



To request a new Deposit Account, replenish an existing Deposit Account, request a refund of an existing Deposit Account, or transfer funds from one Deposit Account to another, complete the Deposit Account (Printing and Binding), GPO Form 4045 as follows:

**Establishing a New Deposit Account**

Check this box to request a new Deposit Account and indicate the dollar amount of the deposit. If the new Deposit Account will be funded through the U.S. Treasury's Intergovernmental Payment and Collections (IPAC) system, include the Agency Location Code (ALC), the Treasury Account Symbol (TAS), and the Business Event Type Code (BETC).

**Note:** GPO will assign a new Billing Address Code (BAC) to be used for all transactions pertaining to the new account.

**Replenishing an Existing Deposit Account**

Check this box to replenish an existing Deposit Account. Provide the 6-digit BAC and the dollar amount of deposit. The replenishment request cannot be processed without a valid BAC.

**Refund Request on a Deposit Account**

Check this box to request a refund. Once all orders have cleared the Deposit Account, a refund may be requested for any unused funds. Provide the 6-digit BAC and the dollar amount of the requested refund. The refund request cannot be processed without a valid BAC.

**Transfer Request**

Check this box to transfer funds from one Deposit Account to another Deposit Account. Provide both the BAC of the account in which funds are being transferred from and the BAC in which the funds are being transferred to. Indicate the dollar amount of the transfer.

**For Department of Defense (DOD) Customers Only**

- **Special Note: DOD Only** — Must provide MORD/MIPR, DD Form 448 and Acceptance of MIPR, DD Form 448-2

For Department of Defense (DOD) customers only —

- Check the Attached Does Apply box if a "Miscellaneous Obligation Reimbursement Document (MORD)" or a "Military Interdepartmental Purchase Request (MIPR)" and the "Acceptance of MIPR" is being submitted with the request for either a new deposit account or the replenishment of an existing deposit account.
- Check the Does Not Apply box if your agency does not require the use of a MORD or a MIPR to fund a deposit account.

When completing Block 6 (The MIPR identified above is accepted and the items requested will be provided as follows) of the DD Form 448-2, "Acceptance of MIPR," GPO will check box "b" (All items will be procured by the direct citation of funds - Category II).

**Note:** Include only one action (establishment, replenishment, refund, or transfer) for each GPO Form 4045.

**Required for IPAC Funding**

- **Agency Location Code (ALC)** — Enter the 8-digit Agency Location Code (ALC) if the method of payment is 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. If unknown, the TAS can be acquired from the agency's finance or budget office. More information can be found here — [http://fms.treas.gov/cars/factsheet\\_tas.html](http://fms.treas.gov/cars/factsheet_tas.html).
- **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. More information can be found here - [http://fms.treas.gov/cars/factsheet\\_betc.html](http://fms.treas.gov/cars/factsheet_betc.html)

**Agency Requestor's Information**

- **Name** — Enter the name of the individual who is establishing a new Deposit Account, replenishing an existing Deposit Account, requesting a refund of an existing Deposit Account, or transferring funds from one Deposit Account to another Deposit Account.
- **Department or Government Establishment** — Enter the name of the department, government agency or establishment originating the request.
- **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 originating the request.
- **Phone** — Enter the phone number, including any extensions, of the individual originating the request.
- **Fax** — Enter the fax number of the individual originating the request.
- **Email** — Enter the email address of the individual originating the request.

**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 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 a customer 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 [www.gpo.gov/customers/sf1.htm](http://www.gpo.gov/customers/sf1.htm).



### **Additional Information**

Provide any additional information, such as a second Line of Accounting, which is pertinent to the request for establishing a new Deposit Account, replenishing an existing Deposit Account, requesting a refund of an existing Deposit Account, or transferring funds from one Deposit Account to another Deposit Account.

### **Authorizing Signature**

- **Authorizing Signature** — The GPO Form 4045 must be signed by the individual who is authorized to transfer funds in advance for the agency. Agency authorization must be on file at GPO. Go to [www.gpo.gov/customers/letters/841.htm](http://www.gpo.gov/customers/letters/841.htm) for further information.

**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.

If Deposit Account funding will be through IPAC, submit the completed and signed form by emailing a digital scan to the Accounts Receivable & Collections Office at [arc@gpo.gov](mailto:arc@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.

If Deposit Account funding will be by check, mail the completed form with the check, made payable to the **Director**, to:

U.S. Government Publishing Office  
732 North Capitol Street, NW.  
Room B-622, Disbursing Office  
Washington, DC 20401

Indicate "Deposit Account" and the BAC on the check.