

BUREAU OF THE FISCAL SERVICE
OFFICE OF ACCOUNTING
NEW AGENCY LOCATION CODE REQUEST FORM
Contact Email: CashAnalysisSection.FAO@fiscal.treasury.gov



Bureau of the
Fiscal Service

* is a required field and no field can have more than 50 characters including spaces and special characters.

AGENCY NAME*:

Date:

BUREAU NAME*:

Agency Identifier *:

Bureau *:
(also called FS Org Code)

ALC *:
(must be 8 digits, eq 12345678)

ALC Title * :

Address Location Line #1 *:

Address Location Line #2:

Address Location Line #3:

Address Location Line #4:

Address Location Line #5:

ZipCode *:

Primary Contact Person Information * :

Primary Contact Name * :

Primary Contact Email * :

Telephone * :

Ext:

Primary Contact Title :

Secondary Contact Person Information* :

Secondary Contact Name * :

Secondary Contact Email * :

Telephone * :

Ext:

Secondary Contact Title :

Effective Date of ALC * :

Two authorizing signatures are required:

Required Descriptions

- **ALC Title** – this is an open field; the Agency may provide a descriptive name which describes the purpose of the ALC. If there no Agency preference for this field, the default will be the Agency Name.

ALC Title:	ALC MASTER
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- **Address Location Lines 1-5** is required to conform to the standard mailing address to allow for USPS mail delivery. The standard mailing address is used for other purposes - ie. claim forms, FOIA requests, etc.
- The **Primary Contact** should be an individual who is responsible for all ALC questions (including but not limited to) CARS system changes and updates, CARS in house questions, or receiving information/questions from other agencies on transactions/TAS/BETC.
The **Secondary Contact** would be the individual who would serve in the absence of the Primary Contact.

These individuals would be ones who would respond to all questions or disseminate the request to other individuals within an agency to respond to any request.