

Quick Reference Guide for SLGS

Special Investments Branch Contact Information

SIB Customer Service Line (304) 480-5299 (8am – 4:30pm EST)

Email slgs@fiscal.treasury.gov

Website: <https://www.slgs.gov/>

How can I deliver the SLGSafe Application forms?

Fiscal Service will only accept e-mailed copies of the forms at **SLGS@fiscal.treasury.gov**.

SLGSafe Application for Internet Access **Form 4144-5** and SLGSafe Template Worksheet Form **4144-7** must be submitted by your **Access Administrator**.

SLGSafe User Acknowledgement **Form 4144-6** can be submitted by either **the individual user or the Access Administrator**.

Changing a SLGSafe User Profile

A SLGSafe Administrator can make changes to the contact information of any of the organization's users with a SLGSafe application or with an email request. An individual SLGSafe user can make changes to the contact information in their own SLGSafe user profile with an email request.

A new application and user acknowledgment form is required for changes to a SLGSafe user's name, organization name, or organization TIN/ABA number.

Subscriptions

The minimal amount of information required to lock in a SLGS subscription is the issue amount, issue date, underlying bond issue information, owner name, and TIN.

The issue date cannot be more than sixty days in advance of the request date and must be on a business day.

The subscription lead time for Time and Demand SLGS purchases between \$1,000 to \$10,000,000 is 5 calendar days.

The subscription lead time for Time and Demand SLGS purchases above \$10,000,000 is 7 calendar days.

The aggregate principal amount originally specified in the subscription cannot be changed by more than 10 percent. Changes must be made by 3pm EST on the date of issue.

Failure to settle a SLGS subscription (by either cancellation or lack of funding) will render the owner ineligible to purchase SLGS for 6 months.

Settling a SLGS subscription late will result in a late interest charge and one-time late assessment fee of \$100.

The issuer must fix the maturity periods for Time Deposit securities as follows:

- certificates of indebtedness that do not bear interest, the issuer can fix a maturity period of not less than fifteen days and not more than one year.
- For certificates of indebtedness that bear interest, the issuer can fix a maturity period of not less than thirty days and not more than one year.
- For notes, the issuer can fix a maturity period of not less than one year and one day, and not more than ten years.
- For bonds, the issuer can fix a maturity period of not less than ten years and one day, and not more than forty years.

For each security on a subscription the interest rate must not exceed the maximum interest rate shown in the daily SLGS rate table.

The SLGS rate table is released to the public by 10 a.m., Eastern time, each business day at www.slgs.gov.

Redemptions

The redemption request for a Time Deposit must be received in SLGSafe no less than 14 days and no more than 60 days before the requested redemption date.

A request for early redemption of a security cannot be requested prior to issue, and a request may not be cancelled once it has been submitted.

The redemption lead time for a Time Deposit SLGS security subscribed on or after 8/15/05 is 14 calendar days.

The redemption lead time for a Time Deposit SLGS security subscribed before 8/15/05 is 10 calendar days.

The redemption lead time for a Demand Redemption of \$10 million or less is 1 business day prior to redemption date (prior to 3pm EST).

The redemption lead time for a Demand Redemption of more than \$10 million is 3 business days prior to redemption date (prior to 3pm EST).

The minimum time a security must be held before redeeming is:

- certificates of indebtedness that does not bear interest (with a life of 16-29 days) is 15 days.
- certificates of indebtedness (with a life of 30 days or more) is 25 days.
- Note or bond is 30 days.

Redemptions may be requested in any whole dollar amount for Time Deposit securities, or any amount for Demand Deposit securities. A security balance of less than \$1,000, for either security type, must be redeemed in total.

Making Changes to a Case

Some changes may be made to a case in SLG Safe after it is issued. Permitted changes are addresses, contact names, and contact numbers. All other changes must be requested and approved, and there may be an administrative fee for this service.

Fedwire Instructions

Instructions for Transmitting Payment for Subscriptions using Fedwire:

- Use your bank's ABA routing number for the "Sender ABA".
- Use your organization name for the "Sender Name".
- ABA routing number 051036476 for the "Receiver ABA".
- TREAS SIB for the "Receiver Name".
- BTR for the "Product-Code".
- 1000 for the "Type Code".
- The name of the State or Local Government entity must be placed in the "Originator's Name" field.
- The name of the bank acting as trustee/escrow agent must be placed in the "Originator's" field.
- The owner's taxpayer identification number must be placed in the "Reference to the Beneficiary" field.
- The issue date must be placed in the "Originator to Beneficiary Information" field.

The ABA number for the Special Investments Branch is not in the Banker's Book of ABA numbers. This is a special ABA number set up only for SLGS securities payments. If an error message is received when trying to send money through Fedwire, an edit may be required to the file criteria for payments. If the information is entered as shown above, the money will be received.

SLGSafe

All transactions must be submitted through SLGSafe.

All owners, potential owners, trustees, or other agents for the owner may apply for SLGSafe access. Other potential users of SLGSafe include, but are not limited to, underwriters, financial advisors, and bond counsel.

SLGSafe hours of operation are from 8:00 am to 10:00 pm EST Monday through Friday. Subscriptions and Redemptions can only be entered from 10am EST to 10pm EST.

Tax & Loss

Tax & Loss bonds must be issued on a business day and payment should be submitted by 3:00 P.M. Eastern time.

Tax & Loss bonds are issued in a minimum amount of \$1,000 or in any larger amount, in increments of not less than \$1.00.

Tax & Loss bonds are issued with 10- or 20-year maturities as designated by the purchaser.

Tax & Loss bonds are non-interest bearing and non-transferable.

Tax & Loss bonds may be redeemed (in whole dollar amounts) any time after three months from issue date; a balance of less than \$1,000 will be redeemed in total.

Notice of redemption prior to maturity must be submitted in writing on company letterhead and must contain the owner's name and Tax Identification Number, the requested redemption date, any changed payment routing instructions, the case number(s) to be redeemed, including original issue date(s), and the amount to be redeemed.

The lead time for a redemption is not less than three business days prior to the requested redemption date.