



**U.S. DEPARTMENT OF THE TREASURY
BUREAU OF THE FISCAL SERVICE
U.S. TREASURY CHECKS ORDER FORM**

THIS FORM MUST BE SUBMITTED BY AUTHORIZED OFFICIALS TO ORDER U.S. TREASURY CHECKS, PROOFS, AND GRID/SPECIMENS.

* REQUIRED FIELDS

1. AGENCY ORDER NUMBER	2. DEPARTMENT	3. PROGRAM NUMBER *	4. JACKET NUMBER *	5. DATE *
------------------------	---------------	---------------------	--------------------	-----------

ORDER INFORMATION

6. TYPE OF ORDER *	7. U.S. TREASURY CHECK FORMAT *	8. QUANTITY *
--------------------	---------------------------------	---------------

CHECK INFORMATION

9. SYMBOL AND SERIAL NUMBERS MUST BE SHOWN ON ALL ORDERS FOR PREPRINTED CHECKS *			10. PROOF NUMBER *
SYMBOL	SERIAL NUMBERS	SORTING	
_____	FROM _____ TO _____		FOR REVISIONS, ATTACH COPY OF PROOF WITH CHANGES INDICATED

SHIPPING INFORMATION

11. SHIPPING METHOD *	12. SHIP TO ADDRESS *
CARRIER/OTHER:	
13. CONTAINER REQUIREMENT *	14. REQUESTED SHIP DATE *

BILLING INFORMATION (COMPONENT TAS/BETC)

15. BILLING ADDRESS CODE (BAC) *	REQUISITION NUMBER *	AGENCY LOCATION CODE (ALC) *
----------------------------------	----------------------	------------------------------

APPROPRIATION CHARGEABLE/OBLIGATION NUMBER *

LINE OF ACCOUNTING/DOCUMENT REFERENCE NUMBER (INFO WILL APPEAR ON IPAC AS ENTERED) *

TAS: * Sub-Level Prefix Code	Allocation Transfer Agency Identifier	Agency Identifier	Beginning Period of Availability	Ending Period of Availability	Availability Type Code	Main Account Code	Sub-Account Code	BETC

16. REMARKS

17. ORDERING AGENCY SIGNATURES

FOR QUESTIONS ON THIS ORDER CONTACT: (ORDERING AGENCY)

PRINTED NAME:	TELEPHONE NUMBER:	EMAIL ADDRESS:
AGENCY HAND WRITTEN INK SIGNATURE:		AGENCY TITLE:

18. FOR DEPARTMENT OF THE TREASURY PRINTING OFFICE USE ONLY

PRINT ORDER NUMBER *	PURCHASE ORDER NUMBER *	STATE CODE *	SHIP/DELIVERY DATE *
CONTRACTOR			CONTRACTOR'S CODE *

19. AUTHORIZATIONS

FISCAL SERVICE AUTHORIZATION (NTDO ORDERS ONLY)	TREASURY PRINTING OFFICE AUTHORIZATION
---	--

INSTRUCTIONS FOR PREPARING U.S. TREASURY CHECKS ORDER FORM

For additional information, consult Treasury Financial Manual (TFM) at Volume I, Part 4, Chapter 5000, *Requisitioning, Preparing, and Issuing Treasury Checks*.

1. Agency Order Number

Enter the order number assigned by the Agency.

2. Department

Enter the Ordering Agency Department (e.g. DFAS/U.S. Navy/Fiscal Service).

3. Program Number

This field contains the Program number of the contract under which the product is being ordered. This is a required field.

4. Jacket Number

The Jacket Number is assigned by Government Publishing Office (GPO) when the SF-1 is received for each fiscal year. A new Jacket number will be assigned at the beginning of the fiscal year upon receipt of the new SF-1. The Jacket number must be from the same fiscal year. This is a required field.

5. Date

Enter the date on which the FS Form 2431 is prepared for Fiscal Service. This is a required field.

6. Type of Order

Indicate whether the order is for checks, grid/specimen, a new proof, or a revised proof. This is a required field.

7. U.S. Treasury Check Formats

Select the requested check format required. If test checks are required with "SPECIMEN-NOT NEGOTIABLE" printed on the lower right portion of the face of the checks, this should be indicated in the Remarks box. This is a required field.

8. Quantity

Enter the order quantity of check stock requested. Please note that minimum quantity of any check format which may be ordered, except roll stock, is 100 checks. Smaller quantities can be requested in multiples of 100. Larger quantities must be in multiples of 1,000. This is a required field.

9. Check Symbol and Serial Numbers

For Non-Treasury Disbursing Office (NTDO) Orders only, indicate check symbol and serial number information. This is a required field.

Sorting

Indicate ascending or descending serial numbers. If neither option is selected, you will automatically receive ascending numbers. This is a required field.

10. Proof Number

Insert proof number, except for first-time proofs. This is a required field.

11. Shipping Method

Select requested Shipping Method for check stock delivery from options of Armored Carrier, Registered Mail, Express Package Carrier, or Other specified method. If a specific carrier is required by the Ordering Agency, this information should be shown in the Carrier/Other box. This is a required field.

12. Ship to Address

Enter the full shipping address for delivery of ordered checks. This is a required field.

13. Container Requirement

Select appropriate shipping container requirement of either Domestic or Overseas. This is a required field.

14. Requested Ship Date

When specifying delivery dates, disbursing offices should allow two months for printing time (including approval of the order by Treasury and GPO). They

should allow an additional two weeks when a change to the check proof is requested. This is a required field.

15. Billing Information (Component TAS/BETC)

Billing Address Code (BAC)

A unique identifier assigned by the GPO. The BAC identifies the particular agency and is assigned to a single ALC. The BAC number also provides information regarding the method of payment (IPAC, Check, Credit Card or Deposit Account). Enter the 6-digit BAC that was indicated on the Requisition. This is a required field.

Requisition Number

This number is assigned by the ordering agency on the SF-1 each fiscal year for the program. It is formatted with a single digit for the fiscal year and then a hyphen and five digits to follow (e.g., 9-00001). Enter the Requisition number for the current fiscal year used for this Program. This is a required field.

Agency Location Code (ALC)

Enter the 4-digit ALC for NTDO, or 8-digit ALC for Treasury Disbursing Office (TDO) sending payments through the U.S. Treasury's Intra-governmental Payment and Collections (IPAC) system. The number is an identifier assigned by Treasury for reporting purposes. This is a required field.

Appropriation Chargeable/Obligation Number

Funding reference information. Enter the appropriation symbol number, expenditure account, allotment, object classification, bureau control number, etc. and/or state whether publication is required by specific provision of law, authorized by Office of Management and Budget (OMB), etc. This is a required field.

Line of Accounting (LOA)/Document Reference Number

The LOA is an identification code assigned by the agency doing business with GPO. For a list of agencies that require a LOA, see <https://www.gpo.gov/docs/default-source/finance-options-pdf-files/sf1-loa.pdf>. This is a required field.

Treasury Account Symbol (TAS)

The TAS is an identification code assigned by Treasury, in collaboration with OMB and the owner agency, to an individual appropriation, receipt, or other fund account. More information can be found here – <https://fiscal.treasury.gov/cars/faqs.html#betc>. This is a required field.

16. Remarks

Use this field to enter any additional remarks for order.

17. Ordering Agency Signatures

Show the name, telephone number and email address for contact representative. The authorized employee of the Ordering Agency will wet sign and show his/her title here. This wet signature must match that furnished to Treasury on FS Form 1186, Signature File – U.S. Treasury Check Order. This is a required field.

18. For Department of Treasury Printing Office

Print Order Number

Enter the 5-digit Print Order number from the series assigned by GPO. Print Orders should be numbered consecutively. Do not repeat numbers, even if an order is canceled. This is a required field.

Purchase Order Number

Enter the Purchase Order number assigned by GPO at time of award. The Purchase Order number will stay the same throughout the term of the contract, including any option years. This is a required field.

State Code

Enter the contractor's 3-digit State Code assigned by GPO. This is a required field.

Ship/Delivery Date

The ship/delivery date must be in accordance with the contract specifications.

Contractor

Enter the name of the contractor who was awarded this contract.

Contractor's Code

Enter the 5-digit Contractor's Code assigned by GPO. This is a required field.

19. Authorization

Fiscal Service Authorization

Signature required for NTDO check orders. Authorized employee at Fiscal Service will sign after confirming authorized ordering agency employee matches Treasury records of received FS Form 1186.

Treasury Printing Office Authorization

Signature required on all check orders prior to submission to GPO.

Contacts:

Completed forms should be sent to the following address for processing:

Philadelphia Financial Center
Attention: Analysis, Reconciliation & Reporting Section
Payment Management
Bureau of the Fiscal Service
PO Box 603
Bensalem, PA 19020
Email: PFC-OSB-Accounting@fiscal.treasury.gov



BUREAU OF THE
Fiscal Service
U.S. DEPARTMENT OF THE TREASURY