

**Internet-Based Treasury Tax and Loan (TT&L) Services
Local Security Administrator (LSA) Authorization Form**

The officer (Officer) of the depository identified (Depository) below designates the following to serve as local security administrators (LSAs) for Internet-based Treasury Tax and Loan (TT&L) services. Each LSA may designate other individuals as users (Users), including as LSAs. Subsequent LSAs can be added through repeated submissions of this paper document or added online by LSAs.

Note: This form can be found online at <http://www.frbervices.org/Treasury/AccessTreasuryServices.html>

Section 1 – General Information

- Create New LSA(s)**
- Change LSA Name** (current credentials will be deleted, new credentials will be issued)
Current Name: _____ Current Username: _____
- Modify LSA Information** (Only applies to LSA's e-mail address, phone number, or address)
- Delete LSA** (attach an authorization form for a new LSA)

Financial Institution Name: _____
ABA Number: _____ (same ABA number must apply to both LSAs)

Section 2 – LSA Profile(s)

At least two LSAs must be named for each Depository location that requires access.

	Primary LSA	Additional LSA
LSA's Name (first, last)		
LSA's E-mail Address (not shared)		
Phone Number (direct number to LSA)		
Branch Name (LSA location)		
Street Address (LSA location)		
Street Address Line 2 (LSA location)		
City / State / Zip (LSA location)		
LSA Activation Date (please check one)	<input type="checkbox"/> Activate Immediately <input type="checkbox"/> Future Activation Date ____/____/____	<input type="checkbox"/> Activate Immediately <input type="checkbox"/> Future Activation Date ____/____/____

Section 3 – LSA Single Sign-On (FOR FUTURE USE ONLY)

Treasury does not currently offer this functionality, but may do so in the future. Check this box if you wish for the above LSAs to serve as LSAs for other Treasury applications in addition to the one or more applications that will provide Internet-based TT&L services. Allowing LSAs to serve in that capacity for other Treasury applications will reduce the number of LSA forms that your Institution may have to complete. Each LSA could use their existing authentication credentials to access these applications and create Users that are specific to those applications. Only LSAs would have this single sign-on functionality; other Users from the Depository will not be shared across applications.

Section 4 – Officer Authorization

By signing below the Officer certifies that he/she is duly authorized by the Depository to designate individuals who can serve as LSAs. The Officer also agrees to be responsible on behalf of the Institution for all security management related to Internet-based TT&L access.

The officer signing this form can not be designated as an LSA on this form.

Name (print)		Signature	
Title (required)		Phone ()	Date / /

Please submit this completed request form to the TT&L Treasury Support Center (TSC)

Note: A form with an officer's original signature must be sent to the Federal Reserve – faxed copies will not be processed.

TT&L TSC
Federal Reserve Bank of St. Louis
P.O. Box 14915
St. Louis, Missouri 63178

Internal Use Only

TT&L Participant Check: Y / N	Initials:	Date/Time Verified Authority and Title:	Initials:
Date/Time Confirmed with Authorizer:	Initials:	Date Entered:	Initials:

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General Notices

To access Internet-based TT&L services, Users may be issued authentication credentials such as a username and password. We (the United States Department of the Treasury and its designated agents) may rely upon the authentication credentials alone to provide access to Internet-based TT&L services. We may act upon on any electronic message that we establish to be associated with a known set of authentication credentials as if the message consisted of a written instruction bearing the ink signature of one of the Depository's duly authorized officers. A Depository accepts sole responsibility for and the entire risk arising from the use of authentication credentials by its Users.

All Users must agree to terms and conditions governing access to Internet-based TT&L services. These terms and conditions can be found on the Web site(s) of the application(s) providing Internet-based TT&L services. These terms and conditions include provisions requiring Users to maintain the confidentiality of their authentication credentials, to report the possible theft or compromise of their authentication credentials, and to take action whenever they no longer require access or require access to a lesser extent than is currently the case. The terms and conditions also include provisions that require LSAs to enforce the principle of least privilege, ensure that LSAs delete Users when appropriate, and require LSAs to periodically recertify their compliance with their responsibilities. These terms and conditions are subject to change from time to time. We may have Users "click-thru" these terms and conditions before first use, on a periodic basis, or whenever they change, to reflect their continued agreement to these terms and conditions.

We will not be liable for any loss or damage resulting from a problem beyond our reasonable control. This includes, but is not limited to, loss or damage resulting from any delay, error or omission in the transmission of any electronic information, alteration of any electronic information, any third party's interception or use of any electronic information, a failure of services provided by an Internet service provider, and a virus or worm received from or introduced by a third party. Additionally, we are not liable for loss or damage resulting from acts of war, acts of terrorism, acts of God or acts of nature.

Except as otherwise required by law, in no event will we be liable for any damages other than actual damages arising in connection with Internet-based TT&L services, including without limitation indirect, special, incidental or consequential damages.

Except as otherwise required by law, WE DO NOT MAKE ANY WARRANTIES, EXPRESS OR IMPLIED (INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE), WITH RESPECT TO ANY SOFTWARE, INFORMATION, SERVICE, OR OTHER ITEM PROVIDED BY, LOCATED ON, DERIVED FROM, ASSOCIATED WITH, REFERRED TO BY, OR LINKED TO BY THE INTERNET-BASED TT&L SERVICES. EVERYTHING IS PROVIDED "AS IS."

Privacy Act Statement

We are authorized to request the information on this form by 31 U.S.C. §§ [321](#), [323](#), and [3301](#), [3302](#), [3303](#), and [3304](#). We need this personal information to help authenticate and determine who is responsible for viewing potentially sensitive information or engaging in a transaction. Furnishing this information is voluntary, but a LSA cannot be designated, and Depository will not have access to Internet-based TT&L services, unless the information is furnished.

From systems including those used to provide Internet-based TT&L services, the parties to whom we disclose information may include:

- Appropriate Federal, state, local or foreign agencies responsible for investigating or prosecuting the violation of, or for enforcing or implementing, a statute, rule, regulation, order, or license, but only if the investigation, prosecution, enforcement or implementation concerns a transaction(s) or other event(s) that involved (or contemplates involvement of), in whole or part, an electronic method of collecting revenues for the Federal government. The records and information may also be disclosed to commercial database vendors to the extent necessary to obtain information pertinent to such an investigation, prosecution, enforcement or implementation.
- Commercial database vendors for the purposes of authenticating the identity of individuals who electronically authorize payments to the Federal Government, to obtain information on such individuals' payment or check writing history, and for administrative purposes, such as resolving a question about a transaction.
- A court, magistrate, or administrative tribunal, in the course of presenting evidence, including disclosures to opposing counsel or witnesses, for the purpose of civil discovery, litigation, or settlement negotiations or in response to a subpoena, where relevant or potentially relevant to a proceeding, or in connection with criminal law proceedings.
- A congressional office in response to an inquiry made at the request of the individual to whom the record pertains.
- Fiscal agents, financial agents, financial institutions, and contractors for the purpose of performing financial management services, including, but not limited to, processing payments, investigating and rectifying possible erroneous reporting information, creating and reviewing statistics to improve the quality of services provided, or conducting debt collection services.
- Federal agencies, their agents and contractors for the purposes of facilitating the collection of revenues, the accounting of such revenues, and the implementation of programs related to the revenues being collected.
- Federal agencies, their agents and contractors, to credit bureaus, and to employers of individuals who owe delinquent debt only when the debt arises from the unauthorized use of electronic payment methods. The information will be used for the purpose of collecting such debt through offset, administrative wage garnishment, referral to private collection agencies, litigation, reporting the debt to credit bureaus, or for any other authorized debt collection purpose.
- Financial institutions, including banks and credit unions, and credit card companies for the purpose of revenue collections and/or investigating the accuracy of information required to complete transactions using electronic methods and for administrative purposes, such as resolving questions about a transaction.