

Central Payroll Bureau Instructions for US Savings Bonds

(RETURN THE BOND APPLICATION TO THE OFFICE OF HUMAN RESOURCES in the Cobb House)

Payroll Savings Application

*****This form must be filled in BLACK INK for electronic imaging*****

You can have three bond accounts either all Series EE, Series I or any combination.

To initiate a new bond account, complete section 1 through 12.

To change your bond accounts refer to your check stub to which bond you would like to change or cancel. If you are adding a new bond, check the next available number. If you are unsure, call Central Payroll Bureau at 410-260-7401.

To cancel a bond account you must fill out sections 1 through 5 and block 7.

For all actions you must fill out Blocks 1-5

Block 1: Agency Number - This number can be found on your check stub.

Block 2: Employee Social Security Number

Block 3: Employee Name

Block 4: Type of Payroll that you are paid on (RG- Regular, CT- Contract, and UM - University of Maryland)

Block 5: Signature of Employee, Daytime phone number and date.

Block 6: Deduction amount per pay - fill in the amount you want deducted from your paycheck for this bond account.

Block 7: The action for Bond 1, 2 or 3

Block 8: Choose either bond series EE or I

Block 9: Under bond series EE or I choose the bond denomination

Block 10: Owner's name and social security number are required

Block 11: Co-owner's name OR (You may have co-owner or beneficiary, not both.)

Block 12: Beneficiary's name

You are done completing this form unless you want additional bonds. If so continue filling blocks 6 through 12 for bond # 2 & 3.

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