

APPENDIX 2

MANUAL INVESTMENT/REDEMPTION PROCEDURES

Federal Program Agencies not able to use the internet may complete and submit the manual [Investment/Redemption Instruction Form](#). It is the responsibility of the Federal Program Agency to complete the "Investment/Redemption Instruction" form by specifying the amount of monies to be invested/redeemed, the date on which the monies are to be invested/redeemed, and the particular Treasury Special(s) in which the monies are to be invested or redeemed. It is also the responsibility of the Federal Program Agency to verify the availability of monies in their Government Investment Account and ensure that an authorized official is signing the "Investment/Redemption Instruction" form.

The "Investment/Redemption Instruction" form includes the contact information of the branch within Fiscal Service to which the forms are to be sent. Federal Program Agencies may adapt the standard "Investment/Redemption Instruction" form to meet individual agency needs, subject to Fiscal Service's prior approval.

It is the responsibility of the Federal Program Agency to submit each "Investment/Redemption Instruction" form to Fiscal Service and it is the responsibility of the Federal Program Agency to ensure that each "Investment/Redemption Instruction" form submitted to Fiscal Service has been received by Fiscal Service.

If a Federal Program Agency attempts to submit an "Investment/Redemption Instruction" form to Fiscal Service and Fiscal Service fails to receive it for any reason by the daily deadline for receipt of investment or redemption instructions, the transaction will not be made.

The "Investment/Redemption Instruction" form specifying an investment in a Market-Based Treasury Special or a Par-Value Treasury Special must be received by Fiscal Service no later than 3:00 p.m. (Eastern Time) on the date the intended transaction is to be made. Instructions to invest or redeem in Treasury Special zero-coupon bonds must be received by 11:00 a.m. (Eastern Time). Instructions received after these deadlines must be resubmitted with the following Business Day's effective date. Transactions will not be backdated.

Federal Program Agencies that are not able to obtain confirmation via FedInvest may request an email confirmation of investment by calling Fiscal Service's Federal Investments and Borrowings Branch at (304) 480-5151.