

SIGNATURE SPECIMEN SUBMISSION FORM



Date Completed: _____ Effective Date: _____

SECTION I – DESIGNATION OR REVOCATION

In accordance with the authority vested in me as an authorizing official of the Non-Treasury Disbursing Office listed below, I hereby designate to the individual whose name, title, and signature samples appear below, the authority to act as a Disbursing Officer for the following Agency Location Code (ALC): _____

TYPE OF ACTION: [CHECK ONE]

Original Designation

Re-Designation

Revocation

SECTION II – DESIGNEE

Full Legal Name: First: _____ Middle: _____ Last: _____

Agency: _____ Title: _____

Bureau: _____ Phone: _____

Division: _____ Email: _____

SECTION III – SIGNATURE SAMPLES OF DESIGNEE [Designee must sign within all 10 boxes in BLACK INK]

Ink	Ink
Ink	Ink
Ink	Ink
Ink	Ink
Ink	Ink

SECTION IV – REVOCATIONS

Is a Facsimile Signature used for Disbursing Officer in Section II? Yes No

If Yes, Date of Destruction: _____ Initials Confirming Destruction: _____

SECTION V – DESIGNATOR SIGNATURE [Designator must sign within the box in BLACK INK]

Ink	Title: _____
	Phone: _____
	Email: _____
	Agency: _____
	Bureau: _____
	Division: _____

Full Legal Name: _____

Return Address: _____

SECTION VI – TO BE COMPLETED BY THE FISCAL SERVICE

Verified Date: _____ Verified By: _____

INSTRUCTIONS FOR FS FORM 3023

1. This form is used to identify the accredited official for disbursing operations at a Non-Treasury Disbursed Office. The form must be submitted to the Bureau of the Fiscal Service.
2. For "Effective Date," enter the date that the delegation is to become effective. The actual effective date will be the latter of the requested effective date, or the date the delegation is accepted by Fiscal Service.
3. Only one individual may be designated or revoked authority per form.
4. Completed forms should be mailed to:
DEPARTMENT OF THE TREASURY
BUREAU OF THE FISCAL SERVICE
PHILADELPHIA FINANCIAL CENTER
ATTENTION: ACCOUNTING
P.O. BOX 603
BENSALEM, PA 19020

SECTION I

- Check the appropriate box for "Type of Action." Only one block may be checked.
 - Check "Original Designation" for new designations.
 - Check "Re-Designation" for renewals of existing delegations.
 - Check "Revocation" to revoke all authority that was originally delegated. If partial authority is to be retained from the original delegation, a new form FS Form 3023 must be submitted delegating that authority again.

SECTION II

- Enter the full Legal Name of the Designee.

SECTION III

- Designee must sign within all 10 boxes.
- All signatures must be handwritten originals.
- All signatures must be clearly legible in **BLACK INK** for reproduction purposes.
- Designee must sign in the same manner as he/she will be using on future documents to be submitted to Fiscal Service. A new FS Form 3023 with updated signature samples must be submitted if a substantial change in the form of the Designee's signature occurs.

SECTION IV

- This section is to be completed for Revocations only.
- Authorized Officer should indicate if a facsimile signature was in use for disbursing officer identified in Section II, and if yes, provide the date of the facsimile signature destruction and their initials confirming destruction.

SECTION V

- Authorized officers who sign this form are self-certifying that they hold the appropriate authorized officer position to make this designation.
- FS Form 3023 must be signed in this section by an authorized officer, whose authority will be substantiated by Fiscal Service prior to processing of the action requested in Section I.
- Signature must be within the box, clear and legible, using **BLACK INK**.
- Must include the return address of the authorized officer signing in Section V.

SECTION VI

- A verified copy of FS Form 3023 will be returned directly to the authorizing officer, at the address specified in Section V.
- Authorized officers are cautioned to review a verified copy to ensure that no changes to FS Form 3023 have occurred between when the form was signed and when it was accepted by Fiscal Service.

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301 and 31 U.S.C. 3321, 3325, authorize the collection of this information.

PURPOSE: These records are collected to allow Federal agencies to authorize the designation of those individuals appointed to serve in disbursing roles, and to allow Fiscal Service to maintain records of such appointments, records of any subsequent revocations or renewals in those roles, and document the authority of the disbursing actions taken by those individuals in execution of their roles.

ROUTINE USES: These records may be used by Fiscal Service Payment Management employees to verify the authority of the heads of agencies sending these forms, received to designate, revoke, and renew individuals appointed to serve in disbursing roles, and to authorize those designations. Additionally, this information may be provided to appropriate Federal agencies responsible for investigating or prosecuting the violations of, or for enforcing or implementing, a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

DISCLOSURE: Furnishing this information is voluntary; however, failure to provide the requested information may result in not being considered for a specific disbursement-related function.