U.S. Department of Justice

Washington, D.C. 20530

Request for Financial Information Under the Right to Financial Privacy Act (RFPA)
(Authorization, Purchase Order and Receiving Report)

This form shall be used when requesting financial records of individuals and partnerships of five or fewer individuals under the RFPA.

1 Tracking Number:	2 Date Order Prepared:	3 USAO Number:

Section A - Authorization and Purchase Order

4 Name and Address of Financial Institution:	Funding Certification & Authorization:	A. _____ N/A Budget Official Signature Funding Available Date 54-8113 B. _____ Approving Official Signature Date

5 Deliver Records To:	Send Completed USA-211 Form & Invoice To: U.S. Attorney's Office - SDNY Budget / Fiscal Unit 86 Chambers Street, 3rd Floor New York, NY 10007	6 Return Date:

7 Remarks: Do not proceed with compliance if the total cost will exceed $ 500.00 without prior approval. To obtain approval, call the requestor listed in Item 8.

If invoicing for these services is expected to exceed 120 days, please notify the United States Attorney's Office immediately to ensure funds remain available for payment. Please see the attached Important Notice for additional information on invoicing and other requirements for reimbursement.

8 Name of Requestor: AUSA ██████████	9 Telephone Number: ██████████	10 Date of request:

Section B - Financial Institution Invoice

No Payment Shall Be Made Unless Expenses Are Itemized Below Or Set Forth On Your Attached Invoice.

11A Invoice Number:	Quantity	Unit Price		Amount
11B Tax ID Number:		Cost	Per	
11C Service(s)/Records Provided:				
A. Searching and processing costs (clerical or technical personnel)		$22.00	Hour	
B. Searching and processing costs (management/supervisory personnel)		$30.00	Hour	
C. Searching and processing costs (computer support specialist)		$30.00	Hour	
D. Reproduction Costs (Photocopying) - **Note: Copy charges will be disallowed if the information is stored electronically, unless the US Attorney's Office requests paper.		$0.25	Page	
E. Reproduction Costs (Paper Copies of Microfiche: provide justification)		$0.25	Frame	
F. Reproduction Costs (Duplicate Microfiche: provide justification)		$0.50	Microfiche	
G. Storage Media Cost (e.g., Compact Disc, DVD, etc., at Actual Cost)				
H. Transportation Costs (Direct Costs Only)				

In Item #12, I certify that the services invoiced above were not performed relative to any corporate accounts and pertain only to accounts of individuals and partnerships of five or fewer individuals.

12 Signature of Financial Institution Official:	13 Date Signed:	Total Amount Claimed By Financial Institution	

Section C - Receiving Report

		16 Disallowance (See Attached)	
14 I certify that the articles and services listed were received:	15 Date Received:	17 Net to Financial Institution	

18 Right to Financial Privacy Act - Public Law 95-630 (12 U.S.C. 3401-3422) Request Pursuant To: *(Check One Only)*		19 Signature of Approving Official:

SECTION			OBJECT CLASS
☐	3404	Customer Authorization	2545
☐	3405	Administrative Subpoena or Summons	2545
☐	3406	Search Warrant	2545
☐	3407	Judicial Subpoena	2545
☐	3408	Formal Written Request	2545
☐	3413	Grand Jury Subpoena	2545
☐	3414	Special Procedures	2545

20 Funding Source _____
Accounting Code:

Program _____

21 Other Accounting/Fund Information:
Program Code: N/A   Project Code: N/A
YREGDOC: 54-8113

Call Number (if applicable):

OBL Month (YRMO):

Tax ID Number:

22 Remarks:

To the best of my knowledge, the financial records received, for which we are being billed, are those of an individual or partnership of five or fewer individuals.

_____   _____
Signature of United States Attorney's Office Representative   Date

FORM USA-211
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