



G-Invoicing (GINV) GPO Deposit Account (Publishing Related) Instructions Form 4045-GINV

To request a new GINV Deposit Account, replenish an existing GINV Deposit Account, or request a refund of an existing GINV Deposit Account, complete the G-Invoicing (GINV) Deposit Account (Publishing Related) GPO Form 4045-GINV as follows:

Entering Required GINV Information

GINV is the Treasury's online platform to originate and settle Intragovernmental Transactions (IGT). Enter this information as it is generated by the GINV system.

- **GINV GTC#** – The unique General Terms and Conditions (GT&C) agreement number generated by the GINV application. This is a 20-character value (including hyphens). Example: AYYMM-(Requesting Agency ID)-(Servicing Agency ID)-6-digit sequential number - A2110-020-004-000010
- **GINV Order#** – The unique Order number generated by the GINV application. This is a 20-character value (including hyphens). Example: OYYMM-(Requesting Agency ID) - (Servicing Agency ID)-6-digit sequential number - O2210-020-004-000075
- **Order Line** – GPO can only accept Line Order 1. Multiple Lines per Order cannot be accepted.
- **Order Schedule** – GPO can only accept Order Schedule 1. Multiple Schedules per Order cannot be accepted.

Establishing a New GINV Deposit Account Under an Existing Deposit Account BAC

It is encouraged for agencies to establish GINV Deposit Accounts under existing Legacy Deposit Account BACs instead of creating new BACs. Check this box and enter the Legacy Deposit Account BAC, then enter the amount in which your GINV Order is funded. The GINV Order and the amount entered on Form 4045-GINV must match in order to perform the collection in the GINV system. Once the funds are collected your GINV Deposit Account will appear in the GPO Financial Document Repository (FDR) next to your Legacy Deposit Account.

Establishing a New GINV Deposit Account

Check this box to request a new GINV Deposit Account, then enter the amount in which your GINV Order is funded. The GINV Order and the amount entered on Form 4045-GINV must match in order to perform the collection in the GINV system. Once the BAC is established you will receive an email from the GPO Deposit Account Administrator providing the new BAC. This BAC will be used for all transactions pertaining to the new account.

Once the funds are collected and the account is established you will receive an email with instructions on setting up your individual account and password.

Providing an Agency Location Code (ALC)

Enter the 8-digit Agency Location Code (ALC). This information must match the ALC on the GT&C and Order.

Adding a New GINV Order to an Existing Deposit Account

Check this box if you are requesting to add a GINV Order to an existing GINV Deposit Account. Enter the GINV Deposit Account BAC and the amount in which your GINV Order is funded. One example of when a GINV Deposit Account would have multiple GINV Orders is when the GINV Order is set up with a single-year funded Treasury Account Symbol (TAS). The next Fiscal Year, your agency would need to set up a new GINV Order with the new TAS. This GINV Order would then be added to the existing GINV Deposit Account under the appropriate existing GINV GT&C.

Replenishing an Existing Deposit Account

To replenish a GINV Deposit Account you must first modify the original GINV Order amount under Line 1 and Schedule 1. **Note:** GPO can only accept Line 1, Schedule 1. Do not add additional Lines or Schedules to the original Order. Once the original Order is modified submit the Form 4045-GINV with the box "Replenish GINV BAC" providing the 6-digit BAC and the amount in which your GINV Order was modified. The GINV Order and the amount entered on Form 4045-GINV must match in order to perform the collection in the GINV system.

Refund Request on a GINV Deposit Account

Check this box to request a refund. Provide the 6-digit BAC, the dollar amount of the requested refund, and the Performance number in which the original Advance was collected. The Performance number can be obtained under your GINV Deposit Account in the GPO Financial Document Repository (FDR).

To request a complete refund of unused funds on a GINV Order, all jobs must be invoiced and processed as a Deliver Performed in the GINV system, and posted to the GINV Deposit Account.

Agency GINV Deposit Account Administrator Information

- **Name** — Enter the name of the individual originating the request to establish, replenish, or refund the account.
- **Department or Government Establishment** — Enter the name of the department, government agency, or establishment.
- **Bureau/Office** — Enter the specific bureau or office associated with the department, government agency, or establishment.
- **Address** — Enter the complete mailing address, including the zip code and appropriate mail stops, of the agency/bureau.
- **Phone** — Enter the phone number, including any extensions, of the individual.
- **Email** — Enter the email address of the individual originating the request.

Agency Finance Point-Of-Contact Information

- **Name** — Enter the name of the individual located in the agency's finance office whom GPO may contact for additional information.
- **Address** — Enter the address of where the finance point-of-contact person is located.
- **Phone** — Enter the phone number, including any extensions, of the finance point-of-contact person.
- **Email** — Enter the email address of the finance point-of-contact person.

Additional Information

This section is to provide information that a customer agency requires GPO to include on the invoice/performance in order to reconcile bills from GPO allowing payment to be made in a timely manner.

Authorizing Signature

- **Authorizing Signature** — The GPO Form 4045 must be signed by the individual who is authorized to transfer funds in advance for the agency. Verifiable electronic signatures are acceptable.
- **Title** — Enter the title of the individual whose signature is authorizing the form.
- **Date** — Enter the date the form is signed.

Submit the completed and signed form by emailing a digital scan to the Accounts Receivable & Collections Office at arc@gpo.gov.