TABLE OF CONTENTS

SECTION 2: FINANCIAL DOCUMENTS

1. INSTRUCTIONS – Treasury Packet
2. INSTRUCTIONS – 18 Agencies
3. AFFIDAVIT OF NOTARY PRESENTMENT – CERTIFICATION OF MAILING
4. COVER LETTER - PRE-OFFSET NOTICE FOR BALANCED BOOK ADJUSTMENT
5. CHARGEBACK ORDER
6. FIDUCIARY APPOINTMENT – RICHARD K. DELMAR, Inspector General
7. FIDUCIARY APPOINTMENT – Janet Yellen, Secretary of The Treasury
8. FIDUCIARY APPOINTMENT – Charles P. Rettig, Commissioner, IRS
9. I.R.S. FORM 56 – RICHARD K. DELMAR, Inspector General
10. I.R.S. FORM 56 – Janet Yellen, Secretary of The Treasury
11. I.R.S. FORM 56 - Charles P. Rettig, Commissioner, IRS
12. I.R.S. FORM 1040-V
13. ACTUAL AND CONSTRUCTIVE NOTICE
14. NON-NEGOTIABLE INTERNATIONAL BILL OF EXCHANGE

NOTE 1: ONLY SECTION 1 DOCUMENTS ARE RECORDED AT THE COURTHOUSE

NOTE 2: SECTION 2 DOCUMENTS ARE NOT RECORDED AT YOUR LOCAL COURTHOUSE.
NOTE 3: EVERYTHING SENT TO Janet Yellen US TREASURY IS MAILED VIA **REGISTERED** MAIL WITH $21.00 IN STAMPS
BY NOTARY PRESENTMENT. LIST ALL DOCUMENTS ON NOTARY PRESENTMENT BY NAME & NUMBER (IF APPLICABLE), AND NUMBER OF PAGES OR PAGE NUMBERS .
NOTE 4: EVERYTHING SENT TO US TREASURY IS AN ORIGINAL EXCEPT FOR SECTION 1 WHICH COULD BE CERTIFIED COPIES.
NOTE 5: THE **TREASURY PACKET** IS SECTIONS 1 & 2, BIRTH CERTIFICATE ACCEPTED FOR VALUE, AND BC BOND.
NOTE 6: **MANDATORY**: EVERY **BOND** SENT TO US TREASURY IS ORIGINAL ONLY AND **MUST BE** PRINTED BY LASER,
NOT INK JET, ON 8½" x 11", 32 lb., 100% COTTON, WATERMARKED BOND PAPER. (Southworth is common.)
NOTE 7: STRONGLY RECOMMEND THAT ALL SECTION 1 & 2 ORIGINALS SENT TO US TREASURY ARE PRINTEDON LASER PRINTER USING THE 32 lb. BOND PAPER.

1. Gather the following documents:
   Original or Certified Section 1 Documents, strongly recommended to be printed by Laser on the 32 lb. Bond Paper;
   Original Section 2 Documents, strongly recommended to be printed by Laser on the 32 lb., 100% Cotton Bond Paper
   Certified Birth Certificate
   Original Birth Certificate Bond printed on a LASER printer, NOT an Ink Jet, on 32 lb., 100% Cotton Bond Paper.
2. Use a stamp, a computer print-out, or hand print the words of the LARGE Birth Certificate Stamp "Accepted for Value" in red at a 45 degree angle (lower left to upper right) on the back side of the Birth Certificate. Fill in w/blue.
3. Use the small, 6-line "Accepted For Value" red stamp (or by hand or computer) on the back side of IRS Form 1040-V. Put it horizontally across the end of the 1040-V as if you were endorsing a check. You MUST keep it on the back of the coupon area itself. None can be out of the coupon space. You do not detach/cut the 1040-V from the 8½ x 11" page. (If you need a guide, draw the "cut-off line" on the back side of the page.) Fill info in with blue ink.
4. Create 19 original, blue wet-ink, "Pre-Offset Notice For Balanced Book Adjustment" Cover Letters for 19 AGENCIES.
5. Make 19 copies (18 AGENCIES & yourself - See Section 2-B Instructions), regular copy paper, single/1-sided, except for the 1040-V and Birth Certificate pages . . . these are the only 2 which are double-sided copies because of the AFV.
6. Address envelope to the following recipient:

   Use Notary's Return Address

   JANET YELLEN
   SECRETARY OF THE TREASURY
   DEPARTMENT OF THE TREASURY
   1500 PENNSYLVANIA AVENUE NW
   WASHINGTON, DC 20220

7. Prepare for mailing of ORIGINALS PRINTED ON BOND PAPER or CERTIFIED COPIES using these instructions:
   - Registered Mail with Return Receipt Signature Required USPO Form 3811 (Green Card addressed to your Notary Pres.)
   - Place $21.00 in postage stamps on the envelope BEFORE you go to your Notary & do not put closer than ½" from edge. (Don't hope/entrust Notary to use stamps if they mail your envelope). Then there will be no questions or discussion with the postal clerk. DO NOT ALLOW POSTAL EMPLOYEE TO PLACE A METERED

STAMP, with money, ON YOUR PACKAGE. ALL POSTAGE NEEDS TO BE IN STAMPS & INFORM THEM YOU ARE SENDING THIS WITH STAMPS.

- Write $21.00 in "Customer Must Declare Full Value" box on white USPO Form 3806 Receipt for Registered Mail.
- DO NOT BUY INSURANCE. You can NOT insure the amount of the Bond, ONLY declare $21.00 value for stamps.
- DO NOT SEND OVERNIGHT MAIL - - - Your envelope seams will be sealed w/sealing tape because it's registered.
- Send package by Notary Presentment listing all documents by name, number of pages or page numbers, & other number (if applicable). This validates the contents of your mailed package. (Make 1 or 19 copies before mailing.)
- On your envelope, use Notary's Return Address; Use Notary's address as "Sender" on Return Green Card, PS Form 3811
- Make a copy of front & back of green card & addressed/stamped envelope. Track your package via www.usps.com