

## How to convert paper Savings bonds to Electronic Form from Phil Ziegelbaum

For a good overview read through the WikiHow Article at:

<https://www.wikihow.com/Securely-Convert-Paper-Savings-Bonds-to-Electronic-Securities>

In the narrative below Phil is referencing the TreasuryDirect Website at:

<https://www.treasurydirect.gov>

Info I gathered on converting Paper Savings Bonds into electronic. After they completed the conversion, I called them and they talked me through the final steps. Instructions are not 100 percent clear .... What a shock ... LOL.

Now when a bond matures they move it into a zero interest acct and notify me (30 years old and doesn't get interest anymore). Then I can go in and have that \$\$ moved to my personal savings

### **SAVINGS BONDS – ELECTRONIC/ON-LINE**

Support: 844-284-2676 (toll free)

*Once they get the bonds, takes 2-3 weeks to turn them into electronic. They verify them 2 or 3 times before putting into the system. Bonds are insured so don't need to snail mail them certified or registered. I scanned a copy of my bonds first.*

*After the bonds were entered by them into my converted account, then I had to move them (transfer) to the permanent "V" account.*

*Then you can add the POD beneficiary.*

*For FIRST year taxes, the Interest paid will show up in BOTH My Converted account (for first bond that matured) and in the "V" account.*

## **How do I convert my paper savings bonds into electronic savings bonds?**

Before you can convert your paper savings bonds, you must first create a Conversion Linked Account:

- In your primary account, click the ManageDirect tab at the top of the page.

- Under the heading Manage My Linked Accounts, click "**Establish a Conversion Linked Account**".
  - The Establish a Conversion Account page will appear.
  - Click the "**Create Account**" button. You will be directed to your new Conversion Linked account and you can begin the conversion process from the ManageDirect page.
- Note: In the future, you must access your Conversion Linked account through your Primary account.

The name for the Conversion account 'My Converted Bonds', followed by its TreasuryDirect account number, appears in the top right corner of the Account Info page. The two arrows let you know that you're currently viewing the Conversion account. To go back to your primary account, click the link above the conversion account number.

### **Step 1 - Getting Started**

- Gather your Series EE and I Savings Bonds; please don't sign the back of your savings bonds.
- Sort savings bonds by the name(s) on them:
  - One name alone,
  - two names with OR,
  - one name with POD (or beneficiary) to a second name,
  - any others.

Note: In an entity account, all securities will carry a registration identical to your Entity Account name.

- Log in to your TreasuryDirect account at a computer with access to a printer.
- Access your conversion linked account (My Converted Bonds).
- Click on the ManageDirect tab.

### **Step 2 - Adding Registrations to Your Conversion Linked Account (individual accounts only – does not apply to entity accounts)**

#### **Minors**

If you wish to convert bonds on which your minor child is named as a co-owner with you--the Primary Account owner--and you wish to deliver the bonds to a Minor Linked Account in the name of the minor, provide this information in the Comments field when you enter the Security Information on the Add a Bond page. Once the bonds are converted, they will appear in your child's Minor Linked Account.

If you do not provide the instructions before the bonds are converted, transferring the bonds from your account to an account with a different taxpayer identification account number--such as your child's Minor Linked account--is reported to the IRS for the tax year in which the transfer occurs. The Minor Linked Account must be established before converted bonds may be delivered to the account. If you wish to create an account for your minor child, select Establish a Minor Linked Account under Manage My Linked Accounts on the ManageDirect page in your Primary Account.

### **Deceased registrant**

If anyone listed on the bonds is deceased, omit their name from the registration. You will need to submit a certified copy of the death certificate. Other evidence might be required also. The bonds will be converted in the surviving registrant's name alone. (We don't return death certificates or other legal evidence.)

### **Procedure to add registrations**

- Under Manage My Conversions, click on "**Create my registration list**".  
For each different registration, enter the Taxpayer Identification Number (TIN) and name of each registrant. If a registrant's TIN is not known, enter zeros: 000-00-0000.
  - Note: For your convenience, a registration with your name and TIN is already in the registration list as a Single Owner registration type.
- For a registration Type:
  - Select 'Single Owner' if one person is named.
  - Select the connector that appears: 'OR' or 'Payable on Death' (may be shown as POD or Beneficiary) for two names.
  - Select 'OTHER' if a different connector appears, such as AND or WITH. Note: If the bond is not registered in an authorized form, we will change the registration to the closest authorized form. In other circumstances, we may contact you after we receive the bonds and provide appropriate instructions to complete the transaction.
- Click "**Submit & Add Another**" to add more registrations until you have entered all the different registrations you have. When you have entered your last different registration, click "**Submit**".

### **Step 3 - Adding the Bonds to Your Conversion Linked Account**

- Click the ManageDirect tab to go back to Manage My Conversions and click "**Convert my bonds.**"
- Select the registration for the bond you are adding to the Conversion Cart, and click "**Select Registration & Continue.**"

- On Add a Bond page:
  - Select the Series and Denomination that appear on the bond. If you need to choose another registration, click "**Select a Different Registration.**"
  - Enter the Serial Number and Issue Date (month and year).
  - Enter any additional information in the Comments field, such as
    - Your name has been changed, or
    - You wish to convert bonds on which your minor child is named as a co-owner with you, and you wish to deliver the bonds to the Minor Linked Account in the name of the minor.
  - Click "**Add to Cart.**" Your cart is automatically saved every time you add a bond. If you can't finish, click "**Save Cart**", and log off. When you would like to return to add more bonds, go to ManageDirect and click either "**Convert my bonds**" or "**View my cart**".

Note: Your cart will notify you if you are submitting a bond that is fully matured. When you convert a bond that has reached final maturity, TreasuryDirect will automatically cash (redeem) it and purchase a Zero-Percent Certificate of Indebtedness (C of I) in your Primary account. The interest earned is reported to the IRS for the tax year of the redemption. If you need to remove a bond from the cart, select the checkbox under the Remove column and click "**Remove Checked Items**". To correct information on a bond that's in your cart, you must remove it and re-enter.

You can only add bonds to one cart at a time and each cart is limited to 50 bonds at a time. After you click "**Create a Manifest**", the cart is emptied and you can add more bonds, if necessary. A new manifest is created with each cart of bonds you submit. Since each manifest is individually numbered, you can create as many manifests as you need in order to exchange all your paper bonds. **Important!** Once you click "**Create a Manifest**", you cannot return to that cart to add more bonds.

#### **Step 4 - Creating a Manifest From Your Cart to Mail With Your Bonds**

- On the Conversion Cart page, click "**Create a Manifest**" to continue with the conversion request. A numbered manifest lists the bonds that you put in the cart. (If you have saved a cart in a previous session, you access your cart from the View My Cart option in ManageDirect.)
- Print and sign the manifest. Keep a copy of the manifest.
- Mail the manifest with your bonds to the address shown on the form. Please **don't** sign the back of your savings bonds.

## After You Submit Your Bonds

You will not receive a notification when we receive the bonds or when the conversion process is complete. However, you may check the status of your bonds at any time, through your TreasuryDirect Conversion linked account. Click ManageDirect, then "View my manifests". Select the manifest you wish to view and click the "**Submit**" button. You will see one of the following notations in the Status column next to the bonds on your manifest:

- **In Progress**- processing in progress;
- **Pending** - Customer Service needs additional information;
- **Returned** - Bond returned to you as ineligible for conversion;
- **Not received** - Treasury did not receive the bond listed on the manifest;
- **Canceled** - Bond closed in previous transaction. For example, a replacement bond was issued after being reported lost, stolen, or destroyed; or
- **Converted** - Bond converted. Check your Current Holdings or Gift Box in My Converted Bonds Linked Account, or your Minor Linked

---

## Adding a POD to your savings bonds

You may add a second-named registrant to a converted savings bond that is in your name alone as sole owner. However, there are a few things to remember:

- Because the bond has been converted, it's now governed under regulations found in Part 363, "Regulations Governing Securities Held In TreasuryDirect."
- If the converted savings bond is still held in your Conversion Linked Account (CLA), you only have the option to add another individual as the beneficiary (POD). You cannot add a secondary owner (WITH) while bond is in your CLA.
- After a bond in sole ownership registration is transferred to your primary account or a custom linked account, you have the option to add either a secondary owner (WITH) or beneficiary (POD). You cannot add a co-owner (OR) because it is not an authorized registration for new securities held in a TreasuryDirect account.
- You may change the beneficiary (POD) named on a converted Series EE or Series I bond, whether the bond is held in your primary account, the

conversion linked account, or a custom linked account. The consent of the beneficiary named on a Series EE or Series I bond is not required to remove his/her name.

If the securities you wish to transfer are held in a linked account, before transferring the bonds to your primary account, you must first access that account. To do so:

- Click the **ManageDirect®** tab.
- Under the heading, **Manage My Linked Accounts**, click **Access My Linked Accounts**.
- Choose My Converted Bonds and click **Select**.

You are now ready to transfer the bonds to your primary account. To do so:

- Click the **ManageDirect** tab at the top of the page.
- Under the heading **Manage My Securities**, click **Transfer Securities**.
- On the **Transfer** page, choose the button beside the security type you want to transfer and click **Submit**.
- On the **Summary** page, choose the box beside the securities you want to transfer and click **Select**.

From here, the process differs slightly depending on whether you have selected one or more than one security for transfer:

- If more than one security is selected for transfer, you will see the **Multiple Transfer Request** page.
- If only one security was selected for transfer, you will see the **Transfer Request** page. On this page, either leave the default button selected for the **Transfer full amount** or select the button for **Transfer partial amount** and enter the desired amount.

**Note: In a partial transfer for savings bonds, you must transfer at least \$25 and leave a value of at least \$25 for the security. In a partial transfer for**

**marketable securities, you must transfer at least \$100, and in \$100 increments.**

- Enter the Recipient's Taxpayer Identification number and TreasuryDirect account number in the spaces provided and click **Submit**.
- The **Transfer Review** page or **Multiple Transfer Review** page will be displayed. If any information needs to be changed, click **Edit** and make the changes.
- Read the statement at the bottom of the page and click **Submit**.
- The **Transfer Confirmation** page or **Multiple Confirmation** page will be displayed to verify completion of the request. You may wish to print a copy of this screen for your records.

To add a secondary owner or beneficiary to your securities:

- Click the **ManageDirect** tab at the top of the page.
- Under the heading **Manage My Securities**, click **Edit a registration**.
- On the **Edit Security Registration** page, choose the security type you want to and click **Select**.
- On the **Summary** page, choose the security you wish to edit and click **Select**.
- On the **Detail** page, select the registration containing the secondary owner or beneficiary you desire from the drop-down menu. (If you've never created the registration, you can do so by clicking **Add New Registration**. Once you've created the new registration, the system will bring you back to the **Detail** page where you'll find the new registration listed in the drop-down menu.)
- Once you've selected the desired registration, click **Submit** to completed the change in registration for the security