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Green Book 2004 Order Form

The Green Book is available for download at www.fms.treas.gov/greenbook.

However, if you want a hardcopy of the Green Book, send order form to:

U.S. Department of the Treasury
Financial Management Service
Federal Finance
401 14th Street, SW
Washington, DC 20227

OR

Contact Federal Finance at (202) 874-6540 to place an order for the Green Book 2004.

Copies are limited to one (1) per organization. Place an "X" next to your request for materials.

Green Book 2004 (hardcopy) _____

Name of Requester

Telephone Number

Name of Organization

Address

City/State/Zip Code

PLEASE ENCLOSE A SELF-ADDRESSED MAILING LABEL.

How to Order Direct Deposit Sign-Up Forms (SF 1199A)

Financial institutions may order the SF 1199A through the U.S. Government Printing Office (GPO) or print their own forms. There is a cost of \$16 per 100 copies. The GPO stock number is 048-000-00363.

The Direct Deposit Sign-Up Forms may be ordered by one of the following methods:

METHOD	PROCEDURE
Fax order	Dial (202) 512-2250, 24 hours.
Visa, MasterCard, Discover or GPO Deposit Account	Call GPO at (202) 512-1800.
Mail order	Write to: Superintendent of Documents U.S. Government Printing Office P.O. Box 371954 Pittsburgh, PA 15250-7954 <i>Note: Enclose a check or money order made payable to the "Superintendent of Documents."</i>

A financial institution may print its own forms as long as they are identical in . . . format, size, language, and number of copies (i.e., three-part forms).

The Office of Management and Budget's expiration date is no longer required on the Direct Deposit Sign-Up Forms.

For computer-generated forms the...

- information on the back of the SF 1199A may be printed on a separate page; and
- words FINANCIAL INSTITUTION COPY, PAYEE COPY and GOVERNMENT AGENCY COPY do not have to be printed on the bottom of the appropriate pages. Copies of the completed form must be kept on file at the financial institution and provided to the payee and Federal agency.

The following information may be preprinted on the form:

- financial institution name and address
- financial institution phone number
- routing number used to receive ACH items