



Dear Financial Institution Representative:

On behalf of the U.S. Department of the Treasury, we thank you for your participation as an Electronic Transfer Account (ETASM) Provider. We look forward to working with you to meet the banking needs of Federal payment recipients in the communities you serve.

The name of your institution and the addresses of your branches will be included on a listing of designated ETA providers. This information will be made available by ZIP code via a toll-free voice response system at 1-888-ETA-3311, or on the Internet at <www.eta-find.gov>.

Enclosed is the ETA Provider Implementation Kit. The kit includes the following:

- **Signed Financial Agency Agreement** — sets forth the requirements of the ETA program as certified by your institution and the Department of the Treasury;
- **ETA Logo Standards Manual** — instructions for displaying and using the official ETA logo (includes camera-ready logos);
- **Program Implementation Guide for ETA Providers** — describes your institution's responsibilities related to its ETA customers and to the ETA Program;
- A supply of **ETA decals** for each of your institution's branches. You may order additional ETA decals and free ETA marketing materials using the **enclosed order form**;
- **ETASM Promotion Best Practices** – gives information to help make your ETA Program more successful; and,
- **The ETASM Dispatch** – the most current edition of the newsletter for ETA Providers

Also enclosed, as an Appendix to the Guide, is the **ETA Disclosure Statement Checklist**, to use as a reference when developing your ETA disclosure statements. The Guide also gives instructions for completing a Monthly Report, which you should use to request compensation for ETA Set Up Fees as described in the ETA Notice and Financial Agency Agreement. Requests for compensation received after the 15th of the month will be processed in the following month.

We appreciate your participation in the ETA program. If you have any questions, please contact us at 1-888-382-3725.

ETASM Program
Federal Reserve Bank of Dallas