

Treasury General Account (TGA) Routing Transit Number (RTN)
Official Authorization List (OAL) Form
for Non-Treasury Disbursing Offices (NTDOS)



The purpose of the form is to designate authorized NTDO individuals to transact day-to-day business and issue related instructions with the Federal Reserve for the specified RTNs listed on this OAL form, as approved by the Fiscal Service.

To the Federal Reserve Banks: The Commissioner of the Bureau of the Fiscal Service has (i) delegated authority to certain Fiscal Service officials to designate specific RTNs within the accounting structure of the TGA that are authorized for use by NTDOs that possess delegated or independent authority to disburse funds from the TGA, and (ii) authorized the Reserve Banks to accept and rely upon OALs signed by NTDO disbursing officers, following their review and approval by the Fiscal Service.

I. General NTDO Information

(1) Agency and Bureau/Component	(2) Requested Effective Date
(3) Location (City, State)	(4) Action Requested

II. Individuals Authorized by NTDO Disbursing Officer

Below are the name(s), title(s), and signature(s) of the individual(s) authorized by the below NTDO Disbursing Officer (in Section IV of this OAL form) to transact day-to-day business and issue related instructions (as well as execute agreements with prior notification to and email approval from the Fiscal Service point of contact (POC) listed below) in connection with any RTN on the list of NTDO RTNs in Section III of this form.

	(5) Name & Title	(6) Telephone & Email	(7) Limitations to Authority (Optional)	(8) Signature
(a)				
(b)				
(c)				
(d)				
(e)				

III. List of RTNs Assigned by the Fiscal Service

In accordance with the Fiscal Service Commissioner's authorization letter, the RTNs on this list must have been designated by the Fiscal Service for use by the identified NTDO (in Section I of this OAL form). The Assistant Commissioner and Deputy Assistant Commissioner for Disbursing and Debt Management each currently has authority to make and modify NTDO RTN designations.

	(A) RTN	(B) Treasury-Assigned Name/Purpose	(C) ALC		(A) RTN	(B) Treasury-Assigned Name/Purpose	(C) ALC
1)				11)			
2)				12)			
3)				13)			
4)				14)			
5)				15)			
6)				16)			
7)				17)			
8)				18)			
9)				19)			
10)				20)			

IV. Identification and Signature of Authorized Signing NTDO Disbursing Officer			
(9) Name	(11) Physical or Mailing Address	(14) *Signature	
(10) Title			
(12) Telephone	(13) Email		
<i>*I declare under penalty of perjury that the foregoing is true and correct. The signer above hereby affirms that all RTNs on the list in Section III have been designated by the Fiscal Service for use by the NTDO identified above, as those designations may be revised from time to time upon the written authorization of a Fiscal Service official authorized to designate or modify NTDO RTNs and subsequent notice by email to the Fiscal Service POC listed below.</i>			

V. NTDO Affirming Official Signature	
(15) Name	(17) *Signature
(16) Title	
<i>*I hereby affirm that the above-listed individual in Section IV is an NTDO Disbursing Officer as of the effective date of this form and is authorized to submit OALs in that capacity.</i>	

E-Mailing Instructions	<p>The NTDO must email each properly completed and electronically signed OAL for review and approval to: OALForms.PolicyandOversight@fiscal.treasury.gov and to the Fiscal Service POC listed in section VII of the form</p> <p>Note 1: This form must include signatures in all signature blocks.</p> <p>Note 2: For any issues in electronically signing and emailing this form, please use the email address provided here to contact the Fiscal Service Policy and Oversight Division or contact the POC in Section VII.</p>
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VI. Fiscal Service Approval	
(18) Name of Disbursing and Debt Management Official	(20) Signature
(19) Title	

VII. Fiscal Service Point of Contact (POC)			
<i>Below is the contact information of the Fiscal Service POC who must be notified by the Federal Reserve Bank or the NTDO whenever there is a request for a change to the status of any RTN listed in Section III of this OAL.</i>			
(21) Name	(22) Title	(23) Telephone	(24) Email Address

Instructions for completing

Treasury General Account (TGA) Routing Transit Number (RTN)

Official Authorization List (OAL) Form

for Non-Treasury Disbursing Offices (NTDOS) only

The content below provides information for completing the TGA RTN OAL form for use by Non-Treasury Disbursing Offices (NTDOs). Any changes to the OAL form or these related instructions require the express approval of both the Fiscal Service and the RTNO at the Federal Reserve Bank of St. Louis. For further background on OAL forms, see the policy prescribed in the Treasury Financial Manual (TFM), I TFM 4A Section 4025.10, and subsections 4025.10a and 4025.10b.

A. Who should complete the TGA RTN OAL form for NTDOs?

The OAL form should be completed by a Non-Treasury Disbursing Office (NTDO), to include:

- ◆ a disbursing officer (or the equivalent of that title that has accountability for disbursements being made by the FRB on its behalf),
- ◆ the supervisor of the disbursing officer
- ◆ those individuals being authorized to transact business for each of the Federal Reserve services that the NTDO accesses using the specified RTNs.

B. When to complete the TGA RTN OAL form for NTDOs?

The OAL form should be completed when:

- ◆ the NTDO has received approval and a blank OAL form to establish RTNs for its use, from the Fiscal Service's Policy and Oversight Division Director (that serves as the Point of Contact (POC) for OAL forms for NTDOs)
- ◆ any individual authorized by the NTDO Disbursing Officer on an OAL form needs to be added or removed
Note: If the new OAL form is to supersede the existing OAL form, then the new OAL form must include all existing authorized RTNs, both those that are on the current OAL form and any additional RTNs that were added through subsequent Fiscal Service update letters sent to the FRB (see TFM subsection 4025.10a); otherwise those RTNs added through update letters will no longer have authorized signers.
- ◆ the emailed request from Fiscal Service sent to all NTDO disbursing officers during its OAL renewal process (every other fiscal year starting in October 2021) is received, ONLY if OAL changes are needed at that time
Note: If no changes are necessary, the disbursing officer must email the standard letter stating such. This standard letter will be attached to the email sent from Fiscal Service. (See TFM subsection 4025.10b).

C. How to complete the TGA RTN OAL form for NTDOs?

The TGA RTN OAL form for NTDOs is broken into seven sections, shown as roman numerals I – VII.

NTDOs must complete the first five sections of the OAL form (I – V). (Fiscal Service will complete the last two sections, VI and VII).

I. General NTDO Information		
Field #	Field Name	Field Description
1	Agency and Bureau/Component	specific parent agency and, as applicable, the bureau or component of that agency of which the NTDO is a part
2	Requested Effective Date	date on which the OAL is requested to be effective
3	Location (City, State)	location (city and state) of the NTDO to which the OAL relates
4	Action Requested	indicate whether the list supersedes or appends to a previously submitted OAL by selecting: - "Supersede – Yes" – the OAL previously submitted for the same NTDO will be taken out of the records. - "Supersede – No (Append)" – the OAL previously submitted for the same NTDO will also remain in effect.

II. Individuals Authorized by NTDO Disbursing Officer		
<u>Note 1:</u> It is not necessary to list all individuals who will be contacting or dealing with the Reserve Banks on the OAL. What is important is that you identify at least one or two individuals who are authorized to transact business for each of the Federal Reserve services that the NTDO accesses using the specified RTNs.		
<u>Note 2:</u> Many Federal Reserve services require service-specific forms or agreements to be signed (for example, the FedACH Participation Agreement or the FedLine End User Authorization Contact (EUAC) Designation and Authorization Form). These specialized forms can only be signed by an individual who is authorized on the applicable OAL, and will only be accepted by the Federal Reserve upon receipt of the email approval of the listed Fiscal Service POC.		
<u>Note 3:</u> Limitations on dollar amounts or volume of transactions will NOT be accepted.		
Field #	Field Name	Field Description
5	Name and Title	printed name and title of each authorized individual, which may include the signer of the OAL himself or herself if desired, that is authorized to transact business for each of the Federal Reserve services that the NTDO accesses using the specified RTNs
6	Telephone and Email	telephone number and email for each authorized individual listed in field 5
7	Limitations to Authority (optional)	limitation imposed on the authorized individual. For example, an individual limited to "check and ACH services only" will be authorized to sign documents related to FedLine access channels for purposes of accessing check and ACH services.
8	Signature	signature for each authorized individual listed in field 5

III. List of RTNs Assigned by the Fiscal Service

Note 1: The Fiscal Service will confirm these NTDO RTN designations to the Federal Reserve as part of the periodic TGA RTN certification or change management process, and will communicate any changes or additions to the assigned categories to the TGA Routing Transit Number Oversight (RTNO) function of the Federal Reserve Bank of St. Louis.

Note 2: As noted on the OAL form, the list of RTNs in Section III of each OAL may be amended from time to time without requiring a new OAL to be executed, as long as the Assistant Commissioner (AC) or Deputy Assistant Commissioner (DAC) for Disbursing and Debt Management within the Fiscal Service has expressly instructed the RTNO in writing to amend the list. Any amendments to the list, including the related written authorization of the Fiscal Service AC or Deputy AC, must be appended to the copy of the OAL that is retained in the Reserve Banks' accounting systems.

Field #	Field Name	Field Description
A	RTN	the nine-digit number of each monetary or non-monetary RTN that the Fiscal Service has designated for use by the identified NTDO
B	Treasury Assigned Name/Purpose	the name/purpose for each RTN listed in field A (to be limited to 35 characters)
C	ALC (Agency Location Code)	the agency location code associated with the transactions being made using the RTN listed in field A

IV. Authorized NTDO Disbursing Officer Identification and Signature

Note 1: NTDO Disbursing Officers may sign and submit OALs only if the Treasury Department's Bureau of the Fiscal Service has designated one or more TGA RTNs for use by the NTDO, in accordance with authorization granted by the Fiscal Service Commissioner.

Note 2: The signer must hold the title of "Disbursing Officer" or its equivalent (that has accountability for disbursements being made by the Federal Reserve on its behalf) in order to be eligible to sign the form.

Field #	Field Name	Field Description
9	Name	name of the signer of the OAL
10	Title	title of the signer of the OAL
11	Physical or Mailing Address	physical or mailing address of the signer of the OAL
12	Telephone	telephone number of the signer of the OAL
13	Email	Email of the signer of the OAL
14	*Signature	signature of the NTDO Disbursing Officer listed in field 9

V. NTDO Affirming Official Signature

Field #	Field Name	Field Description
15	Name	name of the affirming official that is certifying that the NTDO Disbursing Officer (section IV) holds the title of NTDO Disbursing Officer or its equivalent as of the Effective Date of the form and is authorized to submit OALs in that capacity The Affirming Official must be in a supervisory capacity to the Disbursing Officer (e.g., the individual responsible for designating the NTDO Disbursing Officer as a disbursing officer, or someone higher in the organization's hierarchy).
16	Title	title of the affirming official listed in field 15
17	*Signature	signature of the NTDO Affirming Official named in field 15

D. NTDO emailing of the completed OAL form to Fiscal Service

The NTDO must email each properly completed and electronically signed OAL for review and approval to:

OALForms.PolicyandOversight@Fiscal.Treasury.gov and to the Fiscal Service POC listed in section VII of the form

Note 1: This form must include signatures in all signature blocks.

Note 2: For any issues in electronically signing and emailing this form, please use the email address provided here to contact the Fiscal Service Policy and Oversight Division or contact the POC in Section VII.

E. Fiscal Service OAL form approval process and Federal Reserve OAL form maintenance

If the OAL is approved, the Fiscal Service will countersign the form in Section VI/fields 20. All NTDO OALs approved by the Fiscal Service will be transmitted to the TGA Routing Transit Number Oversight (RTNO) function of the Federal Reserve Bank of St. Louis. The RTNO function will process and file each OAL and its related RTN listing in accordance with internal Federal Reserve accounting policies, which will include making copies of each active OAL available to each Reserve Bank involved in processing or servicing TGA activity.