

Instructions on filling out the 7600A and 7600B

Is your 7600A complete? Please check the below.

- Agency is using current version of the 7600A template and including correct financial information.
- **IAA # (GT&C #)** is agency's tracking number for this funding document. The number should be included on all pages.
- Box 1 is filled out with the **Agency's Name and Address**.
- Box 3 is selected as **No**
- Box 4 has the "**New**" option selected - *if it's an amendment*, agency uses the 7600B.
- Box 5 **Agreement Period** starts with current FY and end date is either one or five years out, depending on whether the agency requires an entirely new agreement each year.
- Box 6 selected as **Yes** or **No**
- Box 7 is selected as **Single Order IAA**
- Box 8 is selected as **No**
- Box 9 has the amount being obligated in the base agreement in the **Total Estimated Amount** field.
- Box 10a is filled out with the customer's funding authority.
 - Box 10b has **Revolving Fund** selected (that is the MSO's funding authority)
- Boxes 11 and 12 should have the boilerplate MSO scope and responsibilities of service.
- Boxes 13-20 are not necessary for our purposes
- Box 21 should have the boilerplate billing text in it.
- Box 23 needs to be signed by the agency.

Is your 7600B complete? Please check the below.

- Agency is using current version of the IAA template with correct financial information.
- IAA # (GT&C #) is agency's tracking number for this funding document. **Servicing Agency's Agreement Tracking Number is GSA's IAA #.** Both numbers should be included on all pages.
- Boxes 24 through 28 are filled out.
- Box 26 - Fill out the amount the agency is obligating.
- Box 28 should have the following mandatory fields completed, otherwise your IAA will be rejected by the GSA CFO:
 - **BPN** - Business Partner Network #
 - **ALC** - Agency Location Code
 - **Component TAS** or **Current TAS** format (can be one or the other)
 - **Additional Accounting Classification** (Line of Accounting (LOA) agency wants billed to). Although the form says optional, but that is only for Acquisition Services, it is required for MSO HSPD-12 services.
 - **Requesting Agency Funding Expiration & Cancellation Date** (Agency enters the Period of Performance (PoP) if any)
- The "**Servicing Agency Initiated IPAC**" option is selected in box 32
- The **Monthly Option** is selected in box 33 for billing frequency
- If obligating future FY funds, "Subject to the availability of funding" text is included in box 35. If obligating additional prior FY funds to complete billing, add language stating that the funding is for that FY's billing.
- Box 37 needs to be filled out with the "Program Official" information (Name, Title, Phone, and Email) and their signature.
- Block 38 needs to be completed with the "Funding Official" information (Name, Title, Phone, and Email) and their signature.
- Block 39 needs to be completed with the "Finance Office POCs" information (Name, Title, Phone, and Email).