



## How to Establish a GPO Billing Address Code (BAC)

In order for a customer agency to obtain a GPO Billing Address Code (BAC), Form 4046 should be submitted with the following information:

- Name of agency and bureau
- Full mailing address of the agency/bureau requesting the BAC, including the zip code
- Contact person including phone number
- Indicate what type of BAC is needed (IPAC, Deposit or Non-IPAC)
- For an IPAC BAC an Agency Location Code (ALC) should be furnished. This can be acquired from the agency's finance or budget office.
- For a deposit account please note in the 'additional information' field on the SF-1 how they wish to fund this account once established. If funding via IPAC transfer, please include ALC. If funding via check, please include a check payable to the Public Printer.

After completing Form 4046 either fax it to **202.512.1789** or email it to **[requestnewbac@gpo.gov](mailto:requestnewbac@gpo.gov)**.

Once the new BAC is established GPO Commercial Billing will contact the agency within 3 business days with the information to begin using the new GPO BAC for their printing needs.