



# NEW AGENT SETUP: QUALIFICATION CHECKLIST

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.