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.** 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, savings notes, and savings stamps.
  
  - 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.