

## SLGSafe® APPLICATION FOR INTERNET ACCESS

U.S. TREASURY SECURITIES  
STATE AND LOCAL GOVERNMENT SERIES



BUREAU OF THE  
**Fiscal Service**  
LEAD. TRANSFORM. DELIVER.

SLGSafe is a secure electronic commerce Internet site designed by the Bureau of the Fiscal Service to give customers the opportunity to manage their portfolios for U.S. Treasury Securities - State and Local Government Series (SLGS).

To apply for access, you must select one SLGSafe Access Administrator and a Back-up Access Administrator who are responsible for designating users, updating user information, and approving access in Fiscal Service's SailPoint application. Your Access Administrator must certify that all individuals are authorized to conduct SLGSafe transactions for the organization.

One SLGSafe Application needs to be completed for the users' organization's business address. Your Access Administrator must e-mail the Application to **Fiscal Service, at SLGS@fiscal.treasury.gov**. After Fiscal Service has approved the Application for Internet Access, the user will be granted access to SLGSafe.

You may also complete a SLGSafe Template Worksheet and e-mail it with your Application. The completed worksheet will be used to create a SLGSafe template so your information will automatically appear each time you subscribe for a new issue.

Users must agree to comply with 31 CFR Part 344, SLGSafe Application for Internet Access, and the SLGSafe Internet User's Guide, as well as legal and privacy notices.

The Access Administrator must keep a copy of this Application on file for a period of seven years and must make these documents available for examination by Fiscal Service upon request.

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## ORGANIZATION INFORMATION

Type of Organization

Bank

ABA Routing Number

State or Local Government Body

Taxpayer Identification Number

Other

Taxpayer Identification Number

Organization Name:

Business Address:

City:

State:

ZIP Code:

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SLGSafe ACCESS ADMINISTRATOR INFORMATION

SLGSafe Access Administrator's Name (*First, MI, Last*):

E-Mail:

Address:

City:

State:

ZIP Code:

Telephone:

Back-up SLGSafe Access Administrator's Name (*First, MI, Last*):

E-Mail:

Address:

City:

State:

ZIP Code:

Telephone:

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The Access Administrator certifies that pursuant to 31 CFR Part 344, the users they approve in Fiscal Service's SailPoint application are authorized by resolution or by-laws of the Board of Directors, or other official authorization, to submit SLGSafe transactions, on behalf of the organization. This authorization shall remain in effect until a written notice of change in said authorization is received by Fiscal Service.

Under penalty of perjury, I certify that the information provided on this Application is correct and that all users are authorized by the organization to sign for all SLGSafe transactions.

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**Access Administrator's Signature**

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**Backup Access Administrator's Signature**

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**Date**

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**FOR USE BY THE BUREAU OF THE FISCAL SERVICE**

**Approved and Processed By:** \_\_\_\_\_  
Signature and Date

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NOTICE UNDER THE PAPERWORK REDUCTION ACT

We estimate it will take you about 30 minutes to complete this form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. Any comments or suggestions regarding this form should be sent to the Bureau of the Fiscal Service, Forms Management Officer, Parkersburg, WV 26106-1328. DO NOT SEND completed form to this address; send to the e-mail address shown in the instructions.

# Form Instructions

This form is required in the following circumstances:

- For every new organization,
- New organization business address,
- Changes to existing organization's name and/or organization business address,
- New Administrators/Backup Administrators, and
- Change to Administrators/Backup Administrators.

Page one:

- Ensure that you have read and understand the requirements of gaining access to SLGSafe.
- Select the type of your organization and add the ABA or TIN and type if other is checked.
- Fill out the information for the business address for your organization. If you need to add users from different addresses, you need to complete a separate form for each address.

Page two:

- Provide information for access administrator including e-mail address. This is also the place to add a backup access administrator (not required but highly recommended).
- Sign and date the form (electronic signatures are acceptable).

**Fiscal Service will only accept e-mailed copies of this form to [SLGS@fiscal.treasury.gov](mailto:SLGS@fiscal.treasury.gov).**

Telephone Number: (304) 480-5299

Internet Address: <https://www.slgs.gov/>

E-Mail Address: [SLGS@fiscal.treasury.gov](mailto:SLGS@fiscal.treasury.gov)

Governing Regulations: 31 CFR Part 344