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# Treasury Financial Manual

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## Chapter 1000

### PURPOSE AND PLAN OF VOLUME IV OF THE TREASURY FINANCIAL MANUAL (TFM)

Volume IV provides procedural instructions to other concerned parties aside from federal departments and agencies, Federal Reserve Banks acting as depositaries and fiscal agents of the United States, and financial institutions acting as depositaries and financial agents of the government, consistent with authority in the Code of Federal Regulations (CFR), or other authority.

#### Section 1010—Introduction

The TFM is the Department of the Treasury's (Treasury's) official publication of policies, procedures, and instructions concerning financial management in the federal government. It is intended to promote the government's financial integrity and operational efficiency.

See the [About TFM](#) section for more information.

#### Section 1015—Authority

See, *inter alia*, 31 U.S.C. 301, 306, 321, 323; 31 U.S.C. Chapters 31, 33, 35, 37; 31 CFR; 31 CFR Part 203.

#### Section 1020—Composition of Volume IV

Volume IV contains only one part as follows:

- Part 1: Introduction—Describes the Purpose and Plan of Volume IV, provides guidance to financial institutions that process federal tax collections using the Electronic Federal Tax Payment System and the Federal Tax Application, and references the TFM chapter that gives instructions to financial institutions that participate in the Treasury Investment Program.

#### Section 1025—Types of TFM Releases

As of the release of the new automated TFM system on August 13, 2013, transmittal letters are no longer being used. In addition, the Fiscal Service Commissioner's signature is no longer being affixed to new and updated releases within the automated system. New release information can be found in the "What's New" section and its archive on our website. For releases prior to August 13, 2013, transmittal letters may still appear for that particular release until it is updated.

The TFM is comprised of the following types of releases:

- Chapters (often accompanied by appendices);
- Bulletins;
- Announcements; and
- Supplements.

### **1025.10—Chapters**

TFM chapters:

- Cover a specific subject;
- Include a summary paragraph explaining the purpose of the chapter; and
- Update or provide procedures and information based on changes to systems or applicable laws.

The first chapter of each volume describes the makeup of that volume, the procedures covered, and other included material.

Users may access TFM chapters at the following locations on our website:

- By part and chapter number on the [TFM home](#) page;
- For releases prior to August 13, 2013, by transmittal letter number on the [Transmittal Letters](#) page; and
- For releases after August 13, 2013, by the [What's New](#) section and its archive.

### **1025.10a—Transmittal Letters**

See the paragraph above in Section 1025 concerning transmittal letters.

Transmittal letters:

- Are sequentially numbered;
- Summarize revised material;
- Provide instructions for the addition or substitution of material;
- List regulations or published instructions that are superseded or rescinded; and
- Were released with the Fiscal Service Commissioner's signature, but this practice was discontinued when the new TFM system began on August 13, 2013.

You can check the [Transmittal Letters](#) page to see which ones have been rescinded.

### **1025.10b—Contacts Page**

The Contacts page of each chapter directs users to the organization(s) responsible for the technical content of the chapter. The first contact is the area with ownership responsibility for the chapter. If the chapter contains specific or technical material relating to other areas, the Contacts page also includes the contact information for those areas.

For questions regarding a TFM chapter, users should contact the responsible area listed on the Contacts page.

### **1025.10c—Appendices**

TFM chapters can include appendices. These appendices generally contain forms, charts, instructions, or additional information helpful in implementing chapter procedures. A chapter with more than one appendix has an “Appendices Listing” page that lists the appendices in numerical order.

### **1025.20—Bulletins**

Bulletin releases after August 13, 2013, will no longer be affixed with the Fiscal Service Commissioner's signature.

TFM bulletins:

- Are numbered sequentially by the fiscal year of issue (for example, TFM Volume I, Bulletin No. 2015-01, refers to the first bulletin released in Fiscal Year 2015);
- Have retention dates that prescribe the bulletin's anticipated retention period;
- Provide notice of immediately effective changes to instructions or requirements that are intended to be codified later into a TFM chapter;
- List superseded or rescinded material; and
- Include the Fiscal Service Commissioner's signature for releases prior to the advent of the new TFM system on August 13, 2013.

Users may access TFM bulletins on the [Bulletins](#) page.

### **1025.20a—Inquiries**

Each bulletin includes an Inquiries paragraph that lists the area with ownership responsibility for the bulletin. For questions regarding a TFM bulletin, users should contact the responsible area listed in the Inquiries paragraph.

### **1025.20b—Attachments**

Bulletins can include attachments. These attachments generally contain forms, charts, or additional instructions.

### **1025.30—Announcements**

TFM announcements:

- Are identified with an “A” and are numbered sequentially by the fiscal year of issue (for example, A-2015-01 refers to the first announcement released in Fiscal Year 2015);
- Contain information of a one-time, temporary nature, such as conference and training schedules, special events, or opening and closing dates for reporting requirements;
- Generally are not codified into a TFM chapter; and
- Include the contact information for the responsible area.

Users may access TFM announcements on the [Announcements](#) page.

For questions regarding a TFM announcement, users should contact the responsible area listed in the Inquiries paragraph.

### **1025.40—Supplements**

TFM supplements include detailed instructions, worksheets, and guidelines for financial reporting and accounting procedures. They are extensions of the TFM. Supplements cover such areas as cash management, credit administration, and the U.S. Government Standard General Ledger.

For a listing of the TFM supplements, see Appendix 1 to TFM Volume I, Part 1, Chapter 1000, or visit our [Supplements](#) page.

### **Section 1030—Electronic Forms**

In compliance with the Government Paperwork Elimination Act requirement that federal agencies provide electronic options for transactions with the government, Fiscal Service has done the following:

- Created electronic formats for data submissions to and transactions with Treasury; and
- Supported a business environment where electronic processes are becoming more common.

Fiscal Service has developed a website for [commonly requested forms](#) that includes some Fiscal Service produced forms to support products and services. Unless exempted by law or Fiscal Service, all departments and agencies use standard accounting and reporting forms and related procedures, including those the Government Accountability Office has prescribed.

### **Section 1035—Subject Matter Expert Contact Information**

TFM releases include subject matter expert contact information on the “Contacts” page for chapters, or in the “Inquiries” paragraph for bulletins and announcements. TFM users should contact the subject matter expert, per the point of contact information, for questions concerning the TFM release content or for further assistance.

### **Section 1040—Assistant Commissioner Area TFM Coordinators**

Assistant Commissioner (AC) Area TFM Coordinators are the primary points of contact within each Fiscal Service AC area for TFM releases. They coordinate TFM release updates, certifications, and rescissions; as well as the publication of new TFM releases.

### **Section 1045—TFM Staff Members**

The TFM staff members edit, rewrite, and format TFM releases. In addition, they maintain the TFM website. They are not subject matter experts on the information or guidance presented in TFM releases.

### **Section 1050—Subscribing to the Automatic Email Notification for TFM Updates**

Users may subscribe to the [automatic email notification service](#) for TFM updates. The automatic email notifies users of a TFM update and also provides a link to the updated TFM release.

### **Contacts**

*Direct inquiries concerning this chapter to:*

Email: [tfm@fiscal.treasury.gov](mailto:tfm@fiscal.treasury.gov)