Central Accounting and Reporting System (CARS)
Treasury Account (TA) Action Request Forms

FREQUENTLY ASKED QUESTIONS (FAQ)

1. When filling out a Treasury Account Action Request form, do I fill out a second form if I have more than four TAs?

Yes. For more than four (4) TAS, please fill out an additional form – do not attach the additional accounts on Word or Excel documents to accompany the form. Contact the BAAS Group directly at BAASGroup@fiscal.treasury.gov for guidance on large numbers of TA actions.

2. Do both parent and child approve the TA Action Request form?

Yes. Both parent and child need to approve the form prior to submission.

3. Does the agency still need to submit a request letter with the new forms?

No. Only submission of the TA Action Request form is required. Beginning, October 1, 2021, only the new forms will be accepted.

4. How long does it take to establish a new Treasury Account Symbol (TAS)?

On average, 5-7 business days. However, the BAAS Group does not establish new accounts during the Monthly Treasury Statement (MTS) window, which is between the third and eighth business days of the month.

5. What is the difference between the Treasury Account (TA) Amendment form and Treasury Account (TA) Action request form?

The TA Amendment form is making a change to the account title, bureau, and/or Extended Disbursing Authority (EDA). The TA Action Request form is to establish, suspend, discontinue, or reactivate an account.