



Treasury Financial Manual

Transmittal Letter No. 1

Volume III

To: Depositories and Financial Agents of the Government

1. Purpose

This transmittal letter releases a new chapter, III TFM 1-1000: Purpose and Plan of Volume III of the Treasury Financial Manual (TFM). This chapter guides financial institutions designated by Treasury to act as depositories and financial agents of the Government.

2. Page Changes

Remove

Insert

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III TFM 1-1000

3. Effective Date

This transmittal letter is effective immediately.

4. Inquiries

Direct questions concerning this transmittal letter to:

TFM Coordinator
Revenue Collections Management
Financial Management Service
Department of the Treasury
401 14th Street SW.
Washington, DC 20227
Telephone: 202-874-9592

Date: December 27, 2012

David A. Lebryk
Commissioner

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Part 1 – Chapter 1000

Purpose and Plan of Volume III of the Treasury Financial Manual (TFM)

Volume III guides financial institutions designated by Treasury to act as depositaries and financial agents of the Government.

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.

Part 2 of Volume III provides guidance that is specific to domestic depositaries and financial agents. Part 3 of Volume III provides guidance that is specific to depositaries and financial agents in foreign countries, U.S. Territories, or insular possessions. Part 4 of Volume III guides depositaries and financial agents that participate in the Treasury Investment Program.

Section 1015—Authority

See, *inter alia*, 12 U.S.C. 90, 265, 266; 31 U.S.C. 301, 306, 321, 323; 31 U.S.C. Chapters 31, 33, 35, and 37.

Section 1020—Types of TFM Releases

The TFM is comprised of the following types of releases:

- Chapters (often accompanied by appendices);
- Bulletins;

- Announcements;
AND
- Supplements.

Refer to Volume I, Part 1, Chapter 1000, Section 1025, for descriptions of the types of TFM releases.

Section 1025—Electronic Forms

The Government Paperwork Elimination Act (GPEA), Public Law 105-277, Title XVII, requires Federal agencies to allow individuals or entities that deal with the agencies the option to submit information or transact with the agency electronically, when practicable, and to maintain records electronically, when practicable. Consistent with the GPEA requirement that Federal agencies provide electronic options for transactions with the Government and other authorities, the Financial Management Service (FMS) has done the following:

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

FMS has developed a Web site at <http://www.fms.treas.gov/forms.html> that includes some FMS-produced forms to support products and services. Unless

exempted, all departments and agencies use standard accounting and reporting forms and related procedures, including those the Government Accountability Office has prescribed.

Section 1030—Contact Information

TFM releases include either subject matter expert or TFM Coordinator 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 or the TFM Coordinator, per the point of contact information, for questions concerning the TFM release content or for further assistance.

Section 1035—Subscribing to the Automatic Email Notification for TFM Updates

Users may subscribe to the automatic email notification system for TFM updates at the following link: <http://fms.treas.gov/scripts/subscription>. The automatic email notifies users of a TFM update and also provides a link to the updated TFM release.

Contacts

Direct questions regarding this chapter to:

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TREASURY FINANCIAL MANUAL

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