

Date of Request:

1. Action Requested (Choose ONLY ONE): Amend Account Title or Bureau Extended Disbursing Authority (EDA)

2. Requesting Agency Information:

Name / Title:	
Agency Name:	
FS Org Name (Bureau):	
E-mail Address / Telephone #:	
Signature:	

3. Treasury Account Symbol Title or Bureau Amendment Requests ONLY:

SP: ATA: AID: BPOA: EPOA: A: MAIN: SUB:

(1)

Specific Legal Authority:

Old Account Title:

New Account Title:

Old FS Org/Bureau:

New FS Org/Bureau:

SP: ATA: AID: BPOA: EPOA: A: MAIN: SUB:

(2)

Specific Legal Authority:

Old Account Title:

New Account Title:

Old FS Org/Bureau:

New FS Org/Bureau:

4. Extended Disbursing Authority (EDA) Actions ONLY:

SP: ATA: AID: BPOA: EPOA: A: MAIN: SUB:

Disbursing Authority
 Extended through:

(1)

Specific Legal Authority:

YYYY

(2)

Specific Legal Authority:

YYYY

5. Business Justification (Purpose; Additional Information as needed):

BUREAU OF THE FISCAL SERVICE
OFFICE OF ACCOUNTING
TREASURY ACCOUNT AMENDMENT REQUEST
INSTRUCTIONS PAGE



Insert date the Agency is preparing the request

1. Select ONLY ONE action:
 - "Amend Account Title or Bureau" is used to request a change to an account title, to change the name of a Bureau, or to move Treasury Accounts from one Bureau to another Bureau (Note: If this option is selected, only items 2, 3, and 5 are required to be completed)
 - "Extended Disbursing Authority (EDA)" is used to add or amend an EDA date for a specific Treasury Account (Note: If this option is selected, only items 2, 4, and 5 are required to be completed)
2. Provide Agency and contact information for the person signing the form, thereby authorizing the request. Both options on this form can typically be signed at a supervisor/manager level.
3. Provide the Treasury Account Information for account title or Bureau amendments ONLY:
 - "SP" - Sub-level Prefix (very rare, normally blank)
 - "ATA" - Allocation Transfer Account (for allocation accounts ONLY)(when needed, provide the 3-digit AID for the child agency)
 - "AID" - Agency Identification code (must be three digits)
 - "BPOA" "EPOA" - Beginning and Ending Periods of Availability (blank for "X" or "F" accounts)
 - "A" - Availability code (blank for accounts with a POA, otherwise either "X" for indefinite period of availability or "F" for clearing accounts)
 - "MAIN" - The 4-digit main account for the program
 - "SUB" - 3-digit point identification (default is 000 unless otherwise specified)
 - "Specific Legal Authority" - Specific enacted legislation authorizing the requested action (either U.S. Code or Public Law with Statute "STAT" page)
 - "Old Account Title" - Provide the account title as it exists currently
 - "New Account Title" - Provide the proposed account title
 - "Old FS Org/Bureau" - Provide the Bureau name as it exists currently
 - "New FS Org/Bureau" - Provide the proposed Bureau name (or the Bureau name that the listed Treasury Accounts will be moving to)
 - Note: If more than two Treasury Accounts are needed for a particular request, please fill out a separate form or contact the BAAS group for an exception
4. Provide the Treasury Account Information for Extended Disbursing Authority requests ONLY:
 - "SP" - Sub-level Prefix (very rare, normally blank)
 - "ATA" - Allocation Transfer Account (for allocation accounts ONLY)(when needed, provide the 3-digit AID for the child agency)
 - "AID" - Agency Identification code (must be three digits)
 - "BPOA" "EPOA" - Beginning and Ending Periods of Availability (blank for "X" or "F" accounts)
 - "A" - Availability code (blank for accounts with a POA, otherwise either "X" for indefinite period of availability or "F" for clearing accounts)
 - "MAIN" - The 4-digit main account for the program
 - "SUB" - 3-digit point identification (default is 000 unless otherwise specified)
 - "Specific Legal Authority" - Specific enacted legislation authorizing the requested action (either U.S. Code or Public Law with Statute "STAT" page)
 - "Disbursing Authority Extended Through" - Provide the 4-digit fiscal year that the disbursing authority is being extended through
 - Note: If more than two Treasury Accounts are needed for a particular request, please fill out a separate form or contact the BAAS group for an exception
5. Provide the business justification/reason for the requested action and any additional information as necessary to support the request