

THE U.S. DEPARTMENT OF THE TREASURY

QUICK START SUPPLEMENT TO THE GUIDE TO CASHING SAVINGS BONDS

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Determine if the Savings Bond can be Cashed

1 Is the bond AUTHENTIC and REDEEMABLE?

→ Is the bond a Series E, Savings Note, Series EE, or Series I?

YES



NO



Don't cash the bond. Forward the bond to the Treasury Securities Processing site at FRB Minneapolis for processing. (*Don't cash or redeem Series F, G, J, K, H, and HH or Individual Retirement Bonds or Retirement Plan Bonds.*)

→ Has information printed on the savings bond been altered in any way?

NO



YES



Don't cash the bond if there's any indication that someone has changed the names, addresses, issue dates, or any other information. For example: the person added a name to the front; there appear to be erasures; someone changed or tried to change the issue date.

HINT: Check for variations in the font and type size. There should be none.

HINT: Check to be sure the printed area of the bond (the inscription on the face of the bond) is aligned LEFT. Any variance in alignment indicates changes.

→ Is the bond a photocopy or some other kind of copy?

NO



YES



Don't accept or cash any bond that appears to be copied. Is it printed on bond stock? Is it black and white? (Color copies are no guarantee – printers are getting more sophisticated.) Check the back of the bond for two things: (1) reference to regulations and (2) signature lines printed on the bond. Finally, make sure everything lines up correctly – check for any slight slants or off-kilter printing or graphics.

HINT: Check for serrated edges on newer bonds (where they were printed, perforated, and separated). Be aware that many older bonds do not have serrated edges, however.

HINT: Does your institution use **Savings Bond Pro**? If a presenter actually asks you if the bond is good, that's a tip that he or she knows it may not be. Savings Bond Pro allows you to verify bonds' serial numbers against a Treasury file of bonds reported lost, stolen, or never received. It's updated about every six months, so there's always a chance the information is not complete. In this case, check the bond's status through FRB Minneapolis. [Click here](http://www.treasurydirect.gov/instit/savbond/price/bondpro/bondpro_features.htm) to find out more (http://www.treasurydirect.gov/instit/savbond/price/bondpro/bondpro_features.htm).

STEP 2

Cashing the Savings Bond

If the criteria in steps 1 and 2 have been met, follow this process to cash the bond.

3 Witness and Verify Signatures

→ Has the person signed the Requests for Payment on the backs of the bonds in your presence?

YES 

NO  **Don't cash the bond** unless the person signs in your presence. They may re-sign as you watch.

→ Does the **SIGNATURE** and **NAME** match the name on the bond exactly?

YES 

NO  Use caution. Is it an obvious difference, like a shortened first name, a maiden or married name? Have them re-sign, note the explanation, and proceed. If it's not obvious or the explanation doesn't satisfy you, don't cash the bond.

HINT: If the names don't match, remember that it could be a situation where family members share names or suffixes are different.

→ Does the Issue Date match the bond's Printed Date?

YES 

NO  Use caution. Some bonds may have legitimate variation in dates, generally when the bonds were reissued as a result of a claim or reissue transaction.

If you are at all unsure,  Forward the bonds to the Treasury Securities Processing Site (FRB Minneapolis) for processing.

HINT: Price bonds using the Issue Date, NOT the Validation Date. Be sure to compare the Issue Date with the Validation Date for obvious errors on bonds that were issued Over the Counter (OTC). For example, an Issue Date may show 1/02 while the Validation Date shows 1/2/03, or vice versa.

STEP 4

