minor as a gift?
- 363.82 May an account owner deliver a book-entry savings bonds purchased as a gift to a minor?
- 363.83 May an account owner transfer a book-entry savings bonds to a minor?

363.84 - 363.89 [Reserved]

DECEASED OWNERS

- 363.90 What happens when a New Treasury Direct account owner dies and his or her estate is entitled to savings bonds held in the account?

363.91 - 363.94 [Reserved]

GIFTS

- 363.95 How may I give a book-entry savings bonds as a gift?
- 363.96 What do I need to know if I initially purchase a bonds as a gift?
- 363.97 What do I need to know if I transfer a book-entry savings bonds to another person as a gift?
- 363.98 [Reserved]
- 363.99 What is the minimum amount of a bond that I may transfer or deliver as a gift in any one transaction?

363.100 - 363.104 [Reserved]

TRANSACTIONS

- 363.105 Who has the right to conduct transactions in book-entry savings bonds?
- 363.106 How are online transactions conducted in savings bonds?
- 363.107 Does Public Debt reserve the right to require that any transactions be conducted offline?

363.108 - 363.109 [Reserved]

Part 363 – Regulations Governing Securities Held in the New Treasury Direct System

Subpart C - Book-Entry Savings Bonds Purchased Through New Treasury Direct

Sec.

(Continued)

JUDICIAL AND ADMINISTRATIVE PROCEEDINGS

- 363.110 Will Public Debt recognize a court order that attempts to defeat the survivorship rights of a beneficiary, secondary owner, or recipient of an undelivered gift bond?
- 363.111 Will Public Debt accept notice of an adverse claim or notice of pending judicial proceedings involving book-entry savings bonds?
- 363.112 Is Public Debt a proper party in a judicial proceeding involving competing claims to a book-entry savings bonds?
- 363.113 Will Public Debt pay or transfer book-entry savings bonds pursuant to an order in a divorce proceeding?
- 363.114 Will Public Debt recognize a court order?
- 363.115 Will Public Debt pay a savings bonds pursuant to a levy?
- 363.116 Will Public Debt pay a bond to the Internal Revenue Service (IRS) pursuant to a levy?
- 363.117 Will Public Debt pay a bond to a trustee in bankruptcy or similar court officer?
- 363.118 What evidence is required to establish the validity of judicial proceedings?
- 363.119 Will Public Debt pay a bond pursuant to a forfeiture proceeding?

363.120 - 363.124 [Reserved]

PAYMENT

- 363.125 How is payment made on a book-entry savings bonds?
- 363.126 Under what circumstances will payment be made?
- 363.127 - 363.129 [Reserved]

Subpart D - Certificate of Indebtedness

- 363.130 What does this subpart cover?
- 363.131 What is a New Treasury Direct certificate of indebtedness?
- 363.132 Can the sale of the certificate of indebtedness be suspended?
- 363.133 What happens to my certificate of indebtedness if the offering is terminated by the Secretary?
- 363.134 What regulations cover a certificate of indebtedness?
- 363.135 In what form is a certificate of indebtedness issued?
- 363.136 Do certificates of indebtedness pay interest?

Part 363 – Regulations Governing Securities Held in the New Treasury Direct System

Subpart D - Certificate of Indebtedness

Sec.

(Continued)

- 363.137 What do I need to know about the registration of a certificate of indebtedness?
- 363.138 How do I purchase a certificate of indebtedness?
- 363.139 Is Treasury liable for the purchase of a certificate of indebtedness that is made in error?
- 363.140 When is a certificate of indebtedness issued?
- 363.141 How do I purchase a security using the redemption proceeds of my certificate of indebtedness?
- 363.142 May I redeem my certificate of indebtedness for cash?
- 363.143 What happens if an ACH payment used to purchase a certificate of indebtedness is later reversed?
- 363.144 May I delete a pending transaction involving a certificate of indebtedness?
- 363.145 May I transfer or deliver my certificate of indebtedness?
- 363.146 What happens to a certificate of indebtedness upon the death of the New Treasury Direct account owner?
- 363.147 Does Public Debt reserve the right to require that any transaction in a certificate of indebtedness be conducted offline?
- 363.148 What are the rules for judicial and administrative actions involving a certificate of indebtedness?
- 363.149 What evidence is required to establish the validity of judicial proceedings?
- 363.150 May a certificate of indebtedness be pledged or used as collateral?
- 363.151 Can Treasury suspend transactions in my certificate of indebtedness?
- 363.152 Does Public Debt make any reservations as to issue of certificates of indebtedness?

Subpart E - Conversion of a Definitive Savings Bond

- 363.160 What subparts govern the conversion of definitive savings bonds?
- 363.161 What definitive savings bonds are eligible to be converted to book-entry bonds?
- 363.162 Who may convert a definitive savings bond?
- 363.163 How do I convert an eligible definitive savings bond?
- 363.164 Is a converted savings bond eligible to be converted back into a definitive bond?

Part 363 – Regulations Governing Securities Held in the New Treasury Direct System

Subpart E - Conversion of a Definitive Savings Bond

Sec.

(Continued)

- 363.165 What happens when I convert a savings bond that is registered in my name as the owner, either co-owner, or the owner with a beneficiary?
 - 363.166 What happens when I convert a savings bond that is not registered in my name as owner, either co-owner, or owner with beneficiary (including a bond registered in the name of a minor)?
 - 363.167 How will a converted savings bond be registered?
 - 363.168 What rules regarding registration apply to a converted savings bond?
 - 363.169 What transactions can I conduct in a converted savings bond on which I am registered as the single owner, either co-owner, or the owner with a beneficiary?
 - 363.170 What transactions can I conduct in a savings bond that I converted on which I am not registered as the owner, either co-owner, or owner with beneficiary?
 - 363.171 How do I redeem a converted savings bond?
 - 363.172 What happens when a New Treasury Direct account owner dies and his or her estate is entitled to a converted savings bond held in the account?
 - 363.173 What are the rules for judicial and administrative actions involving a converted savings bond held in New Treasury Direct?
 - 363.174 What evidence is required to establish the validity of judicial proceedings involving a converted savings bond?
 - 363.175 Will Public Debt pay a converted savings bond pursuant to a forfeiture proceeding?
 - 363.176 May a converted savings bond be pledged or used as collateral?
 - 363.177 Does Public Debt reserve the right to require that any transaction in a converted savings bond be conducted in paper form?
 - 363.178 Does Treasury reserve the right to suspend transactions in a converted savings bond?
 - 363.179 Does Public Debt make any reservations as to the conversion of an eligible savings bond?
 - 363.180 - 363.199 [Reserved]
- Subpart F - Miscellaneous**
- 363.200 May Public Debt waive these regulations?
 - 363.201 Can I be required to provide additional evidence to support a transaction?
 - 363.202 May Public Debt amend or supplement these regulations?

Appendix G

Contact List

Federal Reserve Bank (FRB) Savings Bond Servicing Sites

There are two Federal Reserve sites that process savings bond transactions and provide instructional materials for agents in their region.

FRBs provide the following materials: Gift Certificates, RDS supplies, PD and FA forms, Regulations and Qualification Agreements, and other information. Reserve Banks also conduct Training Seminars.

Servicing Sites	Geographic Area Served
Federal Reserve Bank of Minneapolis	AZ, AR, CA, CO, HI, IA, ID, IL, IN, KS, KY (Western half) MI, MN, MO, MT, ND, NE, NM, NV, OK, OR, SD, TN (Western half), TX, UT, WA, WI, WY
Pittsburgh Branch Federal Reserve Bank of Cleveland	AL, CT, DC, DE, FL, GA, LA, MA, ME, MD, MS, NC, NH, NY, KY (Eastern half), NJ, OH, PA, PR, RI, SC, TN (Eastern half), VA, VI, VT, WV

Bureau of the Public Debt

Public Debt is the Treasury Bureau tasked with administering the Savings Bonds program. The Offices of Securities Operations and Investor Services supervise the issuing, servicing, and retirement of all series of savings bonds, savings notes, and retirement bonds. The Office of Investor Services also settles claims for lost, stolen, destroyed and mutilated bonds. Public Debt provides customer brochures and pamphlets for downloading at www.publicdebt.treas.gov/sav/savbroch.htm.

Bureau of the Public Debt

1-800-4-US-BOND (Rate Announcement)
www.publicdebt.treas.gov

Bureau of the Public Debt
Parkersburg, WV 26106-1328
866-388-1776

Federal Reserve Bank (FRB) Treasury Retail Securities Sites

Pittsburgh

1-800-245-2804
savingsbonds@clev.frb.org

Over-the-Counter Transactions:

Pittsburgh Branch
Federal Reserve Bank of Cleveland
P.O. Box 100
Pittsburgh, PA 15230-0100

All Other Transactions:

Pittsburgh Branch
Federal Reserve Bank of Cleveland
P.O. Box 299
Pittsburgh, PA 15230-0299

Federal Reserve Bank (FRB) Treasury Retail Securities Sites

Minneapolis

1-800-553-2663
mpls.savingsbonds@mpls.frb.org

Over-the-Counter Transactions:

Federal Reserve Bank of Minneapolis
P.O. Box 89
Minneapolis, MN 55480-0089

All Other Transactions:

Federal Reserve Bank of Minneapolis
P.O. Box 214
Minneapolis, MN 55480-0214

Savings Bonds Training Outline

This outline provides key information regarding savings bonds that you may find useful when conducting in-house training.

I. Introduction

 See Chapter 1 for more information.

A. Background

- A savings bond represents a loan made to the United States. Bonds are registered securities backed by the full faith and credit of the United States. They cannot be sold in a secondary securities market or used as collateral.
- The U.S. Savings Bond Program began in 1935. The Series E bond was introduced in May 1941 and became the most widely held security in the world. The Series EE bond replaced the Series E bond in 1980. The I Bond was introduced in 1998.

B. Relationship among Financial Institutions, the Federal Reserve Bank (FRB), and the Bureau of the Public Debt

- Financial institutions meet customer needs by assisting in the completion of savings bond transactions and answering questions.
 - The FRB services financial institutions by processing savings bond payments and transactions and providing instructional materials.
 - The Bureau of the Public Debt establishes guidelines, makes final accounting for bonds issued and bonds retired, and processes savings bond cases that are beyond the authority of the FRB.
-

II. General Information

 See Chapters 1 and 7 for more information.

A. Series Available

The following series of savings bonds can be obtained as new issues:

- Series EE (Accrual type) – Paper bond is purchased at a discount; interest accumulates and is paid as part of the bond's redemption value when the bond is cashed.
- Series I (Accrual type) - Bond is purchased at face value; interest accumulates and is paid as part of the bond's redemption value when the bond is cashed.

B. Denominations

- **Series EE** - Available over-the-counter in denominations of \$50, \$75, \$100, \$200, \$500, \$1,000, \$5,000, and \$10,000. (The \$50 and \$75 denominations are not available through payroll deduction.)
- **Series I** - Available over-the-counter and through payroll deduction in denominations of \$50, \$75, \$100, \$200, \$500, \$1,000, \$5,000, and \$10,000. (The

\$200 and \$10,000 denominations were not available for purchase before May 1999; therefore, the earliest issue date is May 1999.)

C. Eligible Owners

- Residents of the United States, its territories and possessions, and the Commonwealth of Puerto Rico.
- Citizens of the United States residing abroad.
- Civilian employees of the United States or members of its Armed Forces, regardless of residence or citizenship, provided they have a taxpayer identification number (TIN).
- Residents of Canada or Mexico who work in the United States, but only if the bonds are purchased on a payroll savings plan and the owner provides a TIN.

D. Authorized Forms of Registration

- Individual: owner, co-owner, beneficiary.
- Fiduciaries: trustees, custodians, guardians, etc. (Limited to estates of living persons for Series I bonds.)
- Private and public organizations. (Not available for I bonds)

E. Purchase Limits

- The current annual purchase limit on paper Series EE bonds is \$30,000 (purchase price) - \$60,000 (face amount) per person (first-named registrant – owner or first-named co-owner), per calendar year.
- The current annual purchase limit on Series I bonds is \$30,000 face value per social security number (SSN). Bonds purchased in co-ownership form are attributable to the first-named co-owner whose SSN is on the bond. Gift bonds are not included when figuring whether the purchaser's own bonds are in excess of the limit.
- Bonds purchased and redeemed in the same calendar year are excluded from the limitation as well as bonds the purchaser obtained in earlier years.

F. Interest and Maturity

Rates are announced each May 1 and November 1. Go to <http://www.publicdebt.treas.gov/sav/savcalc.htm> to access the Savings Bond Calculator. You can also call your servicing Federal Reserve Bank.

Series I Bonds

- Series I bonds are accrual type securities. Interest accumulates and is paid when the bond is redeemed.
- Series I bonds usually increase in value monthly, and interest is compounded semiannually. I bonds can earn interest for up to 30 years - a 20-year original maturity period and a 10-year extended maturity period. I bonds redeemed before 5 years are subject to a 3-month interest penalty.
- An I bond's earnings rate reflects the combination of a fixed rate and an inflation rate. An I bond's fixed rate applies, and does not change, for the entire life of the bond. An inflation rate can vary. It is the percent change in the CPI-U over a six-month period - March to September and September to March. Rates are announced in May and November.

Series E/EE Bonds

 See Appendix J for detailed questions and answers about interest on these bonds/notes.

- Series E/EE bonds are accrual type securities. Interest is added to the redemption value of the bond and is paid when the bond is redeemed.

Series EE Bonds Issued May 2005 and After

- Series EE bonds with May 2005 and later issue dates earn a fixed rate of interest. The fixed rate will apply for the 30-year life of the bond—which includes a 10-year extended maturity period—unless a different rate or rate structure is announced or applied at the start of the extension period.
- Interest rates are adjusted each May 1 and November 1. The new rate will apply to bonds issued for the following six months.

Series EE Bonds Issued May 1997 through April 2005

- Series EE bonds with May 1997 through April 2005 issue dates earn interest at variable rates that are 90% of six-month averages of 5-year Treasury securities yields. These bonds increase in value monthly, and interest is compounded semiannually. Bonds redeemed before they are 5 years old are subject to a 3-month penalty.
- Interest rates are announced in May and November. They are annual rates that apply to bonds for the next six-month earning periods.

Series EE Bonds Issued May 1995 through April 1997

- Interest is added every six months. Bonds will increase in value six months after the issue date and every six months thereafter.
- Interest earned is based on market yields for Treasury securities for the first 17 years (original maturity).
- Bonds earn the short-term rate for the first 5 years and the long-term rate from 5 to 17 years.
- The short-term rate is 85% of the average (during the previous three months) of six-month Treasury securities yields.
- The long-term rate is 85% of the average (during the previous six months) of five-year Treasury securities yields.

Series E/EE Bonds Issued Before May 1, 1995

- During the first five years bonds earn interest at:
 - ✓ Guaranteed minimum rates
- Bonds that are at least five years old earn interest at market-based rates or guaranteed minimum rates, whichever type of return overall results in a bond being worth more.
 - ✓ The market-based savings bond rate is set at 85% of the average of the 5-year Treasury securities yields for the applicable earning periods.
 - ✓ Guaranteed minimum rates are set at the time a bond is issued. The rate is subject to change as a bond enters a new extension period.
- Series E bonds and Series EE bonds issued before March 1993 increase in value every six months. Series EE bonds issued from March 1993 through April 1995 increase in value monthly for the first five years but increase every six months (from their issue dates) after the first five years (unless monthly increases in value are needed to make sure bond owners receive the guaranteed minimum return.)

- Bonds earn interest beyond original maturity until they reach final maturity - a term of 30 or 40 years, depending on the issue date.

Series H/HH Bonds

- Series H/HH bonds are current-income type securities. Interest is paid every six months by direct deposit (ACH) to an account in the owner's or co-owner's name. In August 2004, Treasury discontinued offering Series HH bonds. Although new Series HH bonds will not be issued, existing bonds will continue to earn interest until redemption or final maturity, whichever event happens first.
- Series HH bonds earn interest at a fixed rate.
- Series HH bonds are issued for an original term of 10 years and have one 10-year extension, giving them a full life of 20 years.
- Interest rates are set at the time of purchase and may be changed as the bonds enter their extension period.

G. Education Savings Options

Option 1 - Interest Exclusion from Taxes

- The interest on bonds purchased after December 31, 1989, may be tax-exempt when used to: (1) pay tuition and fees at qualified educational institutions or (2) make contributions to a qualified state tuition program (beginning with the 1998 tax year), provided the bond owners meet certain income and registration requirements.
- Advise the bond owner to maintain records of tuition and fees versus interest paid on the bonds. Refer them to IRS forms 8815 and 8818 and IRS Publication 550 and 970. The paying agent will issue an IRS form 1099-INT either at the time of redemption or at the end of the year showing the amount of interest paid on the bonds redeemed.

Option 2 - Other Approaches to Handling Bond Interest

- Interest income on bonds purchased in a child's name alone or with a parent as the beneficiary (not a co-owner) can be included in income by the child each year as interest accrues or be deferred until the bonds are redeemed, provided the bond owner meets certain income and registration requirements. Refer to IRS Publication 929.

H. Claims for Loss, Theft, or Destruction of Bonds After Receipt

- If a bond is lost, stolen, or destroyed after receipt, the bond owner must complete form PD F 1048 to apply for a substitute and mail the form directly to the Bureau of the Public Debt for processing.
- Lost bonds older than 12 months will be replaced by the Bureau of the Public Debt. The customer should complete and mail a form PD F 1048.

I. Chain Letter Schemes

- If you become aware of bonds involved in a chain letter scheme, advise the bond "holder" to complete form PD F 2966. You should submit the form and bond(s) to your servicing FRB.
- The claimant will receive the original purchase price of the bond but will not receive any interest that has accumulated because the bond was purchased through a chain letter scheme.

III. Issuing Bonds

 See Chapters 1 and 2 for more information.

A. Over-the-Counter Bonds

Agent procedures

- Purchaser completes bond order forms PD F 5263 or PD F 5263-1 (Series EE) and PD F 5374 or PD F 5374-1 (Series I) and remits the payment to you. You batch order forms with a transmittal document form 8642 for EE bonds and form 1357 for I bonds and send or transmit the information to your servicing FRB. It is important to batch Series I bond orders separately from Series EE orders. Note: Fiduciary registrations must be forwarded to your servicing FRB. Do not process over FedLine.
- There are several submission options for the completed savings bond order forms: paper, tape/cartridge, diskette, or electronic data transmission.
- All completed savings bond order forms are processed at one of the following servicing FRBs: Minneapolis or Pittsburgh.
- When the servicing FRB receives orders, your reserve/correspondent account is debited for the dollar amount of the batch. If an order form must be rejected due to errors, your account will be credited the corresponding amount of the application.

Completing Purchase Order Forms

- Registration options include individual and fiduciary.
- Proper completion of Item 2: This information should be completed if the bond will be mailed to someone other than the bond owner.
- The SSN should be that of the owner, but if the owner's number is not known, the purchaser's number may be used. The number is used for record-keeping purposes only. This number will appear on the face of the savings bond but does not indicate tax liability.

Agent Responsibilities

- Ensure that each purchase order form is complete, accurate, and legible. Offer a gift certificate if the purchaser is not the bond owner. Verify that the information entered into an automated system matches the order form.
- Ensure that your servicing FRB receives orders and payment within five business days of the recorded purchase date
- Collect payment for the bonds being ordered.
- Reconcile reserve account charges daily, and make inquiries on questionable items on a timely basis. The timeliness of these inquiries is important because purchase records are available at your servicing FRB for a limited number of months.
- Handle inquiries regarding bonds.

Acceptable Forms of Payment

- The purchaser can pay you by cash, check, money order, or savings stamps. It should be noted that agents accept personal checks at their own risk, particularly those drawn on accounts with other depository financial institutions..
- Your servicing FRB charges the reserve/correspondent account of your institution.

Completing Batch Transmittal Forms

- Order forms are assembled in groups of no more than 40 per batch with only one series per batch.
- A separate batch is required for fiduciary registrations or foreign addresses.
- Complete transmittal form 8642 and form 1357 properly to avoid delays in processing. Provide a contact name and telephone number on the transmittal form that your servicing FRB may use if additional information is needed.

Maintaining a Supply of Forms

- Monitor the amount of forms inventory on hand and order forms from your servicing FRB several weeks in advance to allow ample time for delivery.

Record Retention

- Retain purchase applications for four months.

Processing Time

- You are required to send savings bond order forms and associated payments to your servicing FRB within five business days of the date of the order form.
- Savings bonds should be received within 15 business days of the purchase order date.

Fee Payment

- You are paid 50 cents per order form for each paper form PD F 5263, 5263-1, 5374, or 5374-1 submitted.
- You are paid 85 cents per order form submitted via an automated format. (Remember that form PD F 5263-1 and PD F 5374-1 can be submitted in paper form only).

Interest Assessment

- If you exceed the 5-day requirement for submitting order forms, you are subject to an interest assessment.

Bond Delivery

- The U.S. Postal Service returns undeliverable bonds to your servicing FRB. The FRB will contact you to facilitate resolution and subsequent delivery of the bonds.

Issue Date of Bond

- The date on the purchase order form determines the issue date.
- If you accept payment by check, you should base the date on the order form according to the availability of the funds.

Claims for Nonreceipt of Bonds

- Before a bond may be replaced due to nonreceipt, a period of 30 calendar days must elapse from the date of printing to ensure that it has not been delayed in the mail. After this period, the servicing FRB will complete form PD F 3062, the nonreceipt claim form, and send it to the customer for signature. Upon receipt of the signed form PD F 3062 from the customer, the servicing FRB will replace the bond.
- If the original bond is older than 12 months from date of issue, the case must be forwarded to the Bureau of the Public Debt for processing and replacement.

IV. Reissue Transactions

 See Chapter 3 and Appendixes C and D for more information.

A. Requests for Reissue

- A reissue is used to change the registration of a bond. The newly reissued bond will bear the same issue date and will be of the same series as the original.
- Bonds may not be reissued to:
 - Change an address. For Series H/HH bonds, the owner should update the Treasury's records by completing form PD F 1980 or by using the secure Internet HH/H account management system at www.treasurydirect.gov. To change the financial institution for depositing interest, the owner must complete a SF 1199A or PD F 5396.
 - Change the spelling of the "mail-to" name.
 - Correct SSN errors. (Notify the Treasury in writing to update its records.)
 - Change denominations.
- Bonds will not be reissued within one month of, or after, final maturity. (A request for reissue of such bonds will, however, be accepted to establish an authorized change in ownership of the bonds for subsequent redemption.) Bonds cannot be reissued if processed by your servicing FRB less than one full calendar month before final maturity. To ensure reissue, mail bonds to the servicing FRB so the bonds will arrive no later than two months before final maturity.

B. Agent Responsibilities

- Establish the correct reissue form to use by referencing the reissue tables and assist the bond owner in completing it, using one form for each different registration requested. (Series H/HH bonds may be placed on the same form.)
- Ensure that the owner signs each form submitted in the presence of a certifying official, who should sign his or her name and title and affix the agent identification stamp. This stamp should identify the name of the institution and branch location.
- Ensure that proper evidence, if any, is included.
 - Certified letters of appointment (Must not be more than one year old. If the letters of appointment are more than one year old, they must bear full force and effect statement dated no more than one year before transaction is presented.)
 - Certified copy of court evidence (For example, adoption papers and divorce decrees.)
 - Certified copy of death certificate (There is no time limitation on this document.)

C. FRB Responsibilities

- Your servicing FRB bond examiners evaluate transactions to ensure that the bonds, the reissue request, and required evidence are current and in proper form. If all paperwork is in order, the reissue transaction will be completed within 20 business days. The new bonds will be delivered as requested.
- In some cases, your servicing FRB is required to forward transactions to Public Debt for processing. In these cases, your FRB will notify the bond owner.

V. Paying Bonds

 See Chapters 5 and 6, and Appendix D for more information.

A. General Information

- When a bond is presented for redemption, you should:
 - Ensure that the bond is at least 12 months old and examine the bond for alterations, erasures, and invalid or incorrect bond registrations.
 - Establish evidence requirements based on bond registration and the individual requesting payment.
 - Ensure proper identity using Form PD P 0022 *The Guide to Cashing Savings Bonds* to avoid any potential loss as a result of the fraudulent payment of bonds.
 - Obtain the signature of the person requesting payment and notate the ID and evidence on the back of the bond.
 - If the SSN of the payee differs from the one shown on the bond, write the correct SSN on the back of the bond.
 - If payment is to be made by your servicing FRB, you should ask the presenter to sign the bonds and then certify the signature on the back of each bond.
 - If you pay a bond, you will provide IRS form 1099-INT to the payee. If your servicing FRB redeems the bond, they will provide IRS form 1099-INT to the payee. All interest from savings bonds and notes is reported as one amount on the IRS form 1099-INT.
 - Free software is available to agents from Treasury for use in determining the redemption values of bonds. The redemption value reflects any penalty due to an early redemption. (Series EE bonds issued May 1997 or later and Series I bonds are subject to a three-month penalty if cashed in the first five years from the issue date.)

B. Bonds That You Can Pay

- You can pay Series E/EE and I bonds and savings notes that are at least 12 months old and presented by an owner or co-owner. You can pay Series A, B, C, and D savings bonds. Because these bonds have matured, the redemption value is the face amount printed on the bond. You can pay savings stamps for the face amount.
- You can pay a beneficiary who provides a certified copy of the death certificate.
- You can pay a fiduciary handling a decedent's estate who provides a certified copy of the letters of appointment. The letters of appointment must not be more than one year. If the letters of appointment are more than one year old, they must bear full force and effect statement dated no more than one year before the transaction is presented. If the bonds are in co-owner or beneficiary form of registration, the fiduciary must provide certified copies of the death certificates of both parties. The fiduciary must also supply the TIN of the estate or SSN of the last decedent. A fiduciary cannot redeem a bond unless all parties named on the bond are deceased.
- You can pay a fiduciary whose name and title are shown in the bonds' registrations.
- Identification requirements include:
 - Customer Identification
 - Personal Identification
 - Documentary Identification: when relying solely on documentary identification, you must limit the redemption value to \$1,000 or less per transaction.
- Paid bonds are submitted to the local FRB using a method known as EZ Clear.

C. Bonds That You Cannot Pay

- Series F, G, H/HH, J, and K savings bonds.
 - Series E/EE and I bonds or savings notes with registrations other than individuals in their own right. *See exceptions noted in "B. Bonds That You Can Pay".*
 - Series EE and I bonds that are less than 12 months old.
 - Bonds presented by an attorney-in-fact (power of attorney).
 - Bonds issued in the name of a corporation, partnership, association, or any other type of company or institution.
 - Bonds that are mutilated, altered, defaced, or irregular in any way.
- Partial redemption transactions must be forwarded to the servicing FRB for processing. Indicate the amount the bond owner wishes to redeem and the remainder to be reissued.

D. Preparing Bonds to Be Paid by the Federal Reserve Bank

- Before submitting bonds to the servicing FRB, ensure that:
- The "Request for Payment" section has been properly completed.
 - The bonds are certified with an officer's (or authorized employee) signature and paying agent seal or medallion.
 - Notations of how identification should be made on the back of the bond.
 - The proper evidence has been obtained.
- Forward the bonds and documents to the servicing FRB for processing. The transaction will be processed within five business days from the date the transaction is approved for payment.

Appendix I

Glossary of Terms

Term	Definition
Accrual Bond	A bond that increases in value as interest is added to the principal. Both principal and interest are paid in a lump sum when the bond is redeemed. Series E/EE, I, retirement plan bonds, and individual retirement bonds are the currently outstanding accrual type securities. Series A through Series D, Series F bonds, and savings notes, all now matured, were also accrual type securities.
Administered Estate	An administered estate is supervised by the court and is one for which a legal representative has been appointed.
Administrator/ Administratrix	A person appointed by a court to administer the estate of a deceased person.
Applicant	Person completing an application. An applicant may be: (a) An individual bond owner (b) Both co-owners (c) Parents or legal guardians of minors (d) Persons entitled to bonds of decedents, trustees, and other fiduciaries (or their successors) (e) Authorized officers of organizations (f) Purchasers
Appreciation Type Security	See Accrual Bond.
Baby Bonds	A name given to the Series A-1935 savings bond but carried over to Series B-1936, C-1937/1938, and D-1939/1941 (April) bonds.
Batch	A group of one to 40 bond order forms submitted to a servicing Federal Reserve Bank by an issuing agent with a covering Batch Transmittal Form.
Beneficiary (POD)	A person whose name appears second on a savings bond under the designation "POD" or "Payable on Death" and who becomes the sole owner of the bond upon the death of the owner.
Beneficiary under a Trust	The party for whose benefit a trust is created or who is entitled to the income from the trust. The beneficiary may also be called a <i>Donee</i> or the <i>Cestui que trust</i> .
Bequest	A gift by will of personal property; a legacy.
Bond	Any of the savings and retirement securities issued by the U.S. Government, including savings bonds, savings notes, retirement plan bonds, and individual retirement bonds.

Term	Definition
Bond of Indemnity	An instrument stating a fixed sum as a penalty, binding the parties to pay that penalty unless one or more of the parties performs a certain act.
Branch Number	Four-digit number added to the ABA number to indicate a specific branch of a financial institution. Main offices are assigned four zeros as their branch numbers.
Certification	Process by which a bank or other financial institution guarantees a signature in the request for payment on a savings bond, a detached request for a savings bond payment, a request for reissue, or other applications relating to savings bonds.
Certified Copy	Copies of original legal documents that contain a raised or impressed seal.
Court of Probate	A court having jurisdiction over the probate of wills, the grant of administration, and the supervision of the management and settlement of the estates of decedents, including the collection of assets, the allowance of claims, and the distribution of the estate. In some jurisdictions, such as New York and New Jersey, these courts are called Surrogate Courts.
CPI-U	Abbreviation for the non-seasonally adjusted U.S. City Average All Items Consumer Price Index for All Urban Consumers published by the Bureau of Labor Statistics. The index is used to determine the semiannual inflation rate applied to Series I bonds.
Current Income Bond	A bond on which interest is paid semiannually to the owner while the principal invested remains constant at face value. Series H/HH bonds are current-income type securities. Series G and Series K bonds, both now matured, were also current-income type bonds.
Decedent	A deceased person.
Deflation	A negative change over time in a price index (e.g. consumer price index) that measures changes in general price levels. Reflects an overall reduction in the volume of available money and credit, which results in a decline in price levels.
Denomination	The dollar amount shown on the face of the security ("face amount" or "face value") and designated by alpha codes at the beginning of the serial number: X - \$ 10 or \$10,000 Q - \$ 25 L - \$ 50 K - \$ 75 C - \$ 100 R - \$ 200 D - \$ 500 M - \$ 1,000 V - \$ 5,000 W - \$ 100,000

Term	Definition
Denominational Exchange	Exchanging bonds of one denomination (face amount) for bonds of another denomination (face amount) within the same series and issue date.
Executor/ Executrix	The person appointed in a decedent's will to carry out the directions and requests in the will and to dispose of the property according to the testamentary provisions.
Extended Maturity Period	An interest bearing period after the original maturity date during which a savings bond continues to earn interest. It's also sometimes referred to as an extension period.
EZ Clear	Process by which depository financial institutions present paid accrual savings bonds, commercial checks, and other cash items for collection to a Federal Reserve Check Processing Office including a Regional Check Processing Center. The paid accrual savings bonds are then sent to the EZ Clear Central Processing Site. The Pittsburgh Branch, FRB Cleveland, maintains the EZ Clear Central Processing Site.
Face Value	The denomination amount shown on the front of a savings bond.
Fiduciary	A person undertaking the duty to act primarily for another's benefit (e.g., executor, administrator, trustee, guardian).
Fiduciary Capacity	Relates to conducting business or handling property for the benefit of another person.
Final Maturity	The point at which a bond stops earning interest (Original maturity + extension [s] = final maturity). Also known as Final Extended Maturity Date.
Identifier	A person who establishes the identity of the presenter of a bond for payment or reissue.
Incompetent/ Incapacitated Person	An individual who is incapable of handling his or her business affairs because of a legal, mental, or medical disability, except for minors who are incompetent solely because of age.
Individual Retirement Bonds	Nontransferable accrual type securities sold to individuals eligible to participate in an Individual Retirement Account (IRA). The sale of these bonds was terminated April 30, 1982.
Inflation-Indexed Security	A bond that earns interest based in part on the percent change in the CPI-U index.
Inscription	See Registration.
Interest	Compensation at a specified rate which is paid for the use of money.
Interest (Compound)	Interest upon interest, where accrued interest is added to the principal sum, and the whole treated as a new principal, for the calculation of the interest for the next period.

Term	Definition
Interest (Simple)	Compensation which is paid for the use of the principal (sum lent), at a certain rate made by law.
Issue Date	The first day of the month in which the bond is purchased. The issue date is entered in the upper right-hand corner of the bond. It is the basis for determining the interest rate, when the bond is eligible for payment, the amount at which an accrual type bond is redeemed, the interest payment dates on current income bonds, and the date the bond reaches maturity and ceases to earn interest.
Issue Price	The actual amount paid to purchase a savings bond. For example, Series E bonds were purchased for 75% of face value, whereas Series EE bonds are purchased for 50% of face value. Series I bonds are purchased for 100% of face value.
Legal Evidence	Evidence required to process a savings bond transaction, such as death certificates, and letters of appointment.
Legal Representative	A person appointed by a court to act on behalf of the estate of another. This is a generic term encompassing all types of representatives, including executors, administrators, personal representatives, and guardians.
Letters of Administration	A document issued by the proper court appointing someone as an administrator of a decedent's estate.
Letters Testamentary	A document issued by the proper court appointing someone as an executor of a will.
Local Federal Reserve Bank	The Federal Reserve Bank/Branch/RCPC in your zone that services your institution for check processing.
Minor	A person who is under the age of legal competence; a person under the age of majority.
Mutilated	Bonds that are ripped, torn, or otherwise damaged after receipt by the bond owner.
Nonadministered Estate	An estate of a decedent that is not supervised by the court and for which a legal representative has not been appointed.
Nonreceipt	A registered bond reported lost, stolen, or destroyed before the bond owner or purchaser receives it. See Replacement.
Original Maturity	The initial period of time when a savings bond earns interest according to the terms and conditions in effect at the issue date.
Par	See Face Value.

Term	Definition
Person	Any legal entity, including but not limited to, an individual, a partnership, a corporation (public or private), an unincorporated association, or a trust estate.
Personal Representative	In some states, a person appointed to administer the estate of a decedent is called a personal representative instead of an administrator or executor.
Personal Trust Estate	A trust estate established by natural persons in their own right for the benefit of themselves or other natural persons in whole or in part.
Power of Attorney	An instrument where a person (grantor) authorizes another (attorney-in-fact) to act on his or her behalf. The instrument itself is called a power of attorney. The person acting under the power is called an attorney-in-fact.
Presenter	Person requesting payment or reissue of a bond.
Principal Co-owner	The co-owner whose funds were used to purchase the bonds or who received the bonds as a gift, as an inheritance, or through court proceedings and had the bonds reissued to add another person as co-owner without receiving contribution from that other person.
Probate	A judicial act or determination, by a court having competent jurisdiction, establishing the validity of a will. This means that the court is satisfied that the will is authentic and properly admissible in court and that the decedent was competent and under no undue influence when the will was made. The act or process of proving a will.
Regional Check Processing Center (RCPC)	An FRB office whose primary responsibility is check processing.
Registration	The social security number or employer identification number, names, and addresses appearing on the face of a bond. Same as Inscription.
Replacement	Issuance of a new bond when a bond is reported lost, stolen, destroyed, mutilated, or not received.
Retirement Plan Bonds	Nontransferable accrual type securities sold to individuals eligible to participate in the Keogh Act retirement savings program. Treasury terminated the sale of these bonds April 30, 1982.
Revocable Trust	A trust that the grantor may rescind or cancel.
Routing Transit Number	A 9-digit number (also known as ABA number) that identifies banks within the national banking system.

Term	Definition
Savings Bond	An official instrument issued by the U.S. Treasury or an authorized agent showing that money has been loaned to the U.S. Government and is payable to the person to whom it is registered. It is a contract between the Government and the bond owners. Each bond is a registered security for which a record is maintained by the Bureau of the Public Debt.
Savings Note	Nontransferable, accrual type security issued in registered form on a discount basis at 81 percent of face value in denominations of \$25, \$50, \$75, and \$100. Savings Notes, also called Freedom Shares, have not been issued since 1970.
Savings Stamps	Nonregistered securities that were issued to apply toward the purchase price of Series E bonds. Stamps were sold at face amount in denominations of \$.10, \$.25, \$.50, \$1.00, and \$5.00 and do not earn interest. Treasury discontinued the sale of savings stamps June 30, 1970.
Servicing Federal Reserve Bank	One of two Federal Reserve Banks that processes bond transactions. <i>See Appendix G.</i>
Taxable Event	A transaction that requires the reporting of interest deferred or earned from the issue date of the bonds to the date of the reissue transaction.
Trust	Property, real or personal, held by one party for the benefit of another.
Trust Agreement Trust Instrument	The document that specifies in writing the authority, duties, and rights of the parties involved. A trust instrument may be referred to by the following names: <ol style="list-style-type: none"> 1. Declaration of Trust (D/T) 2. Deed of Trust (D/T) 3. Trust Indenture (T/I) 4. Agreement of Trust (A/T) 5. Trust Under a Will (U/W) <p>While there are certain technical variations in the meaning of these terms, they may be considered synonymous when used in connection with savings bonds.</p>
Trustee	The party appointed to administer a trust.
Trustor	The party who creates a trust. The trustor may also be called the "Maker," "Donor," "Grantor," or "Settler." All of these terms are synonymous.
Voluntary Guardian	An individual who is recognized as authorized to act for an incapacitated person as provided in the regulations governing U.S. Savings Bonds (Section 315.64 of Department of the Treasury Circular 530 and Section 353.64 of Department of the Treasury Circular, Public Debt Series No. 3-80).

Questions and Answers

Series EE Savings Bonds Issued May 2005 and Thereafter

Which Series EE bonds are affected by the new way of setting rates?

Series EE savings bonds issued on and after May 1, 2005, will earn a fixed rate of interest, set at the time of purchase. The new rate will apply for the 30-year life of each bond, including a 10-year extended maturity period, unless a different rate or rate structure is announced for the extension period. Interest accrues monthly and is compounded semiannually.

How often will the fixed rate change for new issues?

A fixed rate will be announced for new issues May 1 and November 1.

How is interest added to my savings bonds?

Series EE savings bonds purchased on or after May 1, 2005 increase in value every month. The bond's interest rate is compounded semiannually.

How will the fixed rate on EE bonds be determined?

The Department of the Treasury will set the fixed rate administratively. The rate will be based on 10-year Treasury note yields and adjusted for features unique to savings bonds, such as the tax deferral feature and the option to redeem the savings bonds at any time after the initial 12-month holding period.

How do you purchase EE bonds, and how long must they be held?

Series EE savings bonds can be purchased in electronic form at face value by opening a TreasuryDirect account through our website www.treasurydirect.gov. Purchase prices for electronic securities start at \$25, and they can be purchased in any amount above that up to \$30,000 per person, per calendar year. EE bonds are also available in paper form in denominations ranging from \$50 to \$10,000, with the issue prices set at one-half their face value; for example, a \$100 EE bond costs \$50. Paper bonds can be purchased through most financial institutions and through payroll savings plans offered by employers nationwide. No matter the form in which they are issued, bonds must be held at least one year from their issue date. A 3-month interest penalty applies to bonds not held at least 5 years.

When will new EE bonds reach original maturity?

EE bonds issued on and after May 1, 2005, will reach original maturity at 20 years. These bonds are also guaranteed to double in value from their issue price no later than 20 years after their issue dates. This is the bond's original maturity. If a bond does not double in value as the result of applying the fixed rate for 20 years, the Treasury will make a one-time adjustment at original maturity to make up the difference. During the 10-year extended maturity period that follows original maturity, bonds will earn interest at the fixed rate set at issue unless a new rate or new terms and conditions are announced for the extension period.

Questions and Answers

Series EE Savings Bonds Issued May 1997 through April 2005

What interest rate does my bond earn?

Series EE savings bonds purchased on or after May 1, 1997 through April 2005, earn interest based on market yields for five-year Treasury securities. The rate is 90% of the average yields on five-year Treasury securities for the preceding six months.

How long do I have to hold my bond before I can cash it?

Effective February 2003, you can cash your bond any time after 12 months. However, if your bond is cashed before five years, a three-month interest penalty applies. In effect, you lose the last three months' worth of interest. For example, if you buy a bond in May 1997 and cash it 24 months later in May 1999, you get your original investment back plus 21 months of interest. The value of the bond would be based on the announced rates applied over the 21-month period from May 1997 to February 1999.

How is interest added to my savings bonds?

Series EE savings bonds purchased on or after May 1, 1997 through April 2005 increase in value every month. The bond's interest rate is compounded semiannually. The rate that Treasury announces each May and November is applied to a bond for the six-month earning period.

How does Treasury set the rate?

Series EE savings bonds purchased on or after May 1, 1997 through April 2005, earn the higher rate right from the start. The rate is 90 percent of the average five-year Treasury market yields for the preceding six months. Treasury announces a savings bond rate each May 1 and November 1. The rates announced each May and November are the annual rates that apply to bonds for that six-month earning period. For example, the six-month earning period for a bond issued in May is from May through October; for a bond issued in June, it's June through November. The rate that is announced is the rate bonds will earn during the six-month earning period.

When will my bond be worth face value?

Since the interest rate can change each six months, there is no way to predict when your bond will be worth face value. A bond earning interest at an average rate of 5% per year, compounded semiannually, would reach face value no later than 14 1/2 years after issue, while a bond earning interest at an average rate of 6% per year, compounded semiannually, would reach face value no later than 12 years after issue.

For bonds purchased May 1, 1997 through May 30, 2003, you are guaranteed that your bond will be worth at least face value at 17 years. If the interest rates have been too low for your bond to accrue enough interest to be worth face value at 17 years, Treasury will make a one-time adjustment to increase the redemption value to face value at that time.

For bonds purchased June 1, 2003 through April 2005, you are guaranteed that your bond will be worth at least face value at 20 years. If the interest rates have been too low for your bond to accrue enough interest to be worth face value at 20 years, Treasury will make a one-time adjustment to increase the redemption value to face value at that time.

What happens after my bond reaches face value?

Your bond will continue to earn interest until it is 30 years old.

What will the interest be during this time?

The period from when your bond reaches face value to 30 years is an "extension". During this period, your bond will earn interest at the rates in effect then for extension for Series EE bonds issued May 1997 through April 2005.

Questions and Answers

Series EE Savings Bonds Issued May 1995 through April 1997

What interest rate does my bond earn?

Your bond earns interest from purchase through original maturity (17 years) based on market yields for Treasury securities.

For the first 5 years, your bond earns the *short-term* rate.

From 5 years to 17 years, your bond earns the *long-term* rate.

What are the *short-term* and *long-term* rates?

The *short-term* and *long-term* rates are announced by Treasury. They change each May 1st and November 1st to reflect changes in the market yield for Treasury securities.

The *short-term* rate is 85% of the average of six-month Treasury security yields over the three months prior to May 1 and November 1.

The *long-term* rate is 85% of the average of five-year Treasury security yields over the six months prior to May 1 and November 1.

To find out what the rates are for the current six months, call 1-800-4US BOND.

How is the rate applied to my bond?

Based on the rate in effect at the beginning of each period, interest will be added to your bond every six months. For example, if you bought a \$100 Series EE bond in July 1996, you paid \$50. From July through December 1996, the bond earned interest based on the *short-term* rate announced May 1996 of 4.36%. On January 1, 1997, the value of your bond increased to \$51.08. From January 1997 through June 1997, your \$51.08 earned interest based on the *short-term* rate announced November 1996 of 4.56%.

When will my bond be worth face value?

Since the interest rate can change each six months, there is no way to predict when your bond will be worth face value. A bond earning interest at an average rate of 5% per year, compounded semiannually, would reach face value no later than 14 $\frac{1}{2}$ years after issue while a bond earning interest at an average rate of 6% per year, compounded semiannually, would reach face value no later than 12 years after issue.

You are guaranteed that your bond will be worth at least face value at 17 years. If the interest rates have been too low for your bond to accrue enough interest to be worth face value at 17 years, Treasury will make a one-time adjustment to increase the redemption value to face value at that time.

What happens after 17 years?

Your bond will continue to earn interest for an additional 13 years, until it is 30 years old.

What will the interest rate be during this time?

The period from 17 years to 30 years is an “extension”. During this period, your bond will earn interest at the rates in effect then for extensions for Series EE bonds issued May 1995 through April 1997.

Questions and Answers

Series EE Savings Bonds Issued November 1982 through April 1995

What interest rate does my bond earn?

If your bond is less than five years old, it is earning interest at a guaranteed rate. For bonds with issue dates prior to March 1993, the guaranteed rates were gradually increased during the initial five-year period. Series EE savings bonds with issue dates from March 1993 through April 1995 earn interest at a guaranteed 4% per year during the first five years.

*If your bond is five years old or older, your bond earns interest based on **market-based investment yields** or **guaranteed minimum investment yields**.*

Go to <http://www.publicdebt.treas.gov/sav/savcalc.htm> to access the Savings Bond Calculator.

What do you mean "or"?

How do I know which one applies to my five-year old or older bond?

Actually, they both apply. Treasury calculates the value of your bond two ways, using the **market-based investment yield** and **guaranteed minimum investment yield**, and gives you the better overall return.

But how can I know what my bond is earning now?

The *United States Savings Bonds/Notes Earnings Report* provides this information. You can obtain a copy from the Public Debt web page at www.treasurydirect.gov or by contacting your servicing Federal Reserve Bank.

Go to <http://www.publicdebt.treas.gov/sav/savcalc.htm> to access the Savings Bond Calculator.

What is a **market-based investment yield**?

How is it applied to my five-year old or older bond?

Each May 1st and November 1st, Treasury determines an average of five-year Treasury security yields from the preceding six months. Each time your bond is due to increase in value, Treasury re-calculates the bond's **market-based** redemption value from the issue date. The averages of the Treasury security yields for the six-month earning periods are added together and divided by the number of semiannual periods since the bond was issued. The result is multiplied by 85% and rounded. This one rate is applied for each semiannual period since the bond was issued.

Can you give me an example?

If you bought a bond in June 1985, by December 1994, the bond was 9 $\frac{1}{2}$ years old. During the 9 $\frac{1}{2}$ years, there were 19 six-month interest earning periods. For each earning period, there is an applicable five-year Treasury security yield. To determine the *market-based* December 1994 value of your bond, the 19 average five-year Treasury security yields were added together and divided by 19. The result was multiplied by 85% and then rounded to the nearest $\frac{1}{4}$ of one percent (.25%). The result was the *market-based investment yield*. The *market-based* worth of your bond on December 1994 was calculated by applying this yield, or rate, to the entire 9 $\frac{1}{2}$ years.*

A year later, to determine the *market-based investment yield* for your bond for December 1995, the applicable average five-year Treasury security yields for the interest periods December 1994 through May 1995 and June 1995 through November 1995 were added to those for the other 19 six-month interest earning periods and divided by 21 to obtain the average. This was multiplied by 85%; but this time the result was rounded to the nearest one-hundredth of one percent (.01%). The *market-based* worth of your bond for December 1995 was calculated by applying this yield to the entire 10 $\frac{1}{2}$ years.

*Note: All redemption values calculations are performed on a hypothetical base denomination of \$25. Redemption values for bonds of greater denominations are in direct proportion according to the ratio of denominations, i.e. a \$50 bond would be worth twice the value of the base denomination, a \$200 bond would be worth 8 times the value of the base denomination.

Why is the rounding to .25% in some cases and .01% in others?

When bonds are issued, an original maturity period is established. (Your 1985 bond had an original maturity period of 10 years.) After original maturity, bonds may be held for additional extensions of maturity. During maturity periods that began before May 1989, rounding of the market-based investment yield is to the nearest $\frac{1}{4}$ of one percent. If the current maturity period was entered on or after May 1, 1989, the rounding is to the nearest one hundredth of one percent.

What are the original maturity periods for my bonds?

For bonds dated November 1982 through October 1986, it is 10 years.

For bonds dated November 1986 through February 1993, it is 12 years.

For bonds dated March 1993 through April 1995, it is 18 years.

**Where does the *guaranteed minimum investment yield* come in?
How does it apply to my bond?**

When Treasury first offered a *guaranteed minimum* return in November 1982, the rate for the original maturity period was set at 7.5% per year, compounded semiannually. Effective with bonds issued November 1986, the rate was reduced to 6% per year, compounded semiannually. You had to hold a bond no less than five years to receive the *guaranteed minimums*. For bonds issued March 1993 through April 1995, the rate is 4% from issue date. With each offering, Treasury established a table of redemption values for the original maturity period based on the *guaranteed minimum* return promised.

Can you give me an example?

Let's use your June 1985 bond again. When you bought this bond, Treasury promised that if you held the bond at least five years then you would receive a return of no less than 7.5% per year, compounded semiannually, during the original maturity period of the bond. In December 1994, the bond had not reached original maturity and had been held at least five years; therefore, the redemption value reflected a yield of the promised 7.5% per year, compounded semiannually, from the issue date to December 1994.

What happens after my bond reaches original maturity?

For original maturity, Treasury has established a table of redemption values which reflects the *guaranteed minimum* rate promised. After the bond reaches original maturity, it enters an extension. The *guaranteed minimum* during the extension will be the rate in effect at the time the extension starts, right now 4% per year, compounded semiannually. During the first extension, each time a bond is due to increase in value, Treasury re-calculates the bond's *guaranteed minimum* redemption value starting with what the bond is guaranteed to be worth at original maturity, and applies the *guaranteed minimum* rate for the current extension to each interest period since original maturity.

Can you give me an example?

On June 1, 1995, your June 1985 bond reached original maturity. At that time, the value of your bond reflected the guaranteed rate of 7.5%. By December 1995, your bond had one interest earning period in extended maturity. When your bond entered the extended maturity period, the guaranteed minimum in effect for extensions was 4%. To determine the December 1995 guaranteed minimum value of your bond, the interest rate of 4% per year, compounded semiannually, is applied to the June 1995 value for one semiannual period.

You said the "first extension". Is there more than one extension?

The first extension is 10 years. The bond then enters a second extension, earning interest until it is 30 years old. During the second extension, Treasury re-calculates the bond's guaranteed minimum redemption value, starting with what the bond is guaranteed to be worth at the end of the first maturity and applying the rate in effect when the second maturity was entered for each interest period since.

If I go to the bank and cash my bond, will I receive a redemption value that is calculated with either the *market-based investment yield* or *guaranteed minimum investment yield*, whichever makes my bond worth more?

Yes.

With this method, I can't compare a *market-based* return with a *guaranteed minimum investment yield* for a six-month period?

That's correct. The *market-based investment yield* and *guaranteed minimum investment yield* result from two separate, competing calculations. Overall market-based return from the bond's date of issue is compared with overall guaranteed return from that date. This approach

does not involve comparing a market-based return with a guaranteed minimum investment yield for the current year or six-month period.

Can you give me an example?

Taking a June 1986 bond as an example, the *market-based investment yield* was 6.11% per year compounded semiannually, from June 1, 1986, to June 1, 1997. Over that same period, the overall *guaranteed minimum investment yield* for the bond was greater, 7.18% per year, compounded semiannually, including two six-month periods (June 1, 1996 to June 1, 1997) at 4% per year, compounded semiannually, as well as earnings at the higher rate of 7.5% per year, compounded semiannually, during the preceding 10 years (20 six-month periods from June 1, 1986 to June 1, 1996).

As bonds have entered an extension since March 1, 1993, many bond owners have observed that their bonds are increasing in value at 4% per year, compounded semiannually, and expressed concern because every market-based rate they have seen or heard of is higher. However, when comparing returns (market-based versus guaranteed minimum), Treasury is not looking just at the 4% per year, compounded semiannually, alone. Treasury is looking at the overall guaranteed minimum return since each bond was issued, and comparing that with the overall market-based return over the same period.

Questions and Answers

Series E/EE Savings Bonds & Savings Notes **Issued Before November 1982**

What interest rate is used to calculate what my bond or note is worth?

If your bond is still earning interest, the interest is currently based on *market-based investment yields* or *guaranteed minimum investment yields*. All savings notes have stopped earning interest.

What do you mean, "If my bond is still earning interest"?

A Series E bond issued prior to December 1965 stops earning interest when it is 40 years old. A Series E bond issued December 1965 or later and a Series EE bond stops earning interest when it is 30 years old. All savings notes stopped earning interest after 30 years.

What do you mean *market-based investment yields* "or" *guaranteed minimum investment yields*? How do I know which one applies to my bond or note?

Actually, they both apply. Treasury calculates the value of your bond or note two ways, using the *market-based investment yield* and *guaranteed minimum investment yield*, and gives you the better overall return.

But how can I know what my bond is earning now?

The *United States Savings Bonds/Notes Earnings Report* provides this information. You can obtain a copy from the Public Debt web page at www.treasurydirect.gov or by contacting your servicing Federal Reserve Bank.

When did Treasury start using the *market-based investment yield* and *guaranteed minimum investment yield*?

Treasury first offered market-based rates for savings bonds in November 1982. Bonds and notes outstanding at that time were to be included in the program if the owner continued to hold the bond or note for at least five years from the date it first increased in value on or after November 1, 1982. Series E bonds which were 40 years old before November 1987 were not eligible for the program.

What do you mean by "the date it first increased in value on or after November 1, 1982"?

Bonds and notes generally increase in value every six months. An eligible bond or note that increased in value each April and October, for example, entered the market-based rate program on April 1, 1983 and had to be held until April 1988.

**You said "generally increase in value every six months".
Are there exceptions I need to know about?**

Yes. When a bond or note was first issued, it was given an original maturity period. For some Series E bonds, the original maturity period was such that the last interest earning period in original maturity was less than six months. For example, the last interest earning period for a bond with a June 1972 issue date was four months because the original maturity of the bond was 5 years, 10 months. This bond increased in value on December 1, 1977 (5¹/₂ years after issue) and again on April 1, 1978 (5 years and 10 months after issue).

What happens after the original maturity period?

After a bond or note reaches original maturity, it enters a 10-year extension and increases in value six months from the original maturity date, as well as every six months thereafter during the extension. Additional maturity periods follow. Each additional maturity period is 10 years long unless a period of less than 10 years is required for the bond or note to reach the age at which it stops earning interest. During extensions, the bond or note increases in value every six months from the date the maturity period was entered. A final interest earning period may be less than six months.

For example, the June 1972 bond increases in value each April 1st and October 1st during its extended maturity periods with the next-to-last increase on April 1, 2002 and the final increase on June 1, 2002. (The original maturity was 5 years 10 months, April 1978. The first extension was from April 1978 through March 1988 and the second extension was from April 1988 through March 1998. At this point the bond is 25 years and 10 months old. Since it stops earning interest at 30 years, the final extension is 4 years and 2 months.)

**So a bond with an April issue date, for example, may not
always increase in value in April and October?**

That's right. Also, a bond or note entered the market-based rate program the first time it increased in value on or after November 1, 1982. Since the June 1972 bond, for example, was increasing in value each April and October at that point, it entered the market-based rate program April 1, 1983, not December 1, 1982.

What are the original maturity periods for my bonds and notes?

For original maturity information, see "Original and Final Maturity" in Chapter 1. You may also contact your servicing Federal Reserve Bank.

**So once I know the original maturity of my bond or note, I can
determine when it entered the market-based rate program and
when it increases in value. What is a *market-based investment*
yield? How is it applied to my bond or note?**

Each May 1st and November 1st, Treasury determines an average of five-year Treasury security yields from the preceding six months. Each time your bond or note is due to increase in value, Treasury re-calculates the *market-based* redemption value from the date it first increased in value on or after November 1, 1982. The averages of the Treasury security yields for the six-month earning periods since that date are added together and divided by the number of semiannual periods since that date. The result is multiplied by 85% and rounded. This one rate is applied for each semiannual period since the date of the first increase in value on or after November 1, 1982.

Can you give me an example?

Let's say you purchased a bond in June 1968. In 1982, this bond was in an extended maturity period with increases in value occurring each June 1st and December 1st (the bond had an original maturity of 7 years). Its first increase in value on or after November 1, 1982, was December 1, 1982. The value of the bond for December 1982 is the starting point for determining the value of the bond using a market-based investment yield.*

Now let's look at how the June 1994 market-based value was determined. In the 11 1/2 years between December 1982 and June 1994, there were 23 semi-annual interest earning periods. For each earning period, there is an applicable five-year Treasury security yield. To begin determining the **market-based** yield for the June 1994 market-based value of your bond, the 23 average Treasury security yields were added together and divided by 23. The result was multiplied by 85% and then rounded to the nearest 1/4 of one percent (.25%). The result was the **market-based investment yield**. The **market-based** worth of your bond on June 1994 was calculated by applying this yield to the entire 11 1/2 years.

Two years later, to determine the **market-based investment yield** for your bond for June 1996, four additional applicable average five-year Treasury security yields were added to those for the other 23 six-month interest earning periods and divided by 27 to obtain the average. The result was multiplied by 85%, but this time the result was rounded to the nearest one-hundredth of one percent (.01%). The **market-based** worth of your bond for June 1996 was calculated by applying this yield to the entire 13 1/2 years.

**Note:* All redemption values calculations are performed on a base denomination of \$25. This is a hypothetical denomination in the case of EE bonds. Redemption values for bonds of greater denominations are in direct proportion according to the ratio of denominations, i.e. a \$50 bond would be worth twice the value of the base denomination, a \$200 bond would be worth 8 times the value of the base denomination.

Why is the rounding to .25% in some cases and .01% in others?

During maturity periods that began before May 1989, rounding of the market-based investment yield is to the nearest 1/4 of one percent. If the current maturity period was entered on or after May 1, 1989, the rounding is to the nearest one hundredth of one percent.

**Where does the *guaranteed minimum investment yield* come in?
How does it apply to my bond?**

Unless the date a bond or note first increased in value on or after November 1, 1982, happened to coincide with the beginning of a new maturity period, guaranteed minimum returns for the remainder of the maturity period the bond or note was in were reflected in published tables of redemption values. These values were determined with rates announced and published prior to November 1982.

As a bond or note entered an extension, the guaranteed minimum in effect at that time became that bond's or note's **guaranteed minimum investment yield** for that extension. When Treasury first offered a **guaranteed minimum** return in November 1982, the rate was set at 7.5% per year, compounded semiannually, for bonds or notes entering an extension. For bonds or notes entering an extension on or after November 1986, the rate was reduced to 6% per year, compounded semiannually. For bonds or notes entering an extension March 1993 or later, the rate is 4% per year, compounded semiannually.

Can you give me an example?

Let's use the June 1968 bond again. By December 1987, when it had been held five years under the market-based rate program, it had entered its second 10-year extension of maturity. That second extension began on June 1985 when the guaranteed minimum rate in effect for extensions was 7.5%. The December 1987 guaranteed minimum value of this bond was determined by using the value of the bond on June 1, 1985 and applying a rate of 7.5% per year, compounded semiannually, to each of the five semiannual interest earning periods from June 1985 through November 1987.

Does the same thing apply to each additional extension?

Generally, yes. Each extension is 10 years (except the final extension, which may be less than 10 years). During each extension, Treasury goes back to the guaranteed minimum value of the bond or note at the end of the previous maturity period and applies the rate in effect when the current maturity was entered for each interest period since.

Can you give me an example?

A savings note issued January 1970 had an original maturity of 4 years, 6 months. On July 1, 1984, it entered its second 10-year extended maturity. At that time, the value of the note reflected the rates in effect prior to the introduction of the market-based rate program. The guaranteed minimum value of the note for July 1990 was calculated using the value of the note in July 1984 and applying the rate of 7.5% per year, compounded semiannually, to each of the 12 semiannual interest earning periods from July 1984 through June 1990.

The note entered its third and final extension of maturity (a 5 year, 6-month extension) on July 1994. The guaranteed minimum value of the note on July 1998 is calculated using the July 1994 guaranteed minimum value and applying the rate of 4% per year, compounded semiannually, for the eight semiannual interest earning periods from July 1994 through June 1998.

Is there an exception?

Yes. Series E bonds and notes were granted a one-time bonus in January 1980. The bonus applied if a bond or note was held to the date it first increased in value on or after January 1, 1991, if the bond or note did not stop earning interest before that date.

How was this 11-year bonus applied?

When each Series E bond or note increased in value for the first time on or after January 1, 1991, the guaranteed minimum value of the bond or note included the 11-year bonus. For the remainder of the maturity period the bond or note was in when it received the bonus, calculations of guaranteed minimum values were based on the guaranteed minimum value of the bond or note (including the bonus) on the first date it increased in 1991 rather than the date it entered the maturity period. If the bond or note entered another maturity period after that 1991 date, calculations once again were based on the value of the bond or note at the start of the latest extension.

Can you give me an example?

Once again, let's use the June 1968 bond. Let's look at a June 1994 value for the bond based on a guaranteed minimum investment yield. The bond entered its second extension of maturity in June 1985. Normally, the June 1985 value would be the base for calculations of the guaranteed minimum value during the second extension; but, this bond was also entitled to the one-time bonus the first time it increased in value in 1991. The June 1991 guaranteed minimum value included the 11 year bonus. Therefore, the June 1994 guaranteed minimum value was calculated using the June 1991 guaranteed minimum value as a base and applying the rate of 7.5% per year, compounded semiannually, to each of the six semiannual interest earning periods from June 1991 to June 1994. Similarly, the guaranteed minimum value of the bond on June 1995, when it entered its third extended and final maturity, was calculated with the June 1991 guaranteed minimum value as a base and the rate of 7.5% per year, compounded semiannually, applied for the eight semiannual interest earning periods from June 1991 through May 1995.

The June 1996 guaranteed minimum value of the bond is calculated by using the June 1995 guaranteed minimum value as a base and applying the rate of 4% per year, compounded semiannually, to the two semiannual interest earning periods since.

If I go to the bank and cash my bond or note, I will receive a redemption value that is calculated with either the *market-based investment yield* or *guaranteed minimum investment yield*, whichever makes my bond or note worth more?

From the issue date until the bond or note first increased in value on or after November 1982, increases in its value were based on the rate of return promised when the bond or note was issued and on adjustments to that rate made when Treasury announced rate increases. If you held the bond or note at least five years after the date it first increased in value on or after November 1, 1982, the difference in the value of your bond or note from the date of that first increase on or after November 1, 1982, and the redemption value you receive is based on the *market-based investment yield* or the *guaranteed minimum investment yield*, whichever increases the value of your bond or note more overall.

With this method, I can't compare a *market-based return* with a *guaranteed minimum investment yield* for a six-month period?

That's correct. The *market-based investment yield* and *guaranteed minimum investment yield* result from two separate, competing calculations. Overall market-based return from the date an eligible bond or note first increased in value at the start of the market-based investment yield program is compared with overall guaranteed return from that date. This approach does not involve comparing a market-based return with a guaranteed minimum investment yield for the current year or six-month period.

Can you give me an example?

Taking our June 1968 E bond as an example, the *market-based investment yield* was 6.97% per year, compounded semiannually, from December 1, 1982, to June 1, 1997. Over that same period, the overall *guaranteed minimum investment yield* for the bond was greater, 7.56% per year, compounded semiannually, including four six-month periods (June 1, 1995 to June 1, 1997) at 4% per year, compounded semiannually, as well as earnings at higher rates averaging about 8.14% per year, compounded semiannually, during the preceding 12 ¹/₂ years (25 six-month periods from December 1, 1982 to June 1, 1995).

As bonds have entered an extension since March 1, 1993, many bond owners have observed that their bonds are increasing in value at 4% per year, compounded semiannually, and expressed concern because every market-based rate they have seen or heard of is higher. However, when comparing returns (market-based versus guaranteed minimum), Treasury is not looking just at the 4% per year, compounded semiannually, alone. Treasury is looking at the *overall* guaranteed minimum return since each bond first increased in value on or after November 1, 1982, and comparing that with the *overall* market-based return over the same period.

Bonds Purchased as IRA (Individual Retirement Account) Investments: Issues Related to Issuing and Redeeming

Issuing as IRA Investments

Series EE and I bonds *may* be issued to show the names and fiduciary capacities of trustees or custodians appointed to manage IRAs.

- **Taxpayer identifying number:** In every case, the investor's social security account number must be used.
- **Order forms:** PD F 5263-1 (Series EE) and PD F 5374-1 (Series I).
- **Registrations:** One of the following forms should be used.
 - ◆ 123-45-6789
First Natl Bk Tr U/A
Paul E. White IRA Dtd 2-1-89
 - ◆ 123-45-6789
First Natl Bk
Tr Paul E. White IRA Dtd 2-1-89
 - ◆ 123-45-6789
First Natl Bk
Tr Paul E. White IRA
U/A Dtd 2-1-89
 - ◆ 123-45-6789
First Natl Bk
Cust Paul E. White IRA Dtd 2-1-89
- **Internal Revenue Code (IRC) references:** You may include references to sections of the IRC in registrations without any verification of their correctness if purchasers request. You do not need to obtain and examine copies of trust, custodial, or similar agreements.
- **Individual (“a natural person”) named as trustee/custodian:** A letter from the IRS granting an individual permission to serve as a non-bank trustee/custodian under IRC § 408(a)(2) must be submitted to the servicing FRB with the purchase application. If purchaser insists savings bonds be issued to a non-bank trustee/custodian of an IRA but refuses to furnish a copy of the letter, you should decline to handle the transaction further. You should not submit the purchase order to your servicing Federal Reserve Office.
- **Annual purchase limits:** When receiving a purchase order for an IRA investment, you should ask whether the purchase is a roll-over.
 - **If no:** Annual purchase limits are:
 - **Series EE:** \$60,000 face amount (\$30,000 issue price).
 - **Series I:** \$30,000 face amount.
 - **If yes:** No annual purchase limit applies. A statement indicating roll-over status should be submitted to the servicing FRB with the purchase application.

Redeeming Bonds Purchased as an Ira Investment

- **Payable to:** You may pay bonds to the trustee/custodian named on bonds presented for redemption. Payment must be in accordance with the Treasury's Guide to Cashing Savings Bonds.
- **Questions to ask the presenter:** You must ask the presenter of the bond the following question(s) common to all IRAs:
 - Will the redemption proceeds be rolled over into another retirement savings arrangement qualified under the Internal Revenue Code?

If not...
 - Do you desire to withhold 10% of the entire redemption proceeds for federal income tax purposes?
- **Reporting redemptions:** Use IRS Form 1099-R to report redemptions of savings bonds registered in the names of trustees/custodians for IRA's. **DO NOT USE IRS Form 1099-INT.**
 - **Reporting to payees:** Furnish IRS Forms 1099-R to payees by January 31 following the year of redemption.
 - **Reporting to the IRS:** Furnish IRS Forms 1099-R to the IRS by February 28 following the year of redemption. Transmit hard copy IRS Forms 1099-R to the IRS under cover of IRS Form 1096. Use IRS Form 4804 for magnetic tape recording.

Miscellaneous Facts About Savings Bonds Bought as IRA Investment

- **Trustee/custodian involvement:** The trustee/custodian to be designated in bond registrations must be fully involved in the decision to buy bonds and in filling out and submitting the order.
- **Requirement to use savings bonds for IRA investment:** Institutions qualified as IRA trustees/custodians and as savings bond agents may use savings bonds as IRA funding vehicles. However, no institution or agent is required to do so. IRA trustees/custodians are not required to make the public aware that savings bonds can be used in this matter, and they may even counsel customers against doing so.
- **Reporting rules:** When bonds are purchased in the financial institution's name as an IRA trustee/custodian, the financial institution should follow any and all reporting rules it currently observes in opening and maintaining its own IRA accounts.
- **Procedures for closing IRA account:** Paying agents should offer the option either for 10% withholding or for a tax-free rollover when redeeming bonds registered in IRA trustee's/custodian's name. The agent should report the transaction on IRS Form 1099-R. Trustees/custodians should follow any other normal procedures and rules they ordinarily observe in closing IRA accounts offered to their own depositors. For control purposes, trustees/custodians that are also paying agents may benefit by paying bonds in their names as IRA fiduciaries rather than submitting the bonds to another institution or Federal Reserve office for payment.

Appendix L

Bonds Purchased as a Gift to Minors

Uniform Gifts to Minors Act

Series EE bonds purchased as a gift under a gift or transfer to minors statute must be registered as prescribed by the statute and a co-owner or beneficiary may not be named in the registration. The approved registrations and the state(s) which use each registration are identified below:

Form of registration: (Name) as custodian for (name of minor) under the (name of state) Uniform Gifts to Minors Act.

States using above form of registration:

South Carolina
Vermont

Uniform Transfers to Minors Act

Form of registration: (Name) as custodian for (name of minor) under the (name of state*) Uniform Transfers to Minors Act.

States using above form of registration:

ALABAMA
CALIFORNIA
DISTRICT OF COLUMBIA (DC)
ILLINOIS
KENTUCKY
MASSACHUSETTS
MONTANA
NEW MEXICO
OHIO
SOUTH DAKOTA
VIRGINIA
WYOMING

ALASKA
COLORADO
FLORIDA
INDIANA
LOUISIANA
MICHIGAN
NEBRASKA
NEW YORK
OKLAHOMA
TENNESSEE
WASHINGTON

ARIZONA
CONNECTICUT
HAWAII
IOWA
MAINE
MINNESOTA
NEW HAMPSHIRE
NORTH CAROLINA
OREGON
TEXAS
WEST VIRGINIA

ARKANSAS
DELAWARE
IDAHO
KANSAS
MARYLAND
MISSISSIPPI
NEW JERSEY
NORTH DAKOTA
PENNSYLVANIA
UTAH
WISCONSIN

* Or District of Columbia

Forms of registration used by other states:

GEORGIA:

_____ as custodian for _____ under the Georgia Transfers to Minors Act.

MISSOURI:

_____ as custodian for _____ under the Missouri Transfers to Minors Act.

NEVADA:

_____ as custodian for _____ under Nevada's Uniform Act on Transfers to Minors.

RHODE ISLAND:

_____ as custodian for _____ under the Rhode Island Uniform Transfers to Minors Act, chapter 7 of title 18.

Note: For specific restrictions on registrations in the names of minors for Series EE/HH savings bonds, see 31 CFR § 353.6(c) (DCPD 3-80).

Appendix M

Bureau of the Public Debt Address (For Forwarding Items Only)

Accrual Savings Bonds

Department of the Treasury
Bureau of the Public Debt
P.O. Box 7012
Parkersburg, WV 26106-7012

Current Income Savings Bonds

Department of the Treasury
Bureau of the Public Debt
P.O. Box 2186
Parkersburg, WV 26106-2186

Index

A

ABA. See American Bankers Association
 Accrual bond, I-1
 ACH. See Automated Clearing House
 Address changes, 3-1
 Administered estate, I-1
 Administrator/administratrix, I-1
 Agents
 bonds authorized to pay, 5-7—5-8
 bonds unauthorized to pay, 5-8—5-12
 issuing bonds, instructions for, 2-7—2-8
 liability for losses on bonds paid, 5-3
 responsibilities, 2-1, 5-2
 American Bankers Association (ABA)
 numbers, 2-6
 Annual purchase limitation, 1-5—1-6
 Annual reporting, 5-7
 Applicant, I-1
 Appreciation type security, I-1
 Associations
 bonds not authorized for payment, 5-8—5-12
 Automated Clearing House (ACH),
 1-9, 3-2, 5-8—5-9, 6-5

B

Baby bonds, I-1
 Batch, I-1
 Batch transmittal
 information, 2-3, 2-6—2-7
 Beneficiaries, I-1
 authorized reissue transactions, 3-11—3-13
 bonds not authorized for payment, 5-11—5-12
 payment to, 5-7
 registration, 1-3
 Beneficiary under trust, I-1
 Bequest, I-1
 Bond, I-1
 Bond-a-Month plan, 2-1
 correcting errors on bonds, 2-9
 Bond of indemnity, I-2
 Branch numbers, 2-8, I-2
 Bureau of the Public Debt
 address/telephone numbers, G-1

C

Calculator, preface, 5-6, E-1
 Canada, 1-2
 Certification, I-2
 Certified copy, I-2
 Chain letter schemes, 1-16
 Change denominations, 3-1
 Change of address, 3-1
 Churches
 bonds not authorized for payment, 5-8—5-12
 Companies
 bonds not authorized for payment, 5-8—5-12
 Contact List, G-1
 Co-ownership
 bonds authorized for payment, 5-7—5-8
 bonds not authorized for payment, 5-11—5-12
 principal co-owner, 1-3, 3-2, I-5
 registration, 1-3
 and reissue transactions, 3-2, 3-3, 3-7—3-10
 Corporations
 bonds not authorized for payment, 5-9, 5-12
 Correcting errors on bonds, 2-9
 Court evidence, 3-2—3.3
 Court of probate, I-2
 CPI-U, I-2
 Creditors
 payment to, 5-10
 Current-income bond, I-2
 Customer identification, 5-2—5-3, E-2—E-3
 See also Identification

D

Decedent, I-2
 Deflation, I-2
 Delivery of bonds, 2-8
 Denomination changes, 3-1
 Denominational exchange, I-3
 Denominations, I-2
 of savings bonds, 1-1—1-2
 Department of Treasury Circulars
 list of, F-1—F-13
 Destroyed savings bond, 1-15—1-16
 Direct deposit interest, 1-9, 3-1—3-2
 Documentary identification, 5-2—5-3, E-2—E-3 See also Identification

E

Education savings options
 for income tax reporting, 1-11—1-12
 Eligible owners, 1-2
 Errors, correcting, 2-9
 Evidence
 court, 3-2—3-3
 notations, 5-3—5-4, D-1
 Executor/executrix, I-3
 Extended maturity period, I-3
 EZ Clear, 5-7, 6-1—6-6, I-3
 adjustments, 6-3
 Adjustments Department, 6-3
 bonds eligible, 6-1
 correcting inaccurate data, 6-3
 deposit methods, 6-1
 description of, 6-1, I-3
 facsimiles of savings bonds and notes, 6-4
 reject/repair options, 6-3

F

Face value, I-3
 Facsimiles
 of savings bonds and notes, 6-4
 Federal Reserve Bank (FRB)
 local, I-4
 contact list, G-1
 servicing, I-6
 FedLine, 2-7
 Fee payments, 2-1, 6-5
 Fiduciary, I-3
 Fiduciary capacity, I-3
 Final maturity, I-3, 1-9, 1-11
 and reissue transactions, 3-1

Index *(continued)*

Forms. *See* Appendix C

Form 1357

Instructions and sample, 2-6

Form 8642

instructions, 2-3—2-7

sample, 2-6

Form FA 400, 2-9, 3-4—3-7, 3-11

samples, C-2—C-5

Form PD P 0022, 5-2—5-3, 5-8, 7-2, D-1

Form PD F 0385E

sample, C-6

Form PD F 1048E, 1-16

sample, C-7—C-12

Form PD F 1455E, 3-6, 3-9, 3-13,

7-4—7-6

instructions and sample, C-13—C-15

Form PD F 1522E

sample, C-16—C-18

Form PD F 1849E

sample, C-19

Form PD F 1851E, 3-4, 3-7, 3-11, 7-3—7-4

Instructions and sample, C-20—C-23

Form PD F 1938E, 3-4, 3-7—3-8

Instructions and sample, C-24—C-27

Form PD F 1980E

sample, C-28—C-29

Form PD F 2513E, 5-10

sample, C-30—C-32

Form PD F 2966E, 1-17

sample, C-33—C-34

Form PD F 3062, 2-8

sample, C-35—C-36

Form PD F 4000E, 2-9, 3-4—3-13, 5-12,

7-5—7-6

Instructions and sample, C-37—C-39

Form PD F 5257E

sample, C-40

Form PD F 5263, 2-1

instructions, 2-3—2-4, 2-7—2-8, 7-1

sample, 2-5, C-41

Form PD F 5263-1

sample, C-42—C-43

Form PD F 5336E, 3-6, 3-10, 3-13,

5-12

instructions and sample, C-51

Form PD F 5374, 2-1, 2-5, 2-7—2-8, 7-1

sample, C-52

Form PD F 5374-1, 2-1, 2-7—2-8, 7-1

sample, C-53

Form PD F 5387E

Instructions and sample, C-54—C-57

Form PD F 5394E

Instructions and sample, C-58—C-63

Form PD F 5396E

sample, C-64

Forms and

reissue transactions, 3-2, 3-4—3-13

Forms of payment, 1-5

Forms supply

RDS forms, 2-7

all other forms *See* Appendix C

FRB. *See* Federal Reserve Bank

G

Gift bonds, 1-6, 2-2

Gift certificates

sample, 2-2

Gifts to minors, 1-4

See also Minors

Gifts to the

United States, 1-4

Guaranteed minimum rate, 1-8—1-9

Guide to Cashing Savings Bonds

(Form PD P 0022), 5-2—5-3, 5-8, 7-2,

D-1

I

Identification

acceptable forms, E-2

notation of, 5-3—5-4

procedures, 5-2—5-3

Identifier, I-3

Income tax reporting, 1-3, 1-11

education savings options, 1-1—1-13

redemption transactions, 5-5, 5-8, 5-10

Savings Notes, 1-12

Series EE savings bonds, 1-11

Series HH savings bonds, 1-11

Series I savings bonds, 1-11

Incompetent/incapacitated person, I-3

bond purchase, 1-4, 2-9, 5-10

Incompetents under legal guardianship

bonds not authorized for payment, 5-12

Incorrect SSN resolution, 2-9

Individual Retirement Bonds, 5-9, I-3

Individuals

payment to, 5-6

Inflation-indexed security, I-3

Inflation rate, 1-1, 1-10—1-12, 5-1

Inscription, I-3

Interest, I-3

accrual dates for Series E/EE and I

bonds, B-1—B-2

original and final maturity, 1-9

penalty, 1-7—1-8, 5-1

questions, J-1—J-15

redemption transactions, 5-1, 5-5—5-6

Savings Notes, 1-7, J-10—J-15

Series E/EE savings bonds, 1-6—1-8, J-1

—J-15

Series H/HH bonds, 1-9

Series I Bonds, 1-9—1-10

Interest assessments for late

remittances, 2-8

Interest (compound), I-3

Interest (simple), I-4

Internal Revenue Service (IRS)

Form 1099, 1-11, 5-6

Form 8815, 1-11—1-12, 1-14

Form 8818, 1-12—1-13

Internet address, G-1

Investment Yield Tables, ii (Preface)

Issue dates, 1-8, I-4

and determining redemption

values, 5-5—5-6

Issue price, I-4

Issuing agents

responsibilities, 2-1

Issuing bonds

agent instructions, 2-8

completing Form 5263, 2-3—2-5

completing Form 8642, 2-6—2-7

late remittance interest

assessments, 2-8

submitting order forms, 2-7

Index *(continued)*

L

- Late remittance
 - interest assessments, 2-8
- Legal evidence, I-4
- Legal representatives, I-4
 - payment to, 5-7—5-8
- Letters of administration, I-4
- Letters testamentary, I-4
- Local Federal Reserve Bank, I-4
- Long-term savings bond rate, 1-8
- Lost savings bond
 - before receipt by addressee, 2-8—2-9
 - after initial receipt, 1-15—1-16

M

- Market-based rates, 1-8—1-9
- Maturity
 - original and final, 1-8—1-9, 1-11
 - Savings notes, 1-10
 - Series E/EE savings bonds, 1-7—1-10
 - Series H/HH savings bonds, 1-9—1-10
 - Series I Bonds, 1-10
- Mexico, 1-2
- Minors, I-4
 - bonds not authorized
 - for payment, 5-12
 - gifts to minors, 1-4
 - payment to, 5-8
 - and reissue transactions, 3-2
- Mutilated, I-4
 - savings bond, 1-15—1-16

N

- Natural guardians, 1-4
- Nonadministered estate, I-4
- Nonreceipt, I-4
- Notation of
 - evidence, 5-3—5-4, D-1

O

- Original maturity, 1-7—1-10, I-4
- Over-the-counter purchases at
 - end of month, 1-6
- Owners
 - eligible, 1-2

P

- Par, I-4
- Partial payment, 5-6—5-10
- Partnerships
 - bonds not authorized
 - for payment, 5-9, 5-12
- Paying agent responsibilities, 5-2
 - agent liability for losses, 5-3—5-4
- Paying bonds
 - agent responsibilities, 5-2
 - bonds agents
 - can pay, 5-7—5-8
 - bonds agents
 - cannot pay, 5-8—5-12
 - completing "Request for Payment" section, 5-5
 - determining the
 - redemption value, 5-5—5-6
 - identification requirements, 5-2—5-3, D-1
 - interest reporting, 5-6—5-7
 - notation of evidence, 5-3—5-4
 - paying the presenter, 5-6
 - record of payments, 5-7
 - timing the transaction, 5-1
- Payment, forms of, I-5
- Payroll savings plan
 - correcting errors on bonds, 2-9—2-10
- Payroll savings
 - plan purchases, 1-6—1-7, 2-1
- PD F XXXX. See Forms.
- Person, I-4
- Personal identification, E-2
 - See also Identification
- Personal identifiers, 5-2
- Personal representative, I-4
- Personal trust estate, I-4
- Portraits on savings bonds, 1-1—1-2
- Powers of attorney, I-4
 - payment to persons
 - acting under, 5-10
- Prearranged Payments or Deposits (PPD), 6-5
- Prefixes for savings bonds, 1-1—1-2
- Presenter, I-4
- Principal co-owner, I-5, 1-3, 3-2
- Probate, I-5
- Puerto Rico, 1-2, 2-8
- Purchase date, 2-1—2-7
- Purchase limits, 1-5—1-6
- Purchase methods, 1-4—1-5
- Purchase order, 2-3—2-7
 - retention, 2-8
- Purchase prices, 1-1—1-2
- Pyramid scheme, 1-16

Q

- Quick Reference Guides
 - How to redeem a savings bond or note, E-1
- How to help with a reissue transaction, E-3

R

- RDS. See Regional Delivery System
- RDS Purchase Order, 2-3, 2-7
- RDS Batch Transmittal form, 2-6—2-7
- Record retention requirements, 2-8
- Records of redeemed bonds, 6-5
- Redemption fee payments, 6-5
- Redemption transactions.
 - See Paying bonds
- Redemption value
 - determining, 5-5—5-6
- Regional Check Processing Center (RCPC), I-5
- Registration, I-5
 - for bonds for education, 1-4, 1-11—1-12
 - for fiduciaries, 1-3—1-4
 - for gifts to the United States, 1-4
 - for incompetent persons, 1-4
 - for individuals, 1-3
 - for minors, 1-4
 - for natural guardians, 1-4
 - for organizations, 1-3
- Reissue transactions
 - bonds close to final maturity, 3-1
 - bonds registered to
 - United States, 3-1
 - change of address, 3-1
 - change of denomination, 3-1
 - forms, 3-2
 - instructions for, 3-2—3-3
 - beneficiary, 3-4, 3-7—3-9, 3-11—3-13
 - co-ownership, 3-7—3-10
 - single ownership, 3-4—3-6
 - minors, 3-1
 - PD forms, 3-3
 - and Series H/HH transactions, 3-2
- Reject/repair options, 6-3
 - Replacement, I-5
 - lost or stolen before receipt
 - by addressee, 2-8—2-9
 - after initial receipt, 1-15—1-16
- Request for Payment section 5-5
- Retirement Plan Bonds, 5-9, I-5
- Revocable trust, I-5
- Routing transit number, I-5

Index *(continued)*

S

Savings bond, I-6
Savings Bond Calculator, preface, 5-6, E-1
Savings Bonds Wizard, preface, 5-6, E-1
Savings Notes, I-6
Savings Stamps, 1-5, I-6
Series available, 1-1
Series F bonds, 5-9
Series G bonds, 5-9
Series J bonds, 5-9
Series K bonds, 5-9
Servicing Federal Reserve Bank, I-6
 address/telephone numbers, G-1
 geographical regions, G-1
Short-term savings bond rate, 1-8
Signature by mark, 5-5
Single ownership
 authorized reissue transactions, 3-4—3-6
 bonds agents can pay, 5-7
 bonds not authorized for payment, 5-11—5-12
 registration, 1-3
Social security number (SSN)
 and Request for Payment, 5-5
Special endorsements, 5-5
Stolen savings bond
 before receipt by addressee, 2-8—2-9
 after initial receipt, 1-15—1-16

T

Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA), 3-2
Taxable Event, 3-2, 3-4—3-13, I-6
Taxpayer identification number (TIN), 1-2, 5-6—5-8, 5-11—5-12, 7-3
TEFRA- See Tax Equity and Fiscal Responsibility Act of 1982
TIN- See Taxpayer identification number
Transaction reporting, 5-6
Treasury Circulars
 list of, F-1—F-13
 888 - special endorsement, 5-5
Trust, I-6
Trust agreement, I-6
Trust instrument, I-6
Trust registrations
 examples of, A-1—A-2
Trustee, I-6
Trustor, I-6

U

United States, bonds registered to, 1-3—1-4, 3-1
Unauthorized for payment, 5-8—5-12

V

Voluntary guardians, I-6
 payment to, 5-10

W

Wizard, preface, 5-6, E-1