



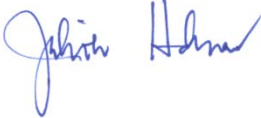
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**PAYROLL ADMINISTRATION MEMORANDUM - NO. 4, 2010-2011**

**DATE:** October 5, 2010

**TO:** Principals (Via Principal's Weekly)  
Cluster Representatives (Via Email)  
Payroll Secretaries (Via Email)

**FROM:** Judith Hederman 

**SUBJECT:** **Discontinuance of Paper Savings Bonds**

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The U.S. Department of the Treasury has stopped offering paper savings bonds through payroll savings plans. For DOE employees the last payroll deductions for paper savings bonds were:

E745 employees	September 16, 2010
H740 and Z740 employees	September 17, 2010
Q742 and Q744 employees	September 30, 2010

Consequently you will no longer be able to purchase paper bonds using payroll deductions. Refunds will be processed by the Office of Payroll Administration (OPA). Refund dates will be provided when the information becomes available.

While paper bonds are no longer available, employees can continue to save using **TreasuryDirect®**. This is a free online system that allows you to purchase, manage, and redeem **electronic savings bonds** 24/7. On this same site, you will also be able to purchase Treasury marketable securities (bills, notes, and Treasury Inflation Protected Securities) to expand your savings portfolio.

To create a TreasuryDirect account you must go to [www.treasurydirect.gov](http://www.treasurydirect.gov). Here you can set up an automatic investing plan on your own by requesting that TreasuryDirect debit your personal bank account. This will allow you to purchase securities based on a schedule that you choose.

If you have any questions, please contact Treasury Direct at (800) 722-2678.

JH/co

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