Office of State Uniform Payroll	
Procedure Title: Savings Bonds	**Revision Date: 10/31/2018**
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Unit: Benefits and Financial Administration Unit	**Page Number:** 1 of 1
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Payroll deductions for savings bonds are not available. Employees can, however, sign up for an account with TreasuryDirect to purchase savings bonds and other U.S. Treasury marketable securities and send a payroll direct deposit to a TreasuryDirect account.

Employees should follow the steps below to set up a payroll direct deposit to their TreasuryDirect account.

- Open an account with TreasuryDirect at http://www.treasurydirect.gov.
- Set up an "Other" bank detail on-line through LEO, using the routing number (RTN) and account number provided by TreasuryDirect and enter the amount to deposit.
- Or complete a Direct Deposit form (OSUP/F12B) and turn the form into the Employee Administration office for entry into LaGov HCM on the Bank Details screen.
- Note that this is an "Other" bank detail and that funds are allocated to this account prior to "Main" bank accounts. Also, if funds are returned from the TreasuryDirect account, they will be reissued and replaced as a check. These funds cannot be resent to the TreasuryDirect account.

OSUP does not have any involvement in the purchase of savings bonds other than forwarding the funds to the TreasuryDirect account through direct deposit. Employees should thoroughly review the information available on the TreasuryDirect website for details regarding this service.

Refer to the TreasuryDirect Website for additional information.

Agencies should refer employees to the “Savings Bond” page under the State Employees section of the OSUP website for information.