

NBT

U.S. Savings Bond Program And Your Facility

You should have received notification from your corporate payroll department that you have been selected as the location contact for the U.S. Savings Bond Payroll Deduction Program. The corporate human resources or payroll department also should have sent you a letter introducing National Bond and Trust as the administrator of the U.S. Savings Bond Program and also the corporate contact person at your home office, should you have any questions. Now that you have this information, ***what happens next?***

An NBT representative will be contacting you to review the program, set up a meeting to answer any questions that you have and make arrangements for a bond drive at your site. **You and our agent will discuss...**

- ❖ **How to handle your location needs and payroll deduction authorizations.**
- ❖ **The different types of bond drives and which format will work best for you.**
- ❖ **What helps to make a great Bond Drive and HR's role in that process**
- ❖ **Any special needs, arrangements or requirements of individual departments.**

The scheduling of the bond drive will roughly follow this time frame:

- ❖ **3 to 4 weeks prior to bond drive**, a date will be selected
- ❖ **2 weeks prior to bond drive**, the departments need to be notified with faxes, posters and/or emails and, if needed, a department managers meeting held
- ❖ **1 week prior to bond drive**, an email or fax reminder should be sent to department managers to help ensure participation in the program. Re-confirm that posters have been displayed at the facility.
- ❖ **3 days prior to bond drive**, reminder faxes or emails will be sent

The Day of the Bond Drive has arrived!

- ❖ **The NBT Agent will arrive 30 to 60 minutes early for set up**
- ❖ **At the bond drive table and/or room, posters, banners, flyers, etc. will be displayed**
- ❖ **Final reminder will be sent to all department heads**
- ❖ **The NBT Agent will meet with your employees and explain the program!**

At the end of the day, the NBT Agent will meet with you and review the processing and handling of all paperwork and review the need for additional bond drive dates!