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## General

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### 1. What are GPO’s Financial Identification Numbers?

Description	Acronym	Account Code
Agency Location Code	ALC	04000001
Activity Address Code	ACC	04-7400
Billing Office Address Code	BOAC	043030
Commercial and Government Entity	CAGE	04ZY2
Unique Entity Identifier (formerly DUNS)	UEI	07-480-0160
Employer/Taxpayer Identification Number	TIN	53-6002509
Standard Industrial Classification Number	SIC	91 99
Transmitter Control Code	TCC	28x10
Trading Partner Code	TPC	040004

### GPO’s Treasury Account Symbol (TAS)

Sub-level Prefix Code	Allocation Transfer Agency Identifier	Agency Identifier	Beginning Period of Availability	Ending Period of Availability	Availability Type Code	Main Account Code	Sub-Account Code
	004				X	4505	001

### 2. What is a Treasury Account Symbol (TAS)-Business Event Type Code (BETC)?

Treasury defines a TAS as a component of eight meaningful pieces of business data, when combined identifies a U.S. Treasury account. These components are joined with a BETC to report Federal government financial transactions.

For additional [TAS-BETC FAQs](#)

For more additional information review the [Component Treasury Account Symbol \(TAS\) Business Event Type Code \(BETC\) A New Initiative by the Department of Treasury](#).

### 3. Where do I find my agency’s Treasury Account Symbol (TAS) – Business Event Type Code (BETC)?

As a Central Accounting Reporting System (CARS) reporter, your TAS-BETC information was provided to your financial department during registration. Your finance department should be prepared to provide the required TAS-BETC information for your agency.

The current listing of TAS-BETC information is located on the CARS Web site at:

<https://www.sam.fms.treas.gov/sampublic/tasbetc.htm>

#### 4. What is a Billing Address Code (BAC)?

A BAC is a unique 6-digit account identifier assigned by GPO. The BAC identifies the particular agency and is assigned to a single Agency Location Code (ALC). The BAC also provides GPO with information regarding the method of payment (Intra-governmental Payment and Collection (IPAC), Government check, Government purchase card, or GPO deposit account).

#### 5. Where do I find my agency's Billing Address Code (BAC)?

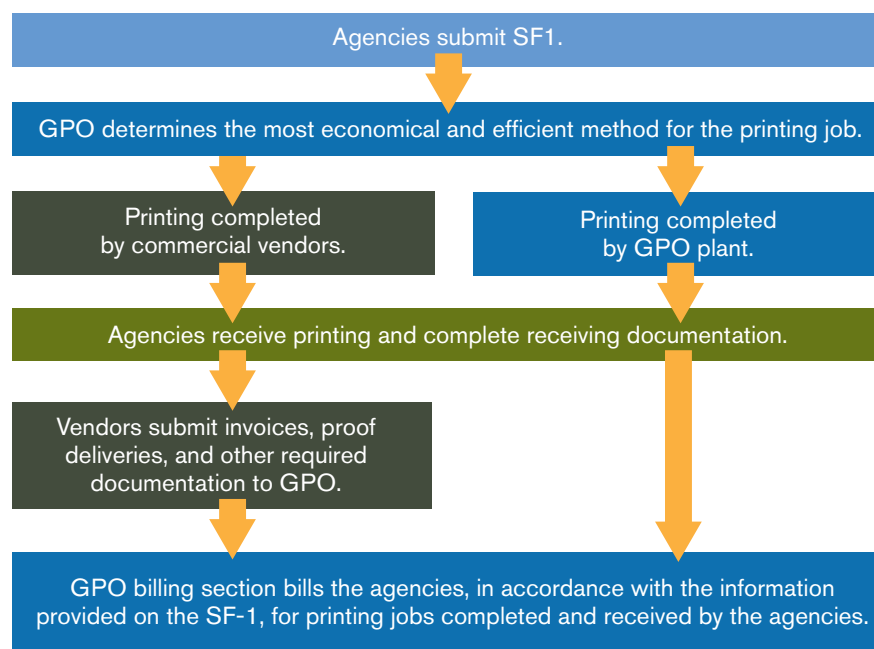
Contact the Office of Finance, Commercial Billing Division at **202.512.0197** or email [commercialbilling@gpo.gov](mailto:commercialbilling@gpo.gov).

#### 6. How do I establish a new Billing Address Code (BAC)?

- Complete the Billing Address Code (BAC) Request, GPO Form 4046, click on the following link: [https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/bac\\_request\\_form\\_4046\\_0817.pdf](https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/bac_request_form_4046_0817.pdf)
- Indicate the method of payment that will be used to pay invoices charged to the new BAC, either through the Intra-governmental Payment and Collection (IPAC), Government check, or Government purchase card. To establish a Deposit Account BAC, **see FAQ 26**.
- The following fields must be completed for payments via IPAC, Agency Location Code (ALC), Treasury Account Symbol-Business Event Type Code, and if required Line of Accounting (LOA).
- Form must be signed to process.
- Submit completed form to the Commercial Billing Section at [requestnewbac@gpo.gov](mailto:requestnewbac@gpo.gov).

#### 7. What is GPO's billing process?

### GPO Billing Process



## 8. What are GPO's Intra-governmental Payment and Collection (IPAC) billing cycles for agencies?

GPO processes IPAC transactions four times a month (5th, 10th, 15th, and 20th). These dates may vary when dates fall on the weekend or holidays.

Non-IPAC transactions are invoiced daily.

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## 9. When shall an agency expect to receive an invoice from GPO?

GPO takes every measure to bill customer agencies for the actual cost of the job, plus GPO's contract administration surcharge. For this reason, GPO prefers to wait until the printing contractor's invoice is received by GPO. In cases where a customer agency requests an older job to be billed by GPO, or if an expedited invoice is needed, GPO has the authority to estimate the job and bill the customer agency. For more details, contact your Customer Services-Agency Procurement Services Team or your National Account Manager (NAM). Visit the GPO website to locate your NAM.

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## 10. Is there a limit on how long GPO can bill an agency? Or, is there a timeframe to when contractors must bill GPO?

The contractor's invoice to GPO generally initiates GPO's billing to the customer agency for work commercially procured. As noted, GPO can bill customer agencies before a contractor's final invoice is received (on estimate per Section 310, Title 44), generally at the customer's request.

There are no Federal or GPO regulations that limit the length of time a contractor can bill. Contractor's may present invoices within 6 years of the date of contract performance (date of shipment). Of course, this rarely occurs. However, it is possible, for example, for a contractor to present a valid bill that covers a 5-year term contract. In this instance, GPO would be required to pay to contractor, and GPO would be required to bill the customer agency.

Title 44, Section 309(b), requires that the GPO Business Operations Revolving Fund be reimbursed for the cost of all services required. In the example, GPO's outlay to the contractor would require reimbursement to GPO by the benefitting agency. Also, the customer agency must reimburse GPO, as an agency may not augment its appropriations from outside sources without specific statutory authority [GAO, *Principles of Federal Appropriation Law*, p.6-162]. In the example, if GPO did not bill the customer agency for the value of work furnished, it may be viewed as an augmentation to an appropriation.

GPO does take action and will request billing from the contractor when no bill has been received after 30 days of delivery. However this does not guarantee the contractor will submit a bill for processing.

For more information regarding expedited invoicing **see FAQ 9**.

## 11. What forms of payment does GPO accept?

- **Intra-governmental Payment and Collection (IPAC)** – An electronic internet-based collection and payment system operated by the Department of the Treasury, Bureau of the Fiscal Service. It facilitates intragovernmental transfer of funds, with related descriptive data, from the buyer's account to the seller's account.
- **Deposit Account** – Accounts where customers remit designated funds in advance to GPO to draw against for payment of services/products over time. This allows customers to maintain control of funds on-line, real time, using GPO's Deposit Acct website and eliminate paper invoices.
- **Government Purchase Card** – Effective June 1, 2015 the Treasury Department lowered the maximum dollar amount allowed for intragovernmental purchase card transactions to \$24,999.99.
- **Direct Billing** – GPO Form 400 (Invoice) is issued for remittance of payment by Government check.

**NOTE:** A Military Interdepartmental Purchase Request (MIPR) or an Interagency Agreement (IAA) are not forms of payment, rather a customer's requested document signed by GPO agreeing to accept authorized funds to be released to GPO. The authority for this transaction is found in Title 44, Section 8.8 of the Federal Acquisition Regulation (FAR) and 44 USC 501. GPO requires an SF-1 before any work can begin on an order, even if a MIPR is remitted.

For additional information review [Finance and Funding Options](#).

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## 12. Can I change the payment method after submission of an order to GPO?

Prior to GPO invoicing your agency the payment method can be changed. Please contact your Customer Services-Agency Procurement Services Team.

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## 13. What is a GPO Form 400 (Invoice)?

The GPO Form 400 (Invoice) provides customers with information to reconcile their Intra-governmental Payment and Collection (IPAC) and Non-IPAC transactions.

There are six different Form 400 formats, depending on the payment method, or the product being billed:

- IPAC Summary\*
- Invoice\*\*
- Federal Register IPAC Summary\*
- Federal Register Invoice\*\*
- Code of Federal Regulations IPAC Summary\*
- Code of Federal Regulations Invoice\*\*

\*IPAC = Payments through Treasury's IPAC system.

\*\*Invoice = Payments made by methods other than IPAC.

#### 14. Where are the GPO Form 400 (Invoices) mailed?

For transactions collected through the Intra-governmental Payment and Collection (IPAC) the GPO Form 400 (Invoices) are mailed to the address associated with the Agency Location Code (ALC) found on the Department of Treasury's Shared Accounting Module (SAM).

Non-IPAC GPO Form 400 (Invoices) are mailed to the address defined on the GPO Form 4046-Billing Address Code (BAC) Request.

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#### 15. Where can I view the GPO Form 400 (Invoices) online?

The GPO Financial Document Repository (FDR) web site hosts the Deposit Accounts and the Documents: Form 400 (Invoices) <https://financialdocuments.gpo.gov>

Access to the system will allow GPO customers to retrieve and view their digital GPO Form 400 (Invoices) along with:

- Improved invoicing visibility
- Faster account reconciliation
- Ability to review historical invoices back to August 2012
- Access SF-1 documents as far back as March 2015
- Provide additional information to support charges
- Shared access within an Agency
- Improved communication between agency publishing/printing and finance business units
- The option for customers to opt-out of receiving paper invoices

For more information refer to the [Documents Reference Guide](#).

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#### 16. How do I sign up for the Financial Document Repository to view GPO Form 400 (Invoices) online?

- Each agency must designate an individual to act in the Agency Administrator Role.
- Complete the Financial Document Repository Registration Form 4047. Click on the following link: [https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/form4047\\_financial-document-repository.pdf](https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/form4047_financial-document-repository.pdf)
- Click the submit button. This will open your email box and attach a pdf copy of the form directly into the email. If this does not work, save a copy of the form and email it to [FDRRepository@gpo.gov](mailto:FDRRepository@gpo.gov).

For additional information review the [GPO Financial Document Repository](#).

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#### 17. Who can I contact at GPO to reconcile outstanding obligations?

Contact the Office of Finance, Customer Account Division at **202.512.0626** or email [CAD@gpo.gov](mailto:CAD@gpo.gov).

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#### 18. Why might I receive additional charges on a GPO procurement after initial billing?

Depending on the timing of events you may receive additional charges applied for items not included in the original award price (e.g., modifications, freight/postage, and press sheet inspections).

## 19. How can I get supporting documentation for charges on an invoice?

First contact your agency's internal printing specialist who should be able to provide you with this information. If additional information is needed you can contact GPO's Office of Finance, Customer Account Division at **202.512.0626** or email [CAD@gpo.gov](mailto:CAD@gpo.gov).

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## 20. Where can I find the Document Reference Number (DRN) associated with an Intra-governmental Payment and Collection transaction?

This information is provided on the GPO Form 400 (Invoices).

For more information regarding GPO Form 400 (Invoices) **see FAQ 13**.

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## 21. Can GPO provide a title description on an invoice?

In general the title description is currently not captured in our billing system to display on all invoice types. However, the Code of Federal Regulations GPO Form 400 (Invoices) does provide the title and part description. The Federal Register GPO Form 400 (Invoices) provides the volume, the issue, and the page number of the article.

For more information regarding supporting documentation **see FAQ 19**.

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## 22. Who can I contact regarding questions about invoice payments?

For questions regarding invoice payments, contact:

- Customer Account Division at **202.512.0626** or [CAD@gpo.gov](mailto:CAD@gpo.gov)
- Credit Card Processing Unit **202.512.0854**
- Deposit Accounts at [depositaccount@gpo.gov](mailto:depositaccount@gpo.gov)

For general questions regarding various payment types, please send an email with detailed information about the inquiry to:

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|-------------------------------|--|
| ■ Deposit Account (SuptDocs)  | <a href="mailto:sedwards@gpo.gov">sedwards@gpo.gov</a>                             |
| ■ IPAC                        | <a href="mailto:IPACBilling@gpo.gov">IPACBilling@gpo.gov</a>                       |
| ■ Federal Register            | <a href="mailto:FederalRegisterBilling@gpo.gov">FederalRegisterBilling@gpo.gov</a> |
| ■ Code of Federal Regulations | <a href="mailto:CFRBilling@gpo.gov">CFRBilling@gpo.gov</a>                         |
| ■ GPOExpress                  | <a href="mailto:GPOExpress@gpo.gov">GPOExpress@gpo.gov</a>                         |

## Government Purchase Card

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### 23. Can GPO charge my Government purchase card the same day the order is awarded?

GPO does not bill Government purchase cards the same day as awarded. Government purchase card orders are invoiced upon contractor payment; however, if you need expedited invoicing, contact your Customer Services-Agency Procurement Services Team or your National Account Manager (NAM). Visit GPO's website to locate your NAM.

## 24. What happens when a Government purchase card declines?

Government purchase cards may decline for various reasons: expired card, incorrect card number, or exceeding transaction limit.

You may be contacted by the Customer Services-Agency Procurement Services Team to whom you submitted your order to verify Government purchase card information in order to resolve the decline. You may also be contacted by GPO's Credit Card Processing Unit for older declines.

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## 25. Can I get a receipt to help identify GPO charges on my Government purchase card?

Contact the Credit Card Processing Unit on **202.512.0854**. If several receipts are needed, please fax your request to **202.512.2250**.

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## Deposit Accounts

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### 26. How do I set up a Deposit Account?

- Complete the Deposit Account (Printing and Binding) Form 4045, click on the following link: <https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/depositaccountform.pdf>
- Check the box "Establish a New Deposit Account" and enter the dollar amount that will be collected and deposited into the account.
- When using Intra-governmental Payment and Collection (IPAC) funding enter the Agency Location Code, the Treasury Account Symbol and the Business Event Type Code.
- Complete the fields for the Agency Deposit Account Administrator and the Agency Finance Point-of-Contact Information.
- If your agency requires a Line or Accounting or a Military Interdepartmental Purchase Request (MIPR) enter the information in the field provided.
- Form must be signed to process. By signing, you certify that funds are available for the fiscal year in which they are obligated.
- Funding via IPAC email completed form to the Accounts Receivable & Collections Office at [arc@gpo.gov](mailto:arc@gpo.gov).
- Funding via Government check made payable to the U.S. Government Publishing Office, mail completed form and check to: **US GPO, 732 North Capitol Street, NW, Room B-622, Disbursing Office, Washington, DC 20401**.

GPO will email the new Billing Address Code (BAC) once the Deposit Account is established. Use this BAC when submitting print procurement orders to your Customer Services-Agency Procurement Services Team.

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### 27. How do I gain access to a Deposit Account established for my agency?

Your Deposit Account Agency Administrator has the ability to add or revoke Agency Users to the accounts established for your agency via the online invite process.

For more information refer to the [Deposit Account Reference Guide](#).



## 28. How do I check the balance of a Deposit Account?

Financial Document Repository users can view their Deposit Account at <https://financialdocuments.gpo.gov/>.

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## 29. How can I replenish, request a refund, or transfer funds to a Deposit Account?

- Complete the Deposit Account (Printing and Binding) Form 4045, click on the following link: <https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/depositaccountform.pdf>
  - Select the appropriate action at the top of the form.
  - When using Intra-governmental Payment and Collection (IPAC) funding enter the Agency Location Code, the Treasury Account Symbol and the Business Event Type Code.
  - If your agency requires a Line or Accounting or a Military Interdepartmental Purchase Request (MIPR) enter the information in the field provided.
  - Form must be signed to process. By signing you certify that funds are available for the fiscal year in which they are obligated.
  - Submit completed form to the Accounts Receivable & Collections Office at [arc@gpo.gov](mailto:arc@gpo.gov).
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## 30. How do I update or change our Agency Administrator information?

- Complete the Deposit Account (Printing and Binding) Form 4045, click on the following link: <https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/depositaccountform.pdf>
  - Check the appropriate box under update section.
  - Complete the appropriate fields for the Agency Deposit Account Administrator and/or the Agency Finance Point-of-Contact Information.
  - Form must be signed to process.
  - Submit completed form to the Accounts Receivable & Collections Office at [arc@gpo.gov](mailto:arc@gpo.gov).
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## 31. Who do I contact regarding questions on my Deposit Account?

Inquiries regarding a Deposit Account can be submitted to [depositaccount@gpo.gov](mailto:depositaccount@gpo.gov).