

**Circular Letter No. 1144****November 8, 2024****To:**  
Printing and Publishing Officials of the  
Federal Government**Subject:**  
GPO recommends that our customer  
agencies prepare their Legacy Deposit  
Accounts for the transition into  
G-Invoicing (GINV)

Per Fiscal Services guidelines, all IPAC transactions must be completed by September 30, 2025. In preparation for this event, GPO recommends that our customer agencies prepare their Legacy Deposit Accounts for the transition into G-Invoicing (GINV). As of October 1, 2025, Treasury will require all agencies to be in GINV.

In accordance with Treasury guidelines, funds remaining in Legacy Deposit Accounts cannot be automatically transferred to GINV Deposit Accounts. Prior to October 1, 2025, any remaining funds should be requested through a refund. Your agency policies may allow remaining funds to be returned to your agency through IPAC and then returned to GPO through GINV processes.

**To ensure a smooth transition into GINV Deposit Accounts:**

1. Prepare your Legacy Deposit accounts for retirement:
  - a. Identify and review your agency's Legacy Deposit Accounts in the GPO Financial Document Repository (FDR).
  - b. Reconcile each account by confirming:
    - All deposits are recorded.
    - All jobs submitted to GPO have been invoiced against the account.
    - You agree with the account ending balance.

To assist with reconciliation, use the button at the bottom of the page to download the account information as a CSV or Excel file.



2. Establish GINV Deposit Accounts:

- a. Initiate a GT&C (7600A) in GINV that allows Advance Payments.
- b. Create an Advance Order (7600B) outlining funding information.
- c. Submit the **GPO Form 4045-GINV** to fund your GINV Deposit Account. The 4045-GINV is required to electronically approve the GINV Order and to complete Performance.

If you have any questions regarding the account reconciliation or the return of the remaining funds from Legacy Deposit Accounts, please email **depositaccount@gpo.gov**.

If you have any questions regarding GINV with GPO, please email **ginv@gpo.gov**.

Sincerely,

**TED PRIEBE**  
Managing Director,  
Customer Services

**WILLIAM L. BOESCH, JR.**  
Chief Financial Officer