



Roland W. Burris

Comptroller
State of Illinois

February 21, 1980

201 State House
Springfield, Illinois 62706
217/782-6000

PAYROLL BULLETIN
(1-80)

TO: All State Agencies, Departments, Boards, Commissions
and Universities

SUBJECT: Series EE Savings Bonds

As announced in 1979 by the United States Department of the Treasury, Series EE United States Savings Bonds will replace the current Series E United States Savings Bonds. The Comptroller's Office, as the issuing agent for State Employees, will convert to the new series with the first pay period ending after April 30, 1980. The new deduction authorization form C-27EE will serve as a multi-purpose form and will be available for distribution to the State agencies on March 1, 1980. The deadline for the return of these completed forms will be April 1, 1980 otherwise the issuance of the employee's Series EE Savings Bonds could be interrupted. Please let us know as soon as possible how many authorization cards you will need.

PURPOSES OF THE AUTHORIZATION CARD C-27EE

The new Series EE authorization form C-27EE can be used for the following purposes:

1. The employee can enroll in the Series EE program by checking the line entitled "NEW" on the authorization form. This indication will also serve as an authorization to refund any amount remaining in the employee's Series E account, if any, since deductions for Series E Bonds will not be applied to purchases of Series EE Bonds. With this authorization, the employee, if enrolled in the Series E program will continue to have deductions withheld for Series E Bonds through the last pay period ending prior to May 1, 1980 when the Series EE program is implemented.

2. If an employee wishes to revoke either the authorization of deductions for the Series EE or request a refund from either the Series E or Series EE program after May 1, 1980 they must indicate to which series the refund is applicable and complete the remaining parts of side one (1) and sign and date the form.
3. After the Series EE program has been implemented the new authorization form can also be used as a change card. The employee must check the proper indicator noting that a change is taking place. The employee must complete the entire form, both sides, for any changes they wish to make.

With the introduction of Series EE Savings Bonds, the Comptroller's Office has developed three bond purchase alternatives: Single Bond; Multiple Bonds and Alternating Multiple Bonds. Because of the information needed to implement the new program, the authorization card C-27EE is limited in space. It is imperative that the authorization card be completed legibly. The number of spaces in each field is the maximum number of characters that are allowed, including spaces, for each respective field. If the authorization is either illegible or a field has exceeded the maximum number of characters it will be returned to the agency for revision. Completing this authorization form properly the first time will minimize any delays in the issuance of the employee's bonds.

BOND PURCHASE ALTERNATIVES

1. SINGLE BOND As with the Series E Savings Bond, the Comptroller's Office will continue to offer the employee the option to purchase one bond with one constant owner or co-owner/beneficiary relationship when the employee has a sufficient account balance.
2. MULTIPLE BONDS The multiple bond option gives the employee the opportunity to purchase or apply their deduction to up to five (5) separate bonds each pay period. Each bond may differ in amount and in the owner co-owner/beneficiary relationship as long as the employee is either the owner or co-owner/beneficiary. The total deduction per pay period will be credited among the individual bond accounts as authorized by the employee in the deduction column of the issuing information section of the authorization form. Bonds will be issued when the authorized accounts have a sufficient balance.
3. ALTERNATING MULTIPLE BONDS This option is similar to the multiple bond option concerning ownership and denomination options, the exception being that the total deduction per pay period will be applied to only one bond account until sufficient money has been deducted to issue that bond. After the first bond is issued, the total deduction will be applied to the second bond account in the same manner until sufficient money has been withheld to issue that bond. The deduction will then be applied to the other accounts in the same manner. After all the bonds have been issued from the

authorized accounts, the deduction will begin to be applied to the first account again.

With the three alternatives, the employee has the choice of three types of ownership option.

Ownership Option 1 - (Examples 1, 4 and 5). The employee elects to become the bond owner with neither a co-owner nor beneficiary.

Ownership Option 2 - (Examples 2, 4 and 5). The employee elects to become the bond owner with another person designated by the employee to become the beneficiary or co-owner.

Ownership Option 3 - (Examples 3, 4 and 5). The employee selects another person as the bond owner with the employee as either the beneficiary or co-owner of the bond.

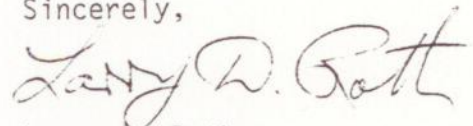
With the new bond authorization card form C-27EE being a multi-purpose form, please return to our office any of the following unused forms you may have in stock:

1. Form C-27 - Payroll Deduction Authorization For Purchase Of United States Savings Bonds. This form was used to enroll in the Series E program.
2. Form C-28 - Change Authorization For United States Savings Bond Purchase. This form was used to make a change on an existing Series E Bond account.
3. Form C-62 - Savings Bond Refund Form. This form was used when an employee wanted a refund of the balance of his Series E account.

The above three forms will no longer be accepted for Series EE Savings Bond transactions.

The following pages are examples and exhibits of the different options and instructions on completing the new Series EE Savings Bond Authorization form. If you have any questions regarding these procedures, please contact Ms. Nancy Smith, Supervisor, Savings Bond Section at (217)782-5850 or Daniel S. Steven, Payroll Supervisor at (217)782-4758.

Sincerely,



Larry D. Roth
Director
State Accounting Department

EXAMPLE 1 - Single Bond

Mr. Neil Walsh wants to deduct five dollars per pay period for the purchase of a \$50.00 savings bond, (purchase price \$25) with no beneficiary or co-owner.

Form completion steps:

- (1) Employee should complete side one by noting
 - (a) Employee's authorization - (indicate new or change)
 - (b) Employee's Social Security Number
 - (c) Employee's name (first, middle, last)
 - (d) Employee's mailing address (street, city, state, zip code)
 - (e) Employee's payroll code number
 - (f) Total deduction desired per pay period
(See Exhibit I for possible deduction combinations)
 - (g) Employee signature and date of form completion

- (2) For a single bond with No beneficiary or co-owner side two should be completed in the following manner:
 - (AA) When no beneficiary or co-owner is desired the word "None" should be placed in the name column.
 - (BB) Leave blank
 - (CC) Leave blank
 - (DD) With a single bond this amount should equal the total deduction per pay (f) noted on side one. This amount must be equal or greater than \$2.50 and must divide evenly into the purchase price.
 - (EE) The purchase price of the savings bond designated should be placed in this column. This amount should always equal $\frac{1}{2}$ of the maturity value of the bond selected (See Exhibit for savings bond denominations and corresponding purchase prices).
 - (FF) The denomination of the savings bond desired. (See Exhibit I for the available denominations.)

In this example a bond will be issued after deductions have been made from five pay periods.

EXAMPLE 1 - ILLUSTRATED

Side 1

State of Illinois
BOND AUTHORIZATION FORM - SERIES EE

AUTHORIZATION: I hereby authorize you to deduct the amount stated below from my pay each pay period, and to purchase United States Savings Bonds: Series EE, for me with the amounts deducted.

(A) New Change

CANCELLATION: I hereby rescind my authorization to withhold money for United States Savings Bonds, and request a refund of any money remaining within my

Series E account _____ Series EE account _____

(Please Print or Type)

(B) Employee Social Security No. 310366795

(C) Employee Name NEIL R WALSH
(first, middle, last)

(D) Address. 505 EXCHANGE AVE JERSEYVILLE IL 62052
Street City State Zip Code

(E) Payroll Code LD007 (F) Total Deduction Per Pay 5.00 Alt. Sw "X" if alternating option desired

Note: This form also serves as authorization for refunding any amounts remaining in the Series E Bond accounts, if applicable.

(G) Employee Signature: Neil R. Walsh

See your payroll officer for instructions in completing this form.

Date: March 12, 1980 (over)

Side 2

ISSUING INFORMATION
(Please Print or Type)

	Name	Bond Owner Sec. Sec. No.	Co-Own type "OR" Co-Own. "POD" Benef.	Deduction	Purchase Price	Maturity Value
1.	<u>NONE</u> <small>(first, middle, last)</small>			<u>5.00</u>	<u>25.00</u>	<u>50.00</u>
(AA)		(BB)	(CC)	(DD)	(EE)	(FF)
2.						
3.						
4.						
5.						

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EXAMPLE 2 - Single Bond

Mr. William Strickwell wants to deduct \$25.00 per pay period for the purchase of a \$50.00 savings bond (purchase price \$25) with an authorized beneficiary.

Form completion steps:

- (1) Employee should complete side one by noting
 - (a) Employee's authorization - (indicate new or change)
 - (b) Employee's Social Security Number
 - (c) Employee's name (first, middle, last)
 - (d) Employee's mailing address (street, city, state, zip code)
 - (e) Employee's payroll code number
 - (f) Total deduction desired per pay period
(See Exhibit I for possible deduction combinations)
 - (g) Employee signature and date of form completion

- (2) For a single bond with a beneficiary or co-owner side two should be completed in the following manner:
 - (AA) Enter the name of the designated beneficiary or co-owner that will appear on the bond in the "Name" column (ex. Stephen M. Strickwell)
 - (BB) Leave blank
 - (CC) Designate in this column if the person selected will become a co-owner "OR" or beneficiary "POD" and enter into the "Co-owner Type" column.
 - (DD) With a single bond the amount in this column should equal the total deduction per pay (f) noted on side one. This amount must be equal or greater than \$2.50 and must divide evenly into the purchase price.
 - (EE) The purchase price of the savings bond desired should be placed in this column. This amount should also equal $\frac{1}{2}$ of the maturity value of the bond selected (See Exhibit I for savings bond denominations and corresponding purchase prices).
 - (FF) The denomination for the savings bond desired. (See Exhibit I for the available denominations.)

In this example a bond will be issued after one pay period deduction.

EXAMPLE 2 - ILLUSTRATED

Side 1

State of Illinois
BOND AUTHORIZATION FORM - SERIES EE

AUTHORIZATION: I hereby authorize you to deduct the amount stated below from my pay each pay period, and to purchase United States Savings Bonds, Series EE, for me with the amounts deducted.

(A) New Change

CANCELLATION: I hereby rescind my authorization to withhold money for United States Savings Bonds, and request a refund of any money remaining within my

Series E account _____ Series EE account _____

(Please Print or Type)

(B) Employee Social Security No. 322486187

(C) Employee Name WILLIAM C STRICKWELL
(first, middle, last)

(D) Address. 2747 JAMAR HILLS HARWOOD HEIGHTS IL 60656
Street City State Zip Code

(E) Payroll Code 51068 (F) Total Deduction Per Pay 250.00 Alt. Sw "X" if alternating option desired

Note: This form also serves as authorization for refunding any amounts remaining in the Series E Bond accounts, if applicable.

(G) Employee Signature: William C. Strickwell

See your payroll officer for instructions in completing this form.

Date: March 17, 1980 (over)

Side 2

ISSUING INFORMATION
(Please Print or Type)

	Name	Bond Owner Sec. Sec. No.	Co-Own type "OR" Co-Own. "POD" Benef.	Deduction	Purchase Price	Maturity Value
1.	<u>STEPHEN M STRICKWELL</u> <small>(first, middle, last)</small>	<u>(BB)</u>	<u>POD</u> <small>(CC)</small>	<u>2500</u> <small>(DD)</small>	<u>2500</u> <small>(EE)</small>	<u>5000</u> <small>(FF)</small>
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____

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EXAMPLE 3 - Single Bond

Mr. Bruce Hagen wants to deduct \$25.00 per pay period for the purchase of a \$50.00 savings bond (purchase price \$25) with himself as the co-owner and a designated person as the bond owner.

Form completion steps:

- (1) Employee should complete side one by noting
 - (a) Employee's authorization - (indicate new or change)
 - (b) Employee's Social Security Number
 - (c) Employee's name (first, middle, last)
 - (d) Employee's mailing address (street, city, state, zip code)
 - (e) Employee's payroll code number
 - (f) Total deduction desired per pay period
(See Exhibit I for possible deduction combinations)
 - (g) Employee signature and date of form completion
- (2) For a single bond with a designated person as the bond owner and the employee as the co-owner or beneficiary side two should be completed in the following manner:
 - (AA) The employee designated bond owner's name should be placed in this column.
 - (BB) In the "Bond owner Social Security #" column if the bond owner is a person other than the employee the social security number for that person should be placed in this column.
 - (CC) Since a person other than the employee is the bond owner, the employee must be either the co-owner or beneficiary of the bond.
 - (DD) With a single bond the amount in this column should equal the total deduction per pay (f) noted on side one. This amount must be equal or greater than \$2.50 and must divide evenly into the purchase price.
 - (EE) The purchase price of the savings bond desired should be placed in this column. This amount should also equal $\frac{1}{2}$ of the maturity value of the bond selected (See Exhibit for savings bond denominations and corresponding purchase prices).
 - (FF) Enter the denomination of the savings bond desired. (See Exhibit I for the available denominations.)

In this example a bond will be issued after one pay period deduction.

EXAMPLE 4 - Multiple Bonds

Ms. Julie Farr wants to deduct \$45.00 per pay period for the purchase of four savings bonds (purchase price \$25) and one \$100.00 savings bond (purchase price \$50).

BOND 1

Maturity value - \$50.00
Owner - employee designated (John M. Farr)
Co-owner type - co-owner (Ms. Farr-employee)

BOND 2

Maturity value - \$50.00
Owner - employee designated (James S. Farr)
Co-owner type - beneficiary (employee)

BOND 3

Maturity value - \$50.00
Owner - employee
Co-owner type - beneficiary (Joseph D. Farr-employee designated)

BOND 4

Maturity value - \$50.00
Owner - employee
Co-owner type - co-owner (Jane B. Smith-employee designated)

BOND 5

Maturity value - \$100.00
Owner - employee
Co-owner type - none

Form completion steps:

- (1) Employee should complete side one by noting
 - (a) Employee's authorization - (indicate new or change)
 - (b) Employee's Social Security Number
 - (c) Employee's name (first, middle, last)
 - (d) Employee's mailing address (street, city, state, zip code)
 - (e) Employee's payroll code number
 - (f) Total deduction desired per pay period
(See Exhibit I for possible deduction combinations)
 - (g) Employee signature and date of form completion

(2) For multiple bonds, forms side two should be completed in the following manner:

(AA) The "Name" column should be completed as follows

(1) Bonds 1 and 2 - Bond owner is a person other than employee
Instructions - Fill in the employee designated owner's name

(2) Bonds 3 and 4 - Bond owner is the employee with a designated person as the co-owner or beneficiary
Instructions - Fill in the designated co-owner/beneficiary person's name

(3) Bond 5 - Bond owner is the employee with no beneficiary or co-owner
Instructions - Fill in the word "None"

(BB) In the "Bond owner Social Security #" column if the bond owner is other than the employee the social security number for that person should be placed in the column. If the employee is the bond owner the column is left blank.

(CC) The "Co-owner type" column designates the beneficiary (POD) or co-owner (OR) if one is desired - if a person other than the employee is the bond owner (as in bonds 1 and 2) the employee must be either the beneficiary or the co-owner of the bond.

(DD) The individual amounts must be equal or greater than \$2.50 and must divide evenly into the purchase price. The individual deductions may be different but the sum of all the deductions must equal the total deduction per pay (f) on side one.

(EE) The purchase price of the savings bond designated should be placed in this column. This amount should also equal $\frac{1}{2}$ of the maturity value of the bond selected (See Exhibit for savings bond denominations and corresponding purchase prices).

(FF) The denomination of the savings bond desired. (See Exhibit I for the available denominations.)

In this example the bonds will be issued in the following manner:

Bond 1	After 5 deductions
Bond 2	After 5 deductions
Bond 3	After 5 deductions
Bond 4	After 5 deductions
Bond 5	After 2 deductions

EXAMPLE 4 - ILLUSTRATED

Side 1

State of Illinois
BOND AUTHORIZATION FORM - SERIES EE

AUTHORIZATION: I hereby authorize you to deduct the amount stated below from my pay each pay period, and to purchase United States Savings Bonds, Series EE, for me with the amounts deducted.

(A) New X Change _____

CANCELLATION: I hereby rescind my authorization to withhold money for United States Savings Bonds, and request a refund of any money remaining within my

Series E account _____ Series EE account _____

(Please Print or Type)

(B) Employee Social Security No. 347389777

(C) Employee Name JULIE R FARR
(first, middle, last)

(D) Address. 4080 MARINIA DR EFFINGHAM IL 62401
Street City State Zip Code

(E) Payroll Code 13003 (F) Total Deduction Per Pay 45.00 Alt. Sw "X" if alternating option desired

Note: This form also serves as authorization for refunding any amounts remaining in the Series E Bond accounts, if applicable.

(G) Employee Signature: Julie R. Farr

See your payroll officer for instructions in completing this form.

Date: March 11, 1980 (over)

Side 2

ISSUING INFORMATION
(Please Print or Type)

	Name	Bond Owner Soc. Sec. No.	Co-Own type "OR" Co-Own. "POD" Benef.	Deduction	Purchase Price	Maturity Value
	(AA)	(BB)	(CC)	(DD)	(EE)	(FF)
1.	<u>John M. FARR</u> <small>(first, middle, last)</small>	<u>358401512</u>	<u>OR</u>	<u>500</u>	<u>2500</u>	<u>5000</u>
2.	<u>JAMES S. FARR</u>	<u>318387904</u>	<u>POD</u>	<u>500</u>	<u>2500</u>	<u>5000</u>
3.	<u>Joseph D. FARR</u>		<u>POD</u>	<u>500</u>	<u>2500</u>	<u>5000</u>
4.	<u>JANE B. SMITH</u>		<u>OR</u>	<u>500</u>	<u>2500</u>	<u>5000</u>
5.	<u>NONE</u>			<u>2500</u>	<u>5000</u>	<u>10000</u>

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EXAMPLE 5 - Multiple Bonds - Alternating Deductions

Ms. Ann Firstoff wants to deduct \$12.50 per pay period for the purchase of two \$100.00 savings bonds (purchase price \$50) and three \$50.00 savings bonds (purchase price \$25).

BOND 1

Maturity value - \$100.00
Owner - employee designated (Thomas E. Firstoff)
Co-owner type - beneficiary (Ms. Firstoff-employee)

BOND 2

Maturity value - \$100.00
Owner - employee designated (Irvin Q. Hawkins)
Co-owner type - co-owner (employee)

BOND 3

Maturity value - \$50.00
Owner - employee
Co-owner type - beneficiary (Orville A. Firstoff-employee designated)

BOND 4

Maturity value - \$50.00
Owner - employee
Co-owner type - co-owner (Jana L. Firstoff-employee designated)

BOND 5

Maturity value - \$50.00
Owner - employee
Co-owner type - none

Form completion steps:

- (1) Employee should complete side one by noting
 - (a) Employee's authorization - (indicate new or change)
 - (b) Employee's Social Security Number
 - (c) Employee's name (first, middle, last)
 - (d) Employee's mailing address (street, city, state, zip code)
 - (e) Employee's payroll code number
 - (f) Total deduction desired per pay period
(See Exhibit I for possible deduction combinations)
 - (g) An "X" should be placed in the box if the alternating option is desired.
 - (h) Employee signature and date of form completion

(2) For multiple bonds, form side two should be completed in the following manner:

(AA) The "Name" column should be completed as follows

(1) Bonds 1 and 2 - Bond owner is a person other than the employee
Instructions - Fill in the employee designated owner's name

(2) Bonds 3 and 4 - Bond owner is the employee with a designated person as the co-owner or beneficiary
Instructions - Fill in the designated co-owner/beneficiary person's name

(3) Bond 5 - Bond owner is the employee with no beneficiary or co-owner
Instructions - Fill in the word "None"

(BB) In the "Bond owner Social Security #" column if the bond owner is a person other than the employee the social security number of that person should be placed in this column. If the employee is the bond owner the column is left blank.

(CC) The "Co-owner type" column designates the beneficiary or co-owner if one is desired. If a person other than the employee is the bond owner (as in bond 1 and 2) the employee must be either the beneficiary or the co-owner.

(DD) This should be left blank when selecting the alternating option.

(EE) The purchase price of the savings bond desired should be placed in this column. This amount should also equal $\frac{1}{2}$ of the maturity value of the bond selected. (See Exhibit I for savings bond denominations and corresponding purchase prices.)

(FF) The denominations of the savings bond desired.

Note: The amount deducted in (f) on side one must divide evenly into each purchase price amount.

As noted in the alternating multiple bond narrative the total deduction (\$12.50) will be applied to only one account until sufficient funds have been withheld to issue that particular bond. The bonds in this example will be issued in the following manner:

- Bond 1 - After 4 pay period deductions
- Bond 2 - After 4 pay period deductions (8 pay periods from the beginning of the cycle)
- Bond 3 - After 2 pay period deductions (10 pay periods from the beginning of the cycle)
- Bond 4 - After 2 pay period deductions (12 pay periods from the beginning of the cycle)
- Bond 5 - After 2 pay period deductions (14 pay periods from the beginning of the cycle)

When the proper amount has been withheld for all five bonds the cycle restarts with Bond 1.

EXAMPLE 5 - ILLUSTRATED

Side 1

State of Illinois
BOND AUTHORIZATION FORM - SERIES EE

AUTHORIZATION: I hereby authorize you to deduct the amount stated below from my pay each pay period, and to purchase United States Savings Bonds: Series EE, for me with the amounts deducted.

(A) New Change

CANCELLATION: I hereby rescind my authorization to withhold money for United States Savings Bonds, and request a refund of any money remaining within my

Series E account _____ Series EE account _____

(Please Print or Type)

(B) Employee Social Security No. 327503222 (C) Employee Name ANN L. FIRSTOFF
(first, middle, last)

(D) Address. 416 E TAYLOR AVE Bloomington IL 61701
Street City State Zip Code

(E) Payroll Code 10010 (F) Total Deduction Per Pay 12.50 (G) Alt. Sw "X" if alternating option desired

Note: This form also serves as authorization for refunding any amounts remaining in the Series E Bond accounts, if applicable.

(H) Employee Signature: Ann L Firstoff

See your payroll officer for instructions in completing this form.

Date: March 20, 1980 (over)

Side 2

ISSUING INFORMATION
(Please Print or Type)

	Name	Bond Owner Sec. Sec. No.	Co-Own type "OR" Co-Own. "POD" Benef.	Deduction	Purchase Price	Maturity Value
1.	<u>THOMAS E FIRSTOFF</u> <small>(first, middle, last)</small>	<u>333302295</u>	<u>POD</u>		<u>5000</u>	<u>10000</u>
	(AA)	(BB)	(CC)	(DD)	(EE)	(FF)
2.	<u>IRVIN Q HAWKINS</u>	<u>341428304</u>	<u>OR</u>		<u>5000</u>	<u>10000</u>
3.	<u>ORVILLE A FIRSTOFF</u>		<u>POD</u>		<u>2500</u>	<u>5000</u>
4.	<u>JANA L FIRSTOFF</u>		<u>OR</u>		<u>2500</u>	<u>5000</u>
5.	<u>NONE</u>				<u>2500</u>	<u>5000</u>

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EXAMPLE 6 - Cancellation of Series E Withholding Authorization Only

Mr. Larry Wilson has participated in the Series E savings bond program but does not wish to join the Series EE program at this time. To receive any money remaining in his Series E account Mr. Wilson must complete side one of the bond authorization form Series EE by noting:

- (a) Employee's authorization for cancellation and refund
- (b) Employee's Social Security Number
- (c) Employee's name (first, middle, last)
- (d) Employee's mailing address (street, city, state, zip code)
- (e) Employee's payroll code number
- (f) Employee signature and date of form completion

Note: For this transaction all other columns are to be left blank.

EXAMPLE 6 - ILLUSTRATED

Side 1

State of Illinois
BOND AUTHORIZATION FORM - SERIES EE

AUTHORIZATION: I hereby authorize you to deduct the amount stated below from my pay each pay period, and to purchase United States Savings Bonds; Series EE, for me with the amounts deducted.

New _____ Change _____

CANCELLATION: I hereby rescind my authorization to withhold money for United States Savings Bonds, and request a refund of any money remaining within my

(A) Series E account X Series EE account _____

(Please Print or Type)

(B) Employee Social Security No. 344261032

(C) Employee Name LARRY A WILSON
(first, middle, last)

(D) Address. 2549 ILLINOIS AVENUE TAYLORVILLE IL 62568
Street City State Zip Code

(E) Payroll Code 13050 Total Deduction Per Pay _____ Alt. Sw "X" if alternating option desired

Note: This form also serves as authorization for refunding any amounts remaining in the Series E Bond accounts, if applicable.

(F) Employee Signature: Larry A. Wilson
Date: March 31, 1980 (over)

See your payroll officer for instructions in completing this form.

Side 2

ISSUING INFORMATION
(Please Print or Type)

	Name	Bond Owner Sac. Sec. No.	Co-Own type "OR"-Co-Own. "POD"-Benef.	Deduction	Purchase Price	Maturity Value
1.	_____ <small>(first, middle, last)</small>	_____	_____	_____	_____	_____
	(AA)	(BB)	(CC)	(DD)	(EE)	(FF)
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____

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EXHIBIT I

<u>DENOMINATION</u>	<u>PURCHASE PRICE</u>	<u>SAVINGS PER PAY</u>	<u>PAY PERIODS PER BOND</u>
\$ 50.00	\$ 25.00	\$ 2.50	10
50.00	25.00	5.00	5
50.00	25.00	6.25	4
50.00	25.00	12.50	2
50.00	25.00	25.00	1
\$ 75.00	\$ 37.50	\$ 2.50	15
75.00	37.50	3.75	10
75.00	37.50	6.25	6
75.00	37.50	7.50	5
75.00	37.50	12.50	3
75.00	37.50	18.75	2
75.00	37.50	37.50	1
\$100.00	\$ 50.00	\$ 2.50	20
100.00	50.00	5.00	10
100.00	50.00	6.25	8
100.00	50.00	10.00	5
100.00	50.00	12.50	4
100.00	50.00	25.00	2
100.00	50.00	50.00	1
\$200.00	\$100.00	\$ 2.50	40
200.00	100.00	5.00	20
200.00	100.00	6.25	16
200.00	100.00	10.00	10
200.00	100.00	12.50	8
200.00	100.00	25.00	4
200.00	100.00	50.00	2
200.00	100.00	100.00	1
\$500.00	\$250.00	\$ 2.50	100
500.00	250.00	5.00	50
500.00	250.00	6.25	40
500.00	250.00	10.00	25
500.00	250.00	12.50	20
500.00	250.00	25.00	10
500.00	250.00	50.00	5
500.00	250.00	125.00	2
500.00	250.00	250.00	1
\$1000.00	\$500.00	\$ 2.50	200
1000.00	500.00	5.00	100
1000.00	500.00	6.25	80
1000.00	500.00	10.00	50
1000.00	500.00	12.50	40
1000.00	500.00	25.00	20
1000.00	500.00	50.00	10
1000.00	500.00	100.00	5
1000.00	500.00	250.00	2
1000.00	500.00	500.00	1

EXHIBIT II INSTRUCTIONS

The employee shall be solely responsible for maintaining a record of serial number, date of bond, and denomination.

Employee may fill in any purchase price indicated in Exhibit I with the corresponding maturity value, and indicate any amount of \$2.50, or more, to be deducted per pay period, provided the amount deducted will divide equally into the purchase price of the bond selected.

NOTE: Employee may designate an individual as owner or co-owner/beneficiary to be named on the bond. If a person other than the employee is to be the bond owner, the employee must be the co-owner or beneficiary.

INSTRUCTIONS: Fill out employee information on side 1 of form C-27EE including the total amount to be deducted for bonds each pay. Please print. New members to the Series EE Bond Program, check "New". Members changing their deductions, bonds, address, etc., check "Change". Fill out issuing information on side 2 of form C-27EE according to purchasing option desired. Options and instructions are listed below.

BOND OPTIONS:

1. Single Bond - Employee must be owner or co-owner/beneficiary of the bond. If employee is to be bond owner, fill in the name of the co-owner or beneficiary in the first name block on side 2 of the form and leave Bond owner Social Security # blank. If no co-owner or beneficiary is desired, put "NONE" in the name block, leave Bond owner Social Security # and Co-owner type blocks blank. If the bond is to be issued to a person other than the employee, put the individual's name (first name first) in the name block and put the individual's social security number in the Bond owner Social Security # block. Fill in co-owner type with an "OR" for co-owner or a "POD" for beneficiary. Determine amount of bond desired and fill in purchase price and maturity value from Exhibit I.
2. Multiple Bonds/Divided Deduction - Multiple bonds can be written in varying denominations for different owners or co-owners/beneficiaries. The deduction for bonds from each pay will be divided as desired among the entries made. Fill out one line on side 2 of the form for each entry (same as Option #1). Fill in the entry's deduction block with the amount to be credited to each entry; the total must be equal to the deduction amount withheld each pay; and the individual entry amounts must result in exactly equalling the purchase price of the bond selected in that entry.
3. Multiple Bonds/Alternating Deduction - This option is similar to Option 2, but instead of dividing the deduction among the entries, the total deduction will be applied in a continuous cycle to one bond entry per pay, until a bond is purchased, starting with the first entry. Fill out each entry as in Option #1. Check Alt. Ind. box on side 1 with an "X". Leave deduction blocks on side 2 of form blank.