

Savings Bonds Direct®

Local Security Administrator Authorization Form

The Officer of the Institution identified below designates the following authorized Local Security Administrator(s) (LSAs) to transact business with the Federal Reserve Banks via the Savings Bonds Direct application. Please issue credentials (a user ID and password) and grant Savings Bonds Direct application access to this/these LSA(s). This form can be found online at <https://www.savingsbondsdirect.gov>.

Section 1 Customer Information (All fields are required)			
Customer # (ABA # or Payroll Company ID #)	Customer Name		
Branch # or Location #	Branch Name or Location Name		
Section 2 Local Security Administrator (LSA) Profile (Select only one)			
<input type="checkbox"/> Create New Local LSA(s)			
<input type="checkbox"/> Change LSA Name (Current credentials must be deleted, new credentials will be issued)			
Former Name: _____			
<input type="checkbox"/> Change LSA Email (Current credentials must be deleted, new credentials will be issued)			
Former Email: _____			
<input type="checkbox"/> Modify LSA Information (Only applies to LSA's Street Address and/or Phone Number)			
<input type="checkbox"/> Delete LSA (Attach an authorization form for a new LSA)			
LSA Information (All fields are required)			
	Primary LSA	Additional LSA (Strongly recommended)	
First Name and Middle Initial			
Last Name			
Email Address <small>(An email address is required for each LSA since user credentials are sent via email.)</small>	A unique email address is required for each LSA setup by the Federal Reserve.		
Street Address			
City / State / Zip			
Phone Number <small>(Provide direct # to LSA)</small>			
Section 3 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 Savings Bonds Direct access.			
The officer signing this form cannot be designated as an LSA on this form.			
Name (Print)	Signature		
Title (Required)	Phone # ()	Date	
Please submit this completed request form to your Servicing Treasury Retail Securities Site.			
Note: A form with an officer's original signature is required. Faxed or photocopied forms will not be processed.			
Federal Reserve Bank of Cleveland, Pittsburgh Branch Savings Bonds LSA PO Box 299 Pittsburgh, PA 15230-0299 Toll Free Number 1-800-245-2804		Federal Reserve Bank of Minneapolis Savings Bonds LSA PO Box 67 Minneapolis, MN 55480-0067 Toll Free Number 1-800-553-2663	
Internal Federal Reserve Bank Use Only			
1) Date Verified Authority and Title	Initials	2) Date Confirmed with Authorizer	Initials
3) Date Entered into SnAP	Initials	4) Date Entered into SBD	Initials

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General Notices

To access Internet-based Savings Bonds Direct 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 Savings Bonds Direct 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 Savings Bonds Direct services. These terms and conditions can be found on the Web Site(s) of the application(s) providing Internet-based Savings Bonds Direct 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 to a lesser extent that 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 Savings Bonds Direct services, including without limitation indirect, special, incidental or consequent 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 SAVINGS BONDS DIRECT 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](#), [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 Savings Bonds Direct services, unless the information is furnished.

From systems including those used to provide Internet-based Savings Bonds Direct 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.