

# Your RIGHTS and BENEFITS

Under the Federal Relocation  
Assistance Program

**BUSINESS**



GSA Public Buildings Service



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In the course of federally funded projects and programs designed to benefit the greater public, it may be necessary to acquire private property. This may lead to the displacement of people from their residences, businesses, non-profit organizations, or farms.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (the “Uniform Act”), and the implementing regulations at 49 C.F.R. Part 24, provide uniform and equitable treatment for these displaced persons.

If you are required to move as a result of a federal or a federally assisted program or project, a Relocation Counselor from the Agency will contact you. Your Relocation Counselor will answer your specific questions and provide additional information and guidance, as necessary. If you have a disability that may inhibit or prevent you from reading or understanding this brochure, or if you have other special needs that require assistance, please speak with your Relocation Counselor so that you can be provided the appropriate assistance.

This brochure explains your rights as an owner or tenant of real property to be acquired for a federally funded program or project. The requirements for acquisition of property can be best explained by the Site Acquisition Specialist of the project team.

Acquisition and relocation information also can be found on the GSA website at [www.gsa.gov](http://www.gsa.gov), or on the Federal Highway Administration Office of Real Estate Services website at [www.fhwa.dot.gov/realestate](http://www.fhwa.dot.gov/realestate).

**How do I know I am eligible for assistance under the Uniform Act?**

If the project or program is funded, even in part, with federal funds, you are eligible for relocation assistance under the Uniform Act.

# Business Relocation

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## RELOCATION ADVISORY SERVICES

A Relocation Counselor from the Agency will contact and interview you to find out your needs and replacement site requirements and estimate the time needed to complete the move. Relocation services and payments will be explained based upon your eligibility. During the initial interview, the Relocation Counselor will obtain information from you that will assist the Agency to relocate your business successfully. The Relocation Counselor will help determine the need for outside specialists to plan, move and reinstall personal property. The Counselor will identify and resolve any issues regarding what is real property and what is personal property to be relocated. The Counselor will explore and provide advice as to possible sources of funding and assistance from other local, state and federal agencies.

## NOTICES

**The Letter of Eligibility:** This letter is typically given at the initiation of negotiations and is the official notification of your right to relocation benefits under the Uniform Act. The term “initiation of negotiations” usually means the date the Agency makes the first personal contact with the owner of the property to be acquired, or his or her representative, to provide a written offer to purchase the property.

**90-Day Notice:** This notice is typically given at the initiation of negotiations or later, and provides at least 90 days’ advance notice of the specific date possession will be required. When given at the initiation of negotiations, it will include an assurance that another notice will be given at least 30 days before the property needs to be vacated. This latter date will not be any earlier than the date provided in the initial 90-day notice. The 90-Day Notice may be included as part of the Letter of Eligibility.

**30-Day Notice to Vacate:** This notice is issued once the property has been acquired by the Agency.



“A Relocation Counselor from the Agency will be assigned to your case to offer you relocation assistance services.”

# Business Relocation

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## MOVING COSTS AND PAYMENTS

### **Actual, Reasonable Cost Reimbursement**

You may be paid for your actual, reasonable moving costs by a professional mover plus related expenses, or you may move your personal items yourself and be eligible to receive a fixed payment. Move reimbursement will generally be limited to a maximum of 50 miles. Related expenses involved in the move may include:

- » Packing and unpacking personal property.
- » Temporary storage of personal property up to 12 months.
- » Insurance while property is in storage or in transit.
- » Transfer of phone lines, internet, cable services, or other similar utility reconnections.

To be eligible for reimbursement, an expense must be considered necessary and reasonable by the Agency and supported by a paid receipt or other evidence of the expense incurred. The Agency reserves the right to inspect your inventory of personal property. It is very important to make sure that you keep all receipts to facilitate a smoother process and a quicker reimbursement. Not having receipts and the proper documentation will prolong the process and lead to delays in processing your payments and reimbursements. All receipts must be submitted within 18 months of the move.

For anything not included in the list above, please make sure you consult your Relocation Counselor. The Agency may consider other expenses to be eligible for reimbursement based upon your individual, unique circumstances.

### **Estimated Cost**

If you decide to take full responsibility for the movement of your personal property, you have the option to obtain a minimum of two bids from qualified moving companies and the Agency can approve a payment equal to the lower of the two bids. If you elect to have a commercial mover perform the move for you, the Agency will pay the moving company directly and you will not have to retain your receipts or be reimbursed for out-of-pocket moving expenses.

### **Fixed Payment**

A displaced business may be eligible to choose a fixed payment in lieu of the payment for actual moving costs, eligible related expenses and reasonable re-establishment expenses. You may choose to take a fixed payment for moving expenses under the Uniform Act if you meet all of the following criteria:

- » You own or rent personal property that must be moved;
- » You cannot relocate without a substantial loss of business patronage; and
- » Your business is not part of a commercial enterprise having more than three other businesses engaged in the same or similar activity that are under the same ownership and are not being displaced by the Agency.

If you meet the preceding three criteria, your fixed payment will be the average of your previous two years of Annual Net Earnings. The fixed payment will not be less than \$1,000.00 or more than \$20,000.00.

**Computation of Your Fixed Payment:**

The fixed payment for a displaced business or farm is based upon the average Annual Net Earnings of the operation for the two taxable years immediately preceding the taxable year in which it was displaced, or a two-year period deemed more representative by the Agency. You must provide the Agency with proof of Annual Net Earnings to support your claim. Proof of Annual Net Earnings may be documented by income tax returns, certified financial statements or other reasonable evidence acceptable to the Agency.

“If you have personal property that will be lost as part of the relocation, you may be eligible to receive a payment for the item...”

**Fixed Payment Example:**

2008	2009	2010
Annual Net Earnings	Annual Net Earnings	Year Displaced
Average annual net earnings		
$\$19,500 + \$20,500 = \$40,000 / 2 = \$20,000$		
Fixed Payment = \$20,000 (The maximum payment amount allowed for a Fixed Payment.)		

**Direct Loss of Personal Property**

If you have personal property that will be lost as part of the relocation, you may be eligible to receive a payment for the item based upon the difference in value between its continued use at the displacement site and the proceeds from its sale. Please ask your Relocation Counselor if you believe this may apply to you.

**Low Value High Bulk Property**

If the Agency considers a personal property item to be of low value and high bulk, and moving costs are disproportionate to its value (such as minerals, metals, rock, or topsoil), the allowable moving cost payment may not exceed the lesser of the amount that would be received if the property were sold at the site or the replacement cost of a comparable quantity delivered to the new business location.

**REAL PROPERTY SEARCHING EXPENSES**

Displaced businesses, farms and non-profit organizations are entitled to reimbursement for actual, reasonable expenses incurred in searching for a replacement property up to a maximum of \$2,500.00. These expenses may include transportation, meals and lodging. In the event you solicit an external firm to assist you, please note that commissions and fees related to purchasing, selling or leasing real property for your business are not eligible relocation expenses and, accordingly, they are not reimbursable.

## Business Relocation

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### RE-ESTABLISHMENT EXPENSES

Any business with less than 500 employees, a farm or a non-profit organization is eligible for a re-establishment one-time payment up to \$10,000.00. Re-establishment expenses may include;

- » Repairs or improvements to the replacement real property required by federal, state or local laws, codes or ordinances.
- » Modifications to the replacement real property to make the structure(s) suitable for the operation.
- » Construction and installation costs of exterior advertising signs.
- » Redecoration or replacement, such as painting, wallpapering, paneling, and carpeting, when required by the condition of the replacement site.
- » Advertising the replacement location.
- » Estimated increased costs of operation at the replacement site during the first two years for items such as lease or rental charges, personal or real property taxes, insurance premiums, and utility charges (excluding impact fees).
- » Other items that the Agency considers essential for re-establishment.

### TAX-RELATED QUESTIONS

No relocation payment received will be considered taxable income for Internal Revenue Code purposes. No relocation payment received will be considered income for the purpose of determining eligibility or the extent of eligibility of any person for assistance under the Social Security Act or any other federal law (except for any federal law providing low-income housing assistance).

If you have tax-related questions, you should seek the assistance of a tax professional at your own expense.

### RIGHT TO APPEAL

If you feel that the displacing Agency has failed to determine your eligibility properly for relocation assistance advisory services or the amount of reimbursement or payment to which you believe you are entitled, you may file a written appeal with the displacing Agency.

The Agency will review your appeal promptly and will provide you with a written determination of your claim. If you are dissatisfied with the result of the appeal, the Agency will advise you of your right to seek judicial review of the Agency's decision.

Please be advised that any legal counsel or other advisor or consultant that you retain to assist you with the appeal process will be at your sole cost and expense. The Agency will not reimburse you for any of these costs or expenses.

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## GLOSSARY OF TERMS

### **Agency**

Relocation assistance advisory services and payments are administered at the local level by the Agency responsible for the acquisition of real property or the displacement of people from property, or both, to be used for a federally funded program or project. The Agency may be a federal agency, a state agency, a local agency such as a county or a city, or a person carrying out a program or project with federal financial assistance. The Agency may contract with a qualified individual or firm to administer the relocation program; however, the Agency remains responsible for the program.

### **Alien Not Lawfully Present**

The law provides that if a displaced person is an alien not lawfully present in the United States, such person is not eligible for relocation payments or assistance under the Uniform Act unless ineligibility would result in exceptional and extremely unusual hardship to the alien's spouse, parent or child, and such spouse, parent or child is a citizen or an alien lawfully admitted for permanent residence.

### **Business**

Any lawful activity, with the exception of a farm operation, conducted primarily (1) for the purchase, sale, lease, or rental of personal or real property or (2) for the manufacture, processing, or marketing, or any combination thereof, of products, commodities or any other personal property or (3) for the sale of services to the public or (4) solely for the purpose of the Uniform Act, an outdoor advertising display or displays, when the display(s) must be moved as a result of the project.

### **Displaced Person**

Any person (individual, family, partnership, association, or corporation) who moves from real property, or moves personal property from real property as a direct result of (1) the acquisition of the real property, in whole or in part, (2) a written notice from the Agency of its intent to acquire, (3) the initiation of negotiations for the purchase of the real property by the Agency, or (4) a written notice requiring a person to vacate real property for the purpose of rehabilitation or demolition of improvements, provided the displacement is permanent and the property is needed for a federal or federally assisted program or project.

### **Farm**

Any activity conducted solely or primarily for the production of one or more agricultural products or commodities, including timber, for sale or home use, and customarily producing such products or commodities in sufficient quantity to be capable of contributing materially to the operator's support.

### **Non-profit Organization**

A public or private entity that has established its non-profit status under applicable federal or state law.

### **Program or Project**

An activity or series of activities undertaken by a federal agency, or an activity undertaken by a state or local agency with federal financial assistance in any phase of the activity.

### **Small Business**

A business having not more than 500 employees working at a site that is the location of economic activity and that will be acquired for a federal or federally assisted program or project or is displaced by a federal or federally assisted program or project. A site occupied solely by an outdoor advertising sign(s) does not qualify for purposes of the re-establishment expense benefit.



U.S. General Services Administration  
Public Buildings Service  
Center for Site Acquisition & Relocation

## Receipt for Relocation Brochure

PROJECT

DATE

(check one)  INDIVIDUAL

FAMILY

BUSINESS

FARM

NON-PROFIT ORGANIZATION

OWNER

TENANT

NAME

ADDRESS

CITY

STATE

ZIP CODE

This certifies that I have spoken with my relocation counselor and understand that I may be required to move because of the above-referenced government project. At this time, the General Services Administration is not offering to buy or negotiating the purchase of your property; therefore, receipt of this brochure does not constitute your eligibility for relocation assistance. This is an informational meeting only.

I have received a copy of the brochure entitled "Your Rights and Benefits Under the Federal Relocation Assistance Program," printed by the U.S. General Services Administration. I understand that my eligibility for monetary benefits will depend on my cooperation in providing documentation to establish my claim. My signature on this receipt does not obligate me in any way.

Recipient's Signature(s):

Please complete this form and return to:

business card



## **Claim for Relocation Payments – Nonresidential**

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended – 42 U.S.C 61

This form is for use in applying for payment of the actual, reasonable, and necessary eligible moving and re-establishment expenses incurred due to displacement for a federally funded project or program. A representative from the Agency will explain the differences between types of payments and, if you wish, will help you complete the forms. No payments will be made unless the forms are properly executed and received within eighteen months from the date of displacement (49 CFR 24.207). If your claim is disapproved or adjusted from amounts claimed in accordance with regulations and procedures, you will be provided a written explanation for the reason and steps that you may take to have your claim reviewed.

Note: Receipts, vouchers, closing statements or other documentation must support actual expenses.

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### **Privacy Act Statement:**

42 U.S.C. 61 and 49 CFR 24.207 provide authorization for the collection of this information. The primary use of the information is to determine whether the claimant is eligible for and entitled to relocation benefits. Furnishing the information is required in order to process your claim. Failure to do so may result in nonpayment. The information may also be provided to appropriate federal, state, local, or foreign agencies responsible for investigation or prosecuting a violation of law and to the Department of Justice when relevant to litigation.

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### **Penalty for False or Fraudulent Statement:**

18 U.S.C.1001 provides: "Whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully—(1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, imprisoned not more than 5 years or, if the offense involves international or domestic terrorism (as defined in section 2331), imprisoned not more than 8 years, or both."

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### **You Must be Lawfully Present in the United States:**

Any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to qualifying spouse, parent, or child, as defined in 49 CFR 24.208(g).



U.S. General Services Administration Public Buildings Service Center for Site Acquisition & Relocation	<b>Claim for Relocation Payments – Nonresidential</b>		
Acquiring Agency:	Project/ Tract		
Date of Initiation of Negotiations:			
<b>Section I – To be Completed by Claimant</b>			
1. Name: Address:  Telephone:	2. Preparer (If different than Claimant) Name: Title: Address:  Telephone:		
3. Type of Concern <input type="checkbox"/> Business <input type="checkbox"/> Farm <input type="checkbox"/> Non-profit Organization	4. Type of Ownership: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership		
5. Dates You Occupied Property: From _____ To _____	6. Did you Discontinue Operations? <input type="checkbox"/> Yes <input type="checkbox"/> No		
7. Do you plan to re-establish? <input type="checkbox"/> Yes <input type="checkbox"/> No.	8. Date you relocated to the replacement site?		
9. Address of Replacement Site:  Telephone:	10. Claim Status: <input type="checkbox"/> Interim/Supplementary <input type="checkbox"/> Final ( of _____ prior claims)		
11. Type of Payment Claim: <input type="checkbox"/> Actual Cost (Commercial and/or Self) <input type="checkbox"/> Fixed Payment (Item 13)			
<b>12. CLAIM</b>		<b>Amount</b>	<b>For Agency Use Only</b>
Moving and Storage Expense (Attach completed Schedule A)			
Actual Direct Losses of Personal Property (Attach completed Schedule B)			
Search Expense (NTE \$2,500) (Attach completed Schedule C)			
Re-establishment Expense (NTE \$10,000) (Attach completed Schedule D)			
<b>13. Fixed payment In Lieu of Actual Expenses:</b>			
<b><u>Business or Farm Operation</u></b>		<b><u>Non-profit Organization</u></b>	
What were the annual net earnings, including compensation to the owner and the owner's spouse and dependents, before Federal, state, and local income taxes for the two taxable years immediately prior to the taxable year of displacement. <b>Copy of income tax returns or certified financial statements must be provided with payment claim.</b>		What were the annual gross revenues, less administrative expenses for the two 12 month periods prior to the acquisition. <b>Certified financial statements or financial documents must be provided with payment claim.</b> Eligible if confirmed that: The organization is incorporated as an non-profit organization under state law? <input type="checkbox"/> The organization is exempt under Section 501 of the IRS Code, (26 U.S.C. 501). <input type="checkbox"/>	
<u>Year 1</u>	<u>Year 2</u>	<u>Year 1</u>	<u>Year 2</u>
<b>Amount Claimed (Year 1\$ + Year 2\$)/2</b>		<b>Amount Claimed (Year 1\$ + Year 2\$)/2</b>	

<b>Name:</b>	<b>Property Street Address:</b>
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**Certification:**

I CERTIFY under the penalties and provisions of 18 U.S.C. 1001 and/or any other applicable law, that this claim and information submitted herewith has been examined and is true, correct, and complete. I have not submitted any other claim, or received reimbursement or compensation from any other source, for any item of this claim; and that any receipts submitted herewith accurately reflect costs actually incurred. I certify that the choice of payment was made on the basis of a full explanation by the displacing agency representative of the differences between the types of payment available.

As required by law (42 U.S.C. 4605), in making this claim and receiving payment I further CERTIFY:

**IF UNINCORPORATED BUSINESS, FARM, OR NON-PROFIT ORGANIZATION**

- ✓  I am either a citizen or national of the United States, or an alien who is lawfully present in the United States; and as applicable
- ✓  On behalf of all owners or persons with an ownership interest in the displaced business, farm or non-profit organization, that each owner is either a citizen or national of the United States, or an alien who is lawfully in the United States.

**IF INCORPORATED BUSINESS, FARM, OR NON-PROFIT ORGANIZATION**

- ✓  That the corporation is authorized to conduct business within the United States.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II – To Be Completed by Agency**

Amount Previously Paid (if any):

	Claim Amount	Signature	Title	Date
<b>Recommended</b>				
<b>Approved</b>				

U.S. General Services Administration  
Public Buildings Service  
Center for Site Acquisition & Relocation

## Schedule A Payment of Moving Costs – Nonresidential

1. Claimant Name:

2. Project/Parcel:

3. Type of Payment claimed:

Self

Commercial

Self & Commercial

**4. Actual Moving Expenses (See below for Eligible and Non-eligible Expense)**

Item	Contractor/Address/Phone No. (or SELF <input checked="" type="checkbox"/> )	Amount Claimed	For Agency Use Only
<b>Moving and Rigging</b>	Name: Address: Phone:		
<b>Electrical</b>	Name: Address: Phone:		
<b>Mechanical</b>	Name: Address: Phone:		
<b>Plumbing</b>	Name: Address: Phone:		
<b>Carpentry</b>	Name: Address: Phone:		
<b>Communications</b>	Name: Address: Phone:		
<b>Printing</b>	Name: Address: Phone:		
<b>Computer/Electronics</b>	Name: Address: Phone:		
<b>Other</b>	Name: (SELF MOVE <input type="checkbox"/> Address: Phone:		
<b>Other</b>	Name: (SELF MOVE <input type="checkbox"/> Address: Phone:		
<b>Other</b>	Name: (SELF MOVE <input type="checkbox"/> Address: Phone:		
<b>Other</b>	Name: (SELF MOVE <input type="checkbox"/> Address: Phone:		
<b>Other</b>	Name: (SELF MOVE <input type="checkbox"/> Address: Phone:		

**Total Moving Expense to Date**

**Less Prior Amounts Paid**

**Total Amount This Claim**

**5. Storage Cost (Attach Bill of Lading listing items moved to and from storage.)**

Type of Claim:

Initial  Supplemental  Final

Date Property Moved:  
TO Storage

Date Property Moved:  
FROM Storage

Storage Location:

with Mover  
 other location











**Schedule D  
Re-Establishment Expenses – Nonresidential**

**1. Claimant Name:**

**2. Project/Parcel:**

**3. Actual Expenses: A displaced small business (less than 500 employees), farm, or non-profit organization is entitled to receive a payment, not to exceed \$10,000, for eligible expenses actually incurred in relocating and re-establishing such small business, farm, or non-profit organization at a replacement site.**

Item with Brief Description	Amount Claimed	For Agency Use Only
A.		
B.		
C.		
D.		
E.		
F.		
G.		
H.		
I.		
J.		
K.		
L.		
M.		
N.		
<b>TOTAL (Not to Exceed \$10,000)</b>		

**6. Comments**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Section II – To Be Completed by Agency**

**Re-Establishment Expenses**

**Less Prior Claim Paid (if any)**

**Amount of this Claim**

**Remarks:**

	Amount	Name – Signature	Title	Date
<b>Recommended</b>				
<b>Approved</b>				

**Re-Establishment Expense**

Re-establishment expense may only be claimed and paid to a business, farm, or non-profit organization having less than 500 employees on the site acquired or displaced by the project.

**Eligible Expenses**

1. Repairs or improvements to the replacement property as required by Federal, state, or local law, code, or ordinance.
2. Modifications to the replacement property to accommodate the business operation or make the replacement structures suitable for conducting business.
3. Construction and installation costs for exterior signing to advertise the business.
4. Provision of utilities from the right-of-way to the improvements on the replacement site.
5. Redecoration or replacement of soiled or worn surfaces, such as paint, paneling, or carpeting.
6. Licenses, fees, and permits when not paid as a moving expense.
7. Feasibility surveys, soil testing, and marketing studies.
8. Advertisement of replacement location.
9. Professional services in connection with the purchase or lease of a replacement site.
10. Estimated increased costs of operation during the first two years at the replacement site for such items as lease or rental charges, personal or real property taxes, insurance premiums, and utility charges excluding impact fees.
11. Impact fees or one-time assessments for anticipated heavy utility usage.

**Ineligible Expenses**

*(Non-exclusive Listing of Ineligible Expense)*

1. Purchase of capital assets, such as office furniture, filing cabinets, machinery, or trade fixtures.
2. Purchase of manufacturing materials, production supplies, product inventory, or other items used in the normal course of business operation.
3. Interior or exterior refurbishment at the site that are solely for aesthetic purposes.
4. Interest on money borrowed to make the move or purchase the replacement property.
5. Expense claimed for a part-time in-home business that does not contribute materially to the household income.

## ACH PAYMENT ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments.

### PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

### AGENCY INFORMATION

FEDERAL PROGRAM AGENCY		
AGENCY IDENTIFIER	AGENCY LOCATION CODE	ACH FORMAT
ADDRESS		
CONTACT PERSON NAME		TELEPHONE NUMBER

### PAYEE INFORMATION

NAME	SOCIAL SECURITY NO. OR TAXPAYER ID NO.
ADDRESS	
CONTACT PERSON NAME	TELEPHONE NUMBER

### FINANCIAL INSTITUTION INFORMATION

NAME	
ADDRESS	
ACH COORDINATOR	TELEPHONE NUMBER
NINE-DIGIT ROUTING TRANSIT NUMBER	
DEPOSITOR ACCOUNT TITLE	
DEPOSITOR ACCOUNT NUMBER	
TYPE OF ACCOUNT (please circle) <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL (COULD BE THE SAME AS ACH COORDINATOR)	TELEPHONE NUMBER

### Instructions for Completing SF 3881 Form

Make three copies of form after completing. Copy 1 is the Agency Copy; copy 2 is the Payee/Company Copy; and copy 3 is the Financial Institution Copy.

1. Agency Information Section - Federal agency prints or types the name and address of the Federal program agency originating the vendor/miscellaneous payment, agency identifier, agency location code, contact person name and telephone number of the agency. Also, the appropriate box for ACH format is checked.
2. Payee/Company Information Section - Payee prints or types the name of the payee/company and address that will receive ACH vendor/miscellaneous payments, social security or taxpayer ID number, and contact person name and telephone number of the payee/company. Payee also verifies depositor account number, account title, and type of account entered by your financial institution in the Financial Institution Information Section.
3. Financial Institution Information Section - Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. Also, the box for type of account is checked, and the signature, title, and telephone number of the appropriate financial institution official are included.

U.S. General Services Administration  
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Center for Site Acquisition & Relocation

## Release of Property

This is to notify the U. S. General Services Administration that

I, \_\_\_\_\_, have vacated the property located

at \_\_\_\_\_

on \_\_\_\_\_,

and relinquish all rights to property, real or personal, left at that address.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINT \_\_\_\_\_

Please date and sign above and send this form to:

business card









**United States General Services Administration  
Office of Real Estate Acquisition  
Center for Site Acquisition and Relocation**

April 2011



**GSA Public Buildings Service**