Complete the following forms and agreements to qualify your institution as a paying agent and to select optional services according to your needs. The forms are supplied with this booklet or available online as specified. If you need assistance completing the forms, and to review your options, please contact the TRS site. When you have completed the appropriate forms, make a photocopy of each document for your records and mail the original forms and this checklist to the TRS site.

☐ **Agent Profile Form (FA F 600)**

Complete this form to provide information about your institution.

- Provide the information needed to order your paid stamp.
- Supply delivery instructions for supplies.
- Select your desired bond-pricing software options.

☐ **Paying Agent Application Agreement (PD F 3880)**

Complete this agreement to qualify as a paying agent to redeem Series A - E/EE/I savings bonds, savings notes, and savings stamps.

- An authorized official of your institution must sign this form.
- Affix your institution’s official seal to the form.

☐ **Application – Agreement to Qualify Under Department of the Treasury Circular No. 888, as Revised and Amended (PD F 3902)**

Complete this agreement to qualify your institution to specially endorse Series E/EE/I savings bonds or notes for redemption under the provisions of Department Circular 888. This endorsement allows a bond or note to be paid without the owner’s signature.

- An authorized official of your institution must sign this form.
- Affix your institution’s official seal to the form.

Revised Jan 2013