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BUREAU OF THE FISCAL SERVICE
FISCAL ACCOUNTING
TREASURY ACCOUNT ACTION REQUEST

Questions/Comments; Email: **baasgroup@fiscal.treasury.gov**

BUREAU OF THE **Fiscal Service**
U.S. DEPARTMENT OF THE TREASURY

****IMPORTANT** - SECTIONS 1 THROUGH 4 ARE MANDATORY**

Date of Request:

1. Action Requested for TAS/TAFS: ○ **Establish** ○ **Suspend/Unsuspend** ○ **Discontinue** ○ **Reactivate** ***May require legal opinion**

(Choose ONLY ONE option per request)

2. Requesting Agency Information:

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

3. Treasury Account Information:

SP:	ATA:	AID:	BPOA:	EPOA:	A:	MAIN:	SUB:	Account Type:	Borrowing Authority:	Fiscal Service Use Only: Indefinite:	Fiscal Service Use Only: Distributed:

Account Title:

Specific Legal Authority:

SP:	ATA:	AID:	BPOA:	EPOA:	A:	MAIN:	SUB:	Account Type:	Borrowing Authority:	Indefinite:	Distributed:

Account Title:

Specific Legal Authority:

SP:	ATA:	AID:	BPOA:	EPOA:	A:	MAIN:	SUB:	Account Type:	Borrowing Authority:	Indefinite:	Distributed:

Account Title:

Specific Legal Authority:

SP:	ATA:	AID:	BPOA:	EPOA:	A:	MAIN:	SUB:	Account Type:	Borrowing Authority:	Indefinite:	Distributed:

Account Title:

Specific Legal Authority:

4. Business Justification (Reason for Request; Additional Information as needed):

5. For Allocation Accounts Only (Must have concurrence from both the parent and child agencies):

Agency responsible for the reporting: ○ **Parent** ○ **Child**

Parent Agency:		**Child Agency:**	
Agency Contact:		**Agency Contact:**	
Approval:		**Approval:**	

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INSTRUCTIONS PAGE

Insert date the Agency is preparing the request

1. Select ONLY ONE action:
    - "Establish" will create a new Treasury Account that does not currently exist
    - "Suspend/Unsuspend" will either suspend a Treasury Account that is currently active or unsuspend a Treasury Account that is currently suspended (please indicate which is appropriate in item #4)
    - "Discontinue" will close a Treasury Account that is currently active
    - "Reactivate" will open a Treasury Account that was previously closed which may require a legal opinion from the agency's general counsel
2. Provide Agency and contact information for the person signing the form, thereby authorizing the request:
    - "Establish" will typically require a supervisor/manager level who has direct or delegated authority to perform this function.
    - "Suspend" will typically require a supervisor/manager level who has direct or delegated authority to perform this function.
    - "Discontinue" will typically require a supervisor/manager level who has direct or delegated authority to perform this function, however no-year "X" appropriation accounts require a require signature by the head of agency or (if so delegated the authority to perform this function, the CFO, Director, or equivalent officer).
    - "Reactivate" could be a supervisor/manager level who has direct or delegated authority to perform this function, however the legal circumstances could require it to be a higher level
    - Requestor, who has direct/delegated authority, certifies (under penalty of perjury, in accordance with 28 U.S.C. 1746) that:
        - its submission complies with the requirements and responsibilities set forth in applicable laws and regulations, including Circular No. A–11 Preparation, Submission, and Execution of the Budget, (8/21), Treasury Financial Manual (TFM) Volume 1, Part 2, Chapter 2000, and TFM Volume 1, Part 2, Chapter 4200 (Section 4245).
        - for account closures pursuant to 31 U.S.C. § 1555, the authorized official has determined that: (1) the purpose of the appropriation has been carried out; and (2) that no disbursement has been made against the appropriation for the last two consecutive fiscal years.
    - At its discretion, Fiscal Service may require the requestor to provide additional information to determine compliance with the requirements above.
3. Provide the Treasury Account Information:
    - "SP" - Sub-level Prefix (very rare, normally blank)
    - "ATA" - Allocation Transfer Account (for allocation accounts ONLY: 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 Type" - Select proper account type from dropdown menu
    - "Borrowing Authority" - Select proper borrowing authority from dropdown menu (if no borrowing authority exists, select "None")
    - "Account Title" - Generally derived from the specific legal authority, however it could be derived from either Treasury or OMB guidance
    - "Specific Legal Authority" - Specific enacted legislation authorizing the requested action (either U.S. Code or Public Law with Statute "STAT" page)
    - **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
4. Provide the business justification/reason for the requested action and any additional information as necessary to support the request (Note: If requesting discontinuance of a no-year appropriation account, the two criteria in 31 USC 1555 must be asserted in this part of the request)
5. For Allocation Accounts ONLY.
    - Identify which agency (either the Parent or the Child) will be responsible for the reporting
    - Provide the Parent Agency, contact name, and approval (typically will be a supervisor/manager level)
    - Provide the Child Agency, contact name, and approval (typically will be a supervisor/manager level)