

## BOND WORKSHEET FOR SERIES "EE" AND SERIES "I" BONDS

|        |                         |                |
|--------|-------------------------|----------------|
| EMPLID | Name (Last, First, MI.) | Permanent Unit |
|--------|-------------------------|----------------|

**PURPOSE:** Use this form to start or stop a bond and to report a change of address to a bond. This worksheet serves as the supporting documentation for the SPO input process.

There are two types of bonds that members may have. Series "EE" bands are purchased at cost of half of the face value of the bond. Series "I" bonds are purchased at full face value of the bonds.

**Purpose of request:**     Start                       Stop                       Change of Address

|                                  |                                 |  |
|----------------------------------|---------------------------------|--|
| <b>Start Amount:</b>             | <b>Stop Amount:</b>             | <b>(Applies to Stops)</b><br><b>Enter # from</b> |
| <b>Month of First Deduction:</b> | <b>Month of Last Deduction:</b> | <b>LES:</b>                                      |
| <b>For payment dated:</b>        |                                 |  |

| <b>Frequency and Face Value of Series I Bond (Check one):</b>  | <b>Face Value of Bond</b>          | <b>Actual Monthly Deduction</b>  | <b>You Will Receive a Bond...</b>  |
|--|------------------------------------|--|--|
| <p><b>Annual Purchase Limit</b></p> <p>The annual limitation on purchases of United States Savings Bonds is \$5,000 per Social Security Number. The limit applies <b>separately</b> to Series EE and Series I savings bonds, and separately to bonds issued in paper or electronic form. An individual can buy a maximum of \$5,000 worth of electronic and paper bonds of each series in a single calendar year, or a total of \$20,000, in single ownership form. If paper bonds are issued in co-ownership form, the limit applies to the first-named co-owner. All limits are based on the issue price of the securities.</p> <p>The pay system does not automatically stop bond allotments based on annual purchase limits. <b>The member must submit a Stop Bond Allotment request to stop the payroll deduction</b></p> | <input type="checkbox"/> \$50.00   | <input type="checkbox"/> \$50.00<br><input type="checkbox"/> \$25.00<br><input type="checkbox"/> \$12.50     | every month (Frequency: M)<br>every 2 months (Frequency: B)<br>every 4 months (Frequency: T) |
|  | <input type="checkbox"/> \$75.00   | <input type="checkbox"/> \$75.00<br><input type="checkbox"/> \$37.50   | every month (Frequency: M)<br>every 2 months (Frequency: B)                                  |
|  | <input type="checkbox"/> \$100.00  | <input type="checkbox"/> \$100.00<br><input type="checkbox"/> \$50.00<br><input type="checkbox"/> \$25.00    | every month (Frequency: M)<br>every 2 months (Frequency: B)<br>every 4 months (Frequency: T) |
|  | <input type="checkbox"/> \$200.00  | <input type="checkbox"/> \$200.00<br><input type="checkbox"/> \$100.00<br><input type="checkbox"/> \$50.00   | every month (Frequency: M)<br>every 2 months (Frequency: B)<br>every 4 months (Frequency: T) |
|  | <input type="checkbox"/> \$500.00  | <input type="checkbox"/> \$500.00<br><input type="checkbox"/> \$250.00<br><input type="checkbox"/> \$125.00  | every month (Frequency: M)<br>every 2 months (Frequency: B)<br>every 4 months (Frequency: T) |
|  | <input type="checkbox"/> \$1000.00 | <input type="checkbox"/> \$1000.00<br><input type="checkbox"/> \$500.00<br><input type="checkbox"/> \$250.00 | every month (Frequency: M)<br>every 2 months (Frequency: B)<br>every 4 months (Frequency: T) |

| Frequency and Face Value of Series EE Bond (Check one): | Face Value of Bond                 | Actual Monthly Deduction   | You will Receive a Bond .....                   |
|---|------------------------------------|--|---|
| <input type="checkbox"/> \$100.00                       | <input type="checkbox"/> \$100.00  | <input type="checkbox"/> \$50.00<br><input type="checkbox"/> \$25.00<br><input type="checkbox"/> \$12.50   | every month<br>every 2 months<br>every 4 months |
| <input type="checkbox"/> \$200.00                       | <input type="checkbox"/> \$200.00  | <input type="checkbox"/> \$100.00  | every month                                     |
| <input type="checkbox"/> \$500.00                       | <input type="checkbox"/> \$500.00  | <input type="checkbox"/> \$250.00<br><input type="checkbox"/> \$125.00<br><input type="checkbox"/> \$62.50 | every month<br>every 2 months<br>every 4 months |
| <input type="checkbox"/> \$1000.00                      | <input type="checkbox"/> \$1000.00 | <input type="checkbox"/> \$500.00  | every month                                     |

|                                      |   |
|--------------------------------------|---|
| <b>Choose One</b>                    | Name and Social Security Number of Owner of Bond    |
|                                      | Name and Social Security of Co-Owner or Beneficiary |
| Co-Owner <input type="checkbox"/>    |   |
| Beneficiary <input type="checkbox"/> |   |

Address Where You Want the Bond Sent

|                               |
|-------------------------------|
| Street/Rural Route/P.O. Box   |
| City, State, 9-digit Zip Code |

**Privacy Act Statement**

In accordance with 5 USC section 552a(e)(3), the following information is provided to you when supplying personal information to the U.S. Coast Guard:

**AUTHORITY:** 37 U.S.C. 101 et seq; E.O. 9397, November 1943 (SSN).

**PRINCIPAL PURPOSES:** To permit starts, changes, or stops to bond allotments. To maintain a record of bond allotments and ensure starts, changes, and stops are in keeping with member's desires.

**ROUTINE USES:** Information may be disclosed to Congress; allottees; Secret Service; General Accounting Office; Federal, State, and local courts; U.S. Treasury; and to the Department of Justice in some cases for criminal prosecution, civil litigation, or investigative purposes.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information as well as the SSN may result in the member not being able to start, change, or stop bond allotments. The furnishing of SSNs is required by the regulations governing savings bonds, Department of Treasury Circular, Public Debt Series No. 3-80 (31 CFR 353). The numbers are used to maintain ownership records of the bonds. Other information requested by this form is also required under the above regulations to establish the rights, authority and/or entitlement of the signers. Failure to furnish any of the required information may prevent completion of the transaction.

|                            |                                 |                 |
|----------------------------|---------------------------------|-----------------|
| <b>Member's Signature:</b> | <b>SPO Use Only</b>             |                 |
|                            | Action Completed<br>Date: _____ | Initials: _____ |