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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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DEPUTY SECRETARY

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UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2011-031

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, PHR ^(RND)
Human Resources Director

SUBJECT: Purchasing Savings Bonds

DATE: September 27, 2011

Although the purchase of paper savings bonds is no longer offered through payroll deduction, employees can sign up for an account with TreasuryDirect to purchase savings bonds and other U.S. Treasury marketable securities and direct a portion of their biweekly pay to this account. Employees interested in purchasing savings bonds via this method should follow the steps below:

1. Open an account with TreasuryDirect at <http://www.treasurydirect.gov>.
2. Complete a Direct Deposit form (OSUP/F12B) and forward the form to the Human Resources Division.

Note that since this is an "Other" bank detail, funds are allocated to this account prior to the "Main" bank account. Also, if funds are returned from the TreasuryDirect account, they will be reissued and replaced as a check. These returned funds cannot be resent to an employee's TreasuryDirect account

If interested, employees are encouraged to thoroughly review the information available on the TreasuryDirect website for details regarding this service. Please refer to the links below for additional information.

TreasuryDirect Brochure:

http://www.treasurydirect.gov/instit/savbond/mat/mat_employeebrochure.pdf

TreasuryDirect Website: <http://www.treasurydirect.gov/>

OSUP Webpage-Savings Bonds: http://www.doa.louisiana.gov/osup/savings_bonds.htm

Should you have questions, please contact the Human Resources Division at (225) 342-0880.

RND:ch

Attachment

c: Personnel Liaisons

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