



Employee Information for TEPAC Payroll Deductions

The attached authorization is voluntarily made on the specific understanding that the signing of the authorization and the making of payments to TEPAC are not conditions of membership in the National Treasury Employees Union (NTEU) or of employment by my employer; is not a part of union dues; and that TEPAC will use the money it receives to make political contributions and expenditures in connection with federal elections and addressing the political issues of public importance, as permitted by law. I understand that the contributions or gifts to TEPAC are not deductible for federal income tax purposes. I understand that this authorization shall remain in full force and effect until revoked in writing by me.

SIGNATURE	DATE
AGENCY	OCCUPATION
SOCIAL SECURITY NUMBER	NTEU CHAPTER NUMBER

Instructions for completing your SF 1199A (on the back of this page)

Completing Section 1:

- A. Enter your name, address and phone number
 - C. Enter your Social Security number
 - G. Enter amount to deduct (see instructions below)
- Sign and date under payee/joint payee certification

Completing Section 2:

Enter agency name

If you would like to increase your TEPAC allotment, simply complete the SF 1199 A as if you are signing up for the first time. For example: if you currently give \$2 and want to give \$4, write \$4 in Box G

For Box G: Agencies differ in regards to what information they require in Box G for processing. Some require a monthly amount while others require a “per pay period” amount. Please locate your agency below to determine which you should list.

Per Pay Period Amount	DOE	OCC	Monthly Amount	ATF
	EPA	ODAR		BEP
	FDA	SEC		BPD
	FDIC	TTB		CBP
	HHS (all divisions)			FCC
	NCUA			FMS
	NPS			IRS
	NRC			PTO
				USDA (all divisions)

BURDEN ESTIMATE STATEMENT

The estimated average burden associated with this collection of information is 10 minutes per respondent or record-keeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property & Supply Section, Room B-101, 3700 East-West Highway, Hyattsville, MD 20782 or the Office of Management and Budget, Paperwork Reduction Project (1510-0007), Washington, D.C. 20503.

PLEASE READ THIS CAREFULLY

All information on this form, including the individual claim number, is required under 31 USC 3322, 31 CFR 209 and/or 210. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent. Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the Direct Deposit/Electronic Funds Transfer Program.

INFORMATION FOUND ON CHECKS

Most of the information needed to complete boxes A, C, and F in Section 1 is printed on your government check:

- (A) Be sure that the payee's name is written exactly as it appears on the check. Be sure current address is shown.
- (C) Claim numbers and suffixes are printed here on checks beneath the date for the type of payment shown here. Check the Green Book for the location of prefixes and suffixes for other types of payments.
- (F) Type of payment is printed to the left of the amount.

United States Treasury 15-51 000
Check No. 0000 - 4157815
AUSTIN, TEXAS
Month Day Year
08 31 84
Pay to the order of
29-693-775-00 C
JOHN DOE
123 BRISTOL STREET
HAWKINS BRANCH, TX 76543
28 28
VA COMP
DOLLARS CTS
\$ **** 100 ** 00
NOT NEGOTIABLE
@0000005186 041571926

SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS

Joint account holders should immediately advise both the Government agency and the financial institution of the death of a beneficiary. Funds deposited after the date of death or ineligibility, except for salary payments, are to be returned to the Government agency. The Government agency will then make a determination regarding survivor rights, calculate survivor benefit payments, if any, and begin payments.

CANCELLATION

The agreement represented by this authorization remains in effect until canceled by the recipient by notice to the Federal agency or by the death or legal incapacity of the recipient. Upon cancellation by the recipient, the recipient should notify the receiving financial institution that he/she is doing so.

The agreement represented by this authorization may be cancelled by the financial institution by providing the recipient a written notice 30 days in advance of the cancellation date. The recipient must immediately advise the Federal agency if the authorization is cancelled by the financial institution. The financial institution cannot cancel the authorization by advice to the Government agency.

CHANGING RECEIVING FINANCIAL INSTITUTIONS

The payee's Direct Deposit will continue to be received by the selected financial institution until the Government agency is notified by the payee that the payee wishes to change the financial institution receiving the Direct Deposit. To effect this change, the payee will complete the new SF 1199A at the newly selected financial institution. It is recommended that the payee maintain accounts at both financial institutions until the transition is complete, i.e. after the new financial institution receives the payee's Direct Deposit payment.

FALSE STATEMENTS OR FRAUDULENT CLAIMS

Federal law provides a fine of not more than \$10,000 or imprisonment for not more than five (5) years or both for presenting a false statement or making a fraudulent claim.