

SAVINGS BONDS

SUMMARY

This procedure explains how to enroll, make changes, or cancel participation in the United State's Savings Bonds Program.

PROCEDURE

Enrollment

1. Obtain a U.S. Savings Bonds Authorization Card from the Department Personnel Representative (DPR).
2. Fill out the card, including name, Social Security number, amount of payroll deduction, denomination of bond, address, and signature.
3. Indicate choice of any beneficiary/co-owner.
4. Forward card to Payroll and Information Management (PIM), Human Resources Department (HR).
5. Payroll deduction will begin approximately 2 to 3 weeks later.

Changes

1. If any changes are needed, fill out another Authorization Card. Changes to the employee's address on the Master File (PERM) will not change the employee's address or the Savings Bonds file.

Cancellations

1. Send a memorandum to PIM requesting cancellation of payroll deductions for Savings Bonds. Be sure to include name and Social Security number.
2. Payroll deductions will be discontinued 2 to 3 weeks after written request is made.

CONTACT(S):

Department/Division

Human Resources Department/Payroll and Information Management