

Treasury Retail Securities

NON-RECEIPT CLAIM WORKSHEET FOR PAYROLL SAVINGS BONDS

Please complete the following information to begin processing replacement bond(s) for your employee. The Federal Reserve Bank cannot process claims until 30 days have elapsed from the original issue date. Please gather the information below from your employee and fax it to **412-261-7948** or you may call and provide the information to one of our savings bond customer service representatives at **1-800-245-2804 Menu Option 4, then Option 2. (for company use only)**. You may also send this information by email to Savingbonds@clev.frb.org.

Company Name: _____

Company ID Number: _____ Location Code: _____

Contact Person: _____ Daytime Phone No.: _____ Fax: _____

Best Hours to Reach You: _____ Time Zone: _____

Number of Bonds Missing: _____

Bond Owner SSN: _____

Bond Owner Name: _____

Issue Date of the Bond: _____

Denomination: _____

Pay Period End Date: _____

If an employee received any bonds with the same month/year issue date, please list below the serial numbers that have been received. Multiple bonds issued on the same date may be mailed in one envelope. Please ensure the employee has opened the envelope and checked the contents.

Has the employee had a recent change of address? (Circle one): **No** **Yes**

List present address including ZIP Code below if different than that supplied on the payroll order:

Note: If the missing bond(s) were issued more than twelve months prior to the current date or were received by the employee and then misplaced, the bond owner(s) must complete a *Lost, Stolen, or Destroyed Bond Claim* (PD F 1048) and submit it directly to the Bureau of the Public Debt at the address listed on the form. The PD F 1048 form can be downloaded from www.treasurydirect.gov.