

BUREAU OF THE FISCAL SERVICE  
OFFICE OF ACCOUNTING  
BETC REQUEST FORM

Questions/Comments; Email: [baasgroup@fiscal.treasury.gov](mailto:baasgroup@fiscal.treasury.gov)



**\*\*IMPORTANT\*\* - SECTIONS 1 THROUGH 6 ARE MANDATORY**

Date of Request:

1. Action Requested (Choose ONLY ONE):     Add BETCs                       Close BETCs

2. Requesting Agency Information:

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

3. Specific Legal Authority:

4. BETCs to be added/closed:

5. Treasury Account Symbol(s) for the requested BETC action:

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

6. Business Justification for Request (Also List Additional Information if needed):

7. For Fiscal Service Use Only (Validate reporting/mapping of relevant transactions and any additional comments):

Cash Accounting Branch:	
General Fund Accounting Branch:	
Budget Reporting Branch:	
Other Specific Branch as Necessary:	

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INSTRUCTIONS PAGE



Insert date the Agency is preparing the request

1. Select ONLY ONE action:
  - "Add BETCs" will add existing BETCs to an existing Treasury Account, thereby creating new TAS/BETC relationships
  - "Close BETCs" will close BETCs for the listed Treasury Account(s), thereby terminating those TAS/BETC relationships
2. Provide Agency and contact information for the person signing the form, thereby authorizing the request; typically both options will require a supervisor/manager level
3. Provide the specific enacted legislation authorizing the requested action (either U.S. Code or Public Law with Statute "STAT" page)
4. List up to 12 existing BETCs that either need to be added to or closed from the Treasury Accounts listed in item #5 (Note: If more than 12 BETCs are needed for a particular request, please fill out a separate form or contact the BAAS group for an exception)
5. Provide the Treasury Account Information for up to 4 Treasury Accounts:
  - "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)
  - "Account Title" - Provide the account title for the Treasury Account
  - Note: If more than four Treasury Accounts are needed for a particular request, please fill out a separate form or contact the BAAS group for an exception
6. Provide the business justification/reason for the requested action and any additional information as necessary to support the request
7. For Fiscal Service Use ONLY
  - Each functional area must acknowledge that the requested action for the TAS/BETC association(s) appears appropriate based upon the business need identified by the agency by signing the form (typically will be a supervisor/manager level or BETC SME)
  - When needed, specialized areas can indicate their approval by signing the form (i.e., Investments, Borrowings, Summary Debt Accounting, etc)
  - If additional comments are needed, enter them in the text field below the signature lines