

A Billing Address Code (BAC) is a unique identifier assigned by the U.S. Government Publishing Office (GPO). It is a 6-digit code that identifies a particular agency and bureau/office within that agency. The BAC also provides information regarding the method of payment. To request a new GPO Billing Address Code (BAC), complete the Billing Address Code (BAC) Request, GPO Form 4046 as follows:

Method of Payment

Indicate which method of payment, either IPAC or Non-IPAC, will be used to pay invoices charged to the new BAC.

- **IPAC** — IPAC payments are the transfer of funds from the customer agency to GPO through the U.S. Treasury's Intergovernmental Payment and Collections (IPAC) system. If using IPAC payments, enter the Agency Location Code (ALC) in the box provided.
- **Non-IPAC** — Indicate which method of payment, either check or credit card, will be used to pay invoices charged to the new BAC.

Note: GPO also offers Deposit Account as a method of payment for printing and binding invoices. To establish a new Deposit Account, complete and submit a Deposit Account (Printing and Binding), GPO Form 4045. For more information on Deposit Account, go to <https://financialdocuments.gpo.gov>. For GPO Form 4045, go to <https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/depositaccountform.pdf>.

Required for IPAC Billing

- **Agency Location Code (ALC)** — Enter the 8-digit Agency Location Code (ALC) if the method of payment will be IPAC. An ALC is an identifier assigned by Treasury for reporting purposes. The first 2 digits of the 8-digit ALC identify the department or agency, the third and fourth digits identify the particular bureau within the department, and the remaining 4 digits identify the particular agency account section within that bureau. An ALC is required for all IPAC transactions. Without the ALC, an IPAC transaction cannot be processed. If unknown, the ALC can be acquired from the agency's finance or budget office.
- **Treasury Account Symbol (TAS)** — Enter the agency's Treasury Account Symbol (TAS) if the method of payment will be IPAC. The TAS is an identification code assigned by Treasury, in collaboration with OMB and the owner agency, to an individual appropriation, receipt, or other fund account. If unknown, the TAS can be acquired from the agency's finance or budget office.
- **Business Event Type Code (BETC)** — Enter the 8-character Business Event Type Code (BETC) if the method of payment will be IPAC. A BETC is an 8-character code used in the Central Accounting Reporting System to indicate the type of activity being reported, such as payment, collection, etc. It must accompany the TAS and the dollar amounts in order to classify the transaction against the fund balance with Treasury. If unknown, the BETC can be acquired from the agency's finance or budget office.

Agency Requestor's Information

- **Name** — Enter the name of the individual requesting the new BAC.
- **Department or Government Establishment** — Enter the name of the department, government agency, or establishment requesting the new BAC.
- **Bureau/Office** — Enter the specific bureau or office associated with the department, government agency, or establishment.
- **Address** — Enter the complete mailing address, including the zip code and appropriate mail stops, of the agency/bureau requesting the new BAC.
- **Phone** — Enter the phone number, including any extensions, of the individual requesting the new BAC.
- **Fax** — Enter the fax number of the individual requesting the new BAC.
- **Email** — Enter the email address of the individual requesting the new BAC.

Agency Finance Point-Of-Contact Information

- **Name** — Enter the name of the individual located in the agency's finance office who GPO may contact for additional information.
- **Address** — Enter the mailing address of where the finance point-of-contact person is located.
- **Phone** — Enter the phone number, including any extensions, of the finance point-of-contact person.
- **Fax** — Enter the fax number of the finance point-of-contact person.
- **Email** — Enter the email address of the finance point-of-contact person.

Required if Requesting Agency Requires a LOA

This section is to provide information that an agency requires GPO to include on its invoices in order to reconcile their bills from GPO allowing payment to be made in a timely manner.

- **Line of Accounting (LOA)** — The Line of Accounting (LOA) is an identification code assigned by the agency doing business with GPO. It provides reference information to the agency's original obligating document and is used to verify that billings are properly charged. LOA is a variable length, alpha-numeric code. For a list of agencies that require an LOA, go to <https://www.gpo.gov/docs/default-source/finance-options-pdf-files/sf1-loa.pdf>.

Additional Information

Provide any additional information, such as a second Line of Accounting, which is pertinent to the request for a new BAC.

Authorizing Signature

- **Authorizing Signature** — The GPO Form 4046 must be signed by the individual who is authorized by the agency to request a new BAC.
- **Note:** GPO does not accept digital signatures at this time.
- **Title** — Enter the title of the individual whose signature is authorizing the form.
- **Date** — Enter the date the form is signed.

Submit the completed and signed form by emailing a digital scan to the Commercial Billing Section at requestnewbac@gpo.gov.

Note: If unable to submit form electronically, please fax completed form to your National Account Manager (NAM) for submission to the Commercial Billing organizational mailbox.

Once the new BAC is established, GPO Commercial Billing Section will contact the agency within 3 business days with the necessary information to begin using the new GPO BAC for all their printing needs.