

Central Accounting and Reporting System (CARS) Treasury Account (TA) Action Request Forms

FREQUENTLY ASKED QUESTIONS (FAQ)

1 When filling out a Treasury Account Action Request form, do I fill out a second form if I have more than four TAs?

Yes. For more than four (4) TAs, please fill out an additional form – do not attach the additional accounts on Word or Excel documents to accompany the form. Contact the BAAS Group directly at BAASGroup@fiscal.treasury.gov for guidance on large numbers of TA actions.

2 Do both parent and child approve the TA Action Request form?

Yes. Both parent and child need to approve the form prior to submission.

3 Does the agency still need to submit a request letter with the new forms?

No. Only submission of the TA Action Request form is required. Beginning, October 1, 2021, only the new forms will be accepted.

4 How long does it take to establish a new Treasury Account Symbol (TAS)?

On average, 5-7 business days. However, the BAAS Group does not establish new accounts during the Monthly Treasury Statement (MTS) window, which is between the third and eighth business days of the month.

5 What is the difference between the Treasury Account (TA) Amendment form and Treasury Account (TA) Action request form?

The TA Amendment form is making a change to the account title, bureau, and/or Extended Disbursing Authority (EDA). The TA Action Request form is to establish, suspend, discontinue, or reactivate an account.