



NEW AGENT SETUP: QUALIFICATION CHECKLIST

Complete the following forms and agreements to qualify your institution as a paying agent and to select optional services according to your needs. The forms are supplied with this booklet or available online as specified. ***If you need assistance completing the forms, and to review your options, please contact the TRS site*** (refer to page 4 for contact information). When you have completed the appropriate forms, make a photocopy of each document for your records and mail the original forms and this checklist to the TRS site.

Agent Profile Form (FA F 600)

Complete this form to provide information about your institution.

- Provide the information needed to order your paid stamp.
- Supply delivery instructions for supplies.
- Select your desired bond-pricing software options.

Paying Agent Application Agreement (PD F 3880)

Complete this agreement to qualify as a paying agent to redeem Series A - E/EE/I savings bonds and notes.

- An authorized official of your institution must sign this form.
- Affix your institution's official seal to the form.

Application – Agreement to Qualify Under Department of the Treasury Circular No. 888, as Revised and Amended (PD F 3902)

Complete this agreement to qualify your institution to specially endorse Series E/EE/I savings bonds or notes for redemption under the provisions of Department Circular 888. This endorsement allows a bond or note to be paid without the owner's signature.

- An authorized official of your institution must sign this form.
- Affix your institution's official seal to the form.

EZ Clear Enrollment Form (FA F 603)

Complete this enrollment form to submit redeemed bonds through the EZ Clear System.

- Visit <http://www.treasurydirect.gov/instit/savbond/otc/ezclear/ezclear.htm> to download this form.
- *Reminder:* If you do not enroll, you will not receive fee payments for redeeming bonds.