



DEPARTMENT OF THE TREASURY
BUREAU OF THE FISCAL SERVICE
WASHINGTON, DC 20227

**TREASURY GENERAL ACCOUNT (TGA) ROUTING TRANSIT NUMBER (RTN)
OFFICIAL AUTHORIZATION LIST (OAL)**

This form is for use by **Non-Treasury Disbursing Offices** (NTDOs) only
Please see the separate OAL form for Treasury Disbursing Offices

NTDO's Agency and Bureau/Component: _____

NTDO's Name and Location (City, State): _____

Effective Date of this OAL: _____

This form supersedes our previous OAL for this NTDO: (circle one) YES or NO

Refer to attached list for specific RTNs designated by the Fiscal Service for use by this NTDO.

To the Federal Reserve Banks: The Commissioner of the Bureau of the Fiscal Service has (i) delegated authority to certain Fiscal Service officials to designate specific RTNs within the accounting structure of the TGA that are authorized for use by NTDOs that possess delegated or independent authority to disburse funds from the TGA, and (ii) authorized the Reserve Banks to accept and rely upon OALs signed by NTDO disbursing officers, following their review and approval by the Fiscal Service.

SAMPLE

Name of Signing NTDO Disbursing Officer: _____		Title of Signing NTDO Disbursing Officer: _____	
Physical or Mailing Address: _____		Telephone and email: _____	

Below are the names, titles, and signatures of the individuals authorized by the above NTDO Disbursing Officer to transact day-to-day business and issue related instructions (as well as execute agreements with prior notification to and email approval from the Fiscal Service point of contact (POC) listed below) in connection with any RTN on the attached list of NTDO RTNs. The signer below hereby affirms that all RTNs on the attached list have been designated by the Fiscal Service for use by the NTDO identified above, as those designations may be revised from time to time upon the written authorization of a Fiscal Service official authorized to designate or modify NTDO RTNs and subsequent notice by email to the Fiscal Service POC listed below.

Name and Title (printed)	Telephone No. & Email	Signature	Limitations to Authority (Y/N)
1.			
2.			

3.			
4.			

If Limitations to Authority are indicated above, please list them in the space below, and indicate to which authorized individual(s) those Limitations apply:

--

NTDO Disbursing Officer:

I declare under penalty of perjury that the foregoing is true and correct.

Signature

Date

NTDO Affirming Official (must be in a supervisory capacity to the NTDO Disbursing Officer):

I hereby affirm that the above-listed individual is an NTDO Disbursing Officer as of the effective date of this form, and is authorized to submit OAs in the capacity.

Printed Name

Title

Signature

Date

Fiscal Service Approval:

Printed Name of Payment Management Official

Title

Signature

Date

Below is the contact information of the Fiscal Service POC who must approve (by email to a Reserve Bank) any request to execute an agreement with a Reserve Bank, and who must be notified by the NTDO via email whenever there is a request for a change to the status to any RTN listed on the attachment to this OAL:

Name and Title of Fiscal Service POC:

[Margot Kaeser, Director of the Policy and Oversight Division](#)

Telephone Number:

[202-874-6781](#)

Email Address:

Margot.kaeser@fiscal.treasury.gov

ATTACHMENT TO NTDO OAL DATED: [INSERTDATE]

NTDO's Agency and Bureau/Component: _____

NTDO's Name and Location (City, State): _____

LIST OF TGA ROUTING TRANSIT NUMBERS DESIGNATED BY THE FISCAL SERVICE FOR USE BY THE [INSERT NAME OF SPECIFIC NTDO]¹

NINE-DIGIT RTN:

TREASURY-ASSIGNED NAME /PURPOSE:

[XXXX-XXXX-X]
[XXXX-XXXX-X]
[XXXX-XXXX-X]

[INSERT NAME OF PROGRAM AGENCY OR PURPOSE]
[INSERT NAME OF PROGRAM AGENCY OR PURPOSE]
[INSERT NAME OF PROGRAM AGENCY OR PURPOSE]

SAMPLE

¹In accordance with the Fiscal Service Commissioner's authorization letter, the RTNs on this list must have been designated by the Fiscal Service for use by the identified NTDO. The AC and Deputy AC for Payment Management each currently has authority to make and modify NTDO RTN designations.



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**Instructions for Completing a
Treasury General Account RTN Official Authorization List
(Non-Treasury Disbursing Office Version)**

The following provides information for completing the Treasury General Account (TGA) Routing Transit Number (RTN) Official Authorization List (OAL) form for use by Non-Treasury Disbursing Offices (NTDOs):

- Provide the specific parent agency and, as applicable, the bureau or component of that agency of which the NTDO is a part, as well as the name and location (city and state) of the NTDO to which the OAL relates. NTDOs may sign and submit OALs only if the Treasury's Department's Bureau of the Fiscal Service has designated one or more TGA RTNs for use by the NTDO, in accordance with authorization granted by the Fiscal Service Commissioner.
- Provide the name, title, physical or mailing address, telephone, and email address of the NTDO disbursing officer signing the form. The signer must hold the title of "Disbursing Officer" or its equivalent in order to be eligible to sign the form.
- Provide the date on which the OAL becomes effective.
- Indicate whether the list supersedes or adds to a previously submitted OAL by circling "Yes" or "No", as applicable, at the top right-hand corner of the form. (If nothing is indicated, then an OAL previously submitted for the same NTDO will also remain in effect.)
- The OAL form contains space for listing four individuals. If the signer needs to identify additional authorized individuals, please submit additional forms. In every case, indicate the page number of each page and the total number of pages being submitted as part of the list (i.e. "Page 1 of 2" or "Page 2 of 4"), including the attachment pages as part of the page numbering.
- Print the name and title of each authorized individual, which may include the signer of the OAL himself or herself if desired. Provide a signature specimen for each individual listed.
- Unless expressly limited in the "Limitations of Authority" box provided on the form, the individuals identified on the OAL will be able to transact day-to-day business and issue related instructions (and, if approved via email by the listed Fiscal Service point of contact (POC), execute agreements) in connection with any RTN on the attached list of TGA RTNs. It is not necessary to list all of the individuals who will be contacting or dealing with the Reserve Banks on the OAL. What is important is that you identify at least one or two individuals who are authorized to transact business for each of the Federal Reserve services that the NTDO accesses using the specified RTNs.
- Many Federal Reserve services require service-specific forms or agreements to be signed (for example, the FedACH Participation Agreement or the FedLine End User Authorization Contact (EUAC) Designation and Authorization Form). These specialized forms can only be signed by an individual who is authorized on the applicable OAL, and only upon the email approval of the listed Fiscal Service POC.
- In the "Limitations to Authority" section, specify whether the individual's authority to transact business with and issue instructions to the Federal Reserve is limited to one or more particular services (for example, "check and ACH services only"), or one or more particular sub-categories of RTNs listed on the OAL attachment. Authority to sign forms or agreements (see the bullet point

above) will also be limited to that particular service. Additionally, if authority is limited to a specified service, authority to sign agreements related to electronic access for that service will be included, subject to the POC approval noted above. For example, an individual limited to “check and ACH services only” will be authorized to sign documents related to FedLine access channels for purposes of accessing check and ACH services. Limitations on dollar amounts or volume of transactions will NOT be accepted. If there are no authority limitations, please leave the box blank.

- The NTDO Disbursing Officer’s signature must be certified by an NTDO Affirming Official. The Affirming Official must be in a supervisory capacity to the Disbursing Officer (e.g., the individual responsible for designating the NTDO Disbursing Officer as a disbursing officer, or someone higher in the organization’s hierarchy). This affirmation must include a confirmation that the individual holds the title of NTDO Disbursing Officer or its equivalent as of the Effective Date of the form and is authorized to submit OALs in that capacity.
- Each OAL must include the name and title of Bureau of the Fiscal Service POC who must approve, by email to a Reserve Bank, any request to execute an agreement with a Reserve Bank, and who must be notified whenever there is a request for a change to the status of any RTN listed on the attachment to the OAL.
- Each OAL must include an attachment listing the name/purpose and the nine-digit number of each transaction or information on an RTN that the Fiscal Service has designated for use by the identified NTDO.
 - The Fiscal Service will confirm these NTDO RTN designations to the Federal Reserve as part of the periodic TGA RTN certification or change in program process, and will communicate any changes or additions to the assigned categories to the TGA Routing Transit Number Oversight (RTNO) function of the Federal Reserve Bank of St. Louis.
 - As noted on the OAL form, the list of RTNs on the attachment to each OAL may be amended from time to time without requiring a new OAL to be executed, as long as the Assistant Commissioner or Deputy Assistant Commissioner for Payment Management within the Fiscal Service has expressly instructed the RTNO in writing to amend the list. Any amendments to the list, including the related written authorization of the Fiscal Service AC or Deputy AC, must be appended to the copy of the OAL that is retained in the Reserve Banks’ accounting systems.
- The NTDO must return each properly completed and signed OAL to the Payment Management Division of the Bureau of the Fiscal Service, which will be responsible for reviewing and approving the form. If approved, the Fiscal Service will countersign the form in the space indicated.
- All NTDO OALs approved by the Fiscal Service will be transmitted to the TGA Routing Transit Number Oversight (RTNO) function of the Federal Reserve Bank of St. Louis. The RTNO function will process and file each OAL and its related RTN listing in accordance with internal Federal Reserve accounting policies, which will include making copies of each active OAL available to each Reserve Bank involved in processing or servicing TGA activity.
- Any changes to the OAL form or these related instructions require the express approval of both the Fiscal Service and the RTNO at the Federal Reserve Bank of St. Louis.