

**Signature File -
U.S. Treasury Check Orders**



BUREAU OF THE
Fiscal Service
LEAD. TRANSFORM. DELIVER.

Agency Information

Agency Name: _____

Agency Address:

(Notify the Fiscal Service of any change in this address)

Authorization

Signature of Primary Official Authorized to Order Checks: _____	4-Digit Agency Location Code (ALC): _____
Name (typed): _____	Email: _____
Title: _____	Phone Number: _____
Signature of Alternate Official Authorized to Order Checks: _____	
Name (typed): _____	Email: _____
Title: _____	Phone Number: _____

Certification

I hereby certify that the above signature is that of the primary and alternate official authorized to order U.S. Treasury checks for the above named organization under ALC shown above or attached.

Name (typed): _____ Signature: _____
Title: _____ Phone Number: _____

Please forward completed form to:

Department of the Treasury
Bureau of the Fiscal Service
Philadelphia Financial Center
Attention: Accounting Section
P.O. Box 603
Bensalem, PA 19020

INSTRUCTIONS FOR FS FORM 1186

- This Form is used to identify U.S. Government officials authorized to sign U.S. Treasury check print orders.
- U.S. Government agencies must designate one primary and one alternate official as having authority to sign U.S. Treasury check print orders for each Agency Location Code (ALC).
- Completed forms should be mailed to:
 - Department of the Treasury
 - Bureau of the Fiscal Service
 - Philadelphia Financial Center
 - Attention: Accounting Section
 - P.O. Box 603
 - Bensalem, PA 19020

AUTHORIZATION

- All signatures must be handwritten originals.
- All signatures must be clearly legible in BLACK INK for reproductive purposes.
- Officials must sign in the same manner as he/she will be using on future documents to be submitted to Fiscal Service. A new FS Form 1186 with an updated signature sample must be submitted if a substantial change in the form of the Official's signature occurs.
- Signature of the primary official authorized to order U.S. Treasury checks must be provided.
- Type the full legal name of the primary official authorized to order U.S. Treasury checks.
- Print the title of the primary official authorized to order U.S. Treasury checks.
- Signature of the alternate official authorized to order U.S. Treasury checks must be provided.
- Type the full legal name of the alternate official authorized to order U.S. Treasury checks.
- Print the title of the alternate official authorized order U.S. Treasury checks.
- Enter the 4 digit ALC for the agency which the official will be signing Treasury check print orders.
- Enter the email address and phone number of the primary official authorized to order U.S. Treasury checks.
- Enter the email address and phone number of the alternate official authorized to order U.S. Treasury checks.

CERTIFICATION

- Type the name of the agency official that is certifying the primary and alternate officials that are authorized to order U.S. Treasury checks.
- An authorized officer who signs this form is self-certifying that they hold the appropriate authorized officer position to make this designation.
- Print the title of the agency official that is certifying the primary and alternate officials that are authorized to order U.S. Treasury checks.
- Enter the phone number of the agency official that is certifying the primary and alternate officials that are authorized to order U.S. Treasury checks.

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301 and 31 U.S.C. 3321, 3325, authorize the collection of this information.

PURPOSE: These records are collected to allow Federal agencies to authorize the designation of those individuals appointed to serve in disbursing roles, and to allow Fiscal Service to maintain records of such appointments, records of any subsequent revocations or renewals in those roles, and document the authority of the disbursing actions taken by those individuals in execution of their roles.

ROUTINE USES: These records may be used by Fiscal Service Payment Management employees to verify the authority of the heads of agencies sending these forms, received to designate, revoke, and renew individuals appointed to serve in disbursing roles, and to authorize those designations. Additionally, this information may be provided to appropriate Federal agencies responsible for investigating or prosecuting the violations of, or for enforcing or implementing, a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

DISCLOSURE: Furnishing this information is voluntary; however, failure to provide the requested information may result in not being considered for a specific disbursement-related function.