



U.S. Department of Justice

*United States Attorney
Southern District of New York*

*The Silvio J. Mollo Building
One Saint Andrew's Plaza
New York, New York 10007*

Dear Sir/Madam:

This letter describes the procedure for requesting reimbursement for subpoenaed records.

12 CFR part 219 (subpart A), issued by the Board of Governors of Federal Reserve System under section 1115 of the Right to Financial Privacy Act (12 U.S.C. 3415), sets the rates and conditions for reimbursement of costs directly incurred by financial institutions in assembling or providing customer financial records to a government authority pursuant to the Act. No costs are reimbursable if the records are those of a corporation or a partnership comprised of more than five individuals.

If reimbursement is authorized, and the estimated billing to the government will exceed \$500, advance permission is necessary from [REDACTED]

If the subpoenaed records indicated on the rider are eligible for reimbursement, please complete section B of the enclosed form OBD-211, which will serve as your invoice, and return it with a copy of the subpoena to the following address:

U.S. Attorney's Office - SDNY
Accounts Payable
86 Chambers Street, 3rd floor
New York, NY 10007

Please send your invoice to the above address within 60 days of the submission of the subpoenaed records. If no invoice is received within 120 days, funds will not be available to pay the invoice.

Thank you,
Account Payable Department
212-637-2662
Enclosure: OBD- 211

FORM OBD 211 - INSTRUCTIONS

ATTORNEYS:

1. Fill in blocks 2, 3, 4 (name only), 8, 9, and 10.
2. Mail the subpoena and the OBD 211 to the financial institution.
3. Send a copy of the OBD 211 and the subpoena to Anthony Baker in the Budget Office.

FINANCIAL OFFICIAL COMPLETE THE FOLLOWING:

1. Complete block 4.
2. Either complete block 11 or write "see attached invoice" and attach to the OBD 211.
3. Blocks 12 and 13 must be completed. Note carefully the certification.
4. Send completed OBD 211 and attached invoice, if applicable, to:

U.S. Attorney's Office - SDNY
Accounts Payable
86 Chambers Street - 3rd Floor
New York, NY 10007

Form OBD 211

U.S. Department of Justice Request for Financial Information (Authorization, Purchase Order, Receiving Report)

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

1 Purchase Order Number/DC Number	2 Date Order Prepared:	3 Case Number: 2019R01188
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Section A — Authorization and Purchase Order

4 Name and Address of Financial Institution/Tax ID #/Name & Phone # of Contact Person
SunTrust Bank

5 Deliver To: See attached subpoena for delivery instructions. **6 Return Date:** See attached.

7 Remarks/Invoice # Account Number: 1. If reimbursement is authorized, and the estimated billing to the government will exceed \$500, advance permission is necessary from [REDACTED].
2. See attached subpoena and rider for account information and delivery instructions.

8 Name of Requestor/Assistant U.S. Attorney [REDACTED]	9 Telephone Number: [REDACTED]	10 Date of Request: 12/11/19
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Section B — Financial Institution Invoice

No Payment Shall Be Made Unless Expenses Are Itemized Below Or On Your Form To Be Attached.

11 Service/Financial Records Provided: 11a Billed To:	Quantity	Unit Price		Amount
		Cost	Per	
I hereby certify that the services above were not performed relative to any corporation, joint ventures, etc., and pertain only to accounts (checking, savings, share, loan, or credit card) of individual(s) or partnership(s) of five or fewer partners.				

12 Signature of Financial Institution Official:	13 Date Signed:	Total Amount Claimed By Financial Institution:
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Section C — Receiving Report

14 I certify that the articles and services listed were received:	15 Date Received	16 Disallowance

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

	OBJECT CLASS	
<input type="checkbox"/> 3404	Customer Authorization	2540
<input type="checkbox"/> 3405	Administrative Subpoena or Summons	2541
<input type="checkbox"/> 3406	Search Warrant	2542
<input type="checkbox"/> 3407	Judicial Subpoena	2543
<input type="checkbox"/> 3408	Formal Written Request	2544
<input type="checkbox"/> 3413	Grand Jury Subpoena	2545
<input type="checkbox"/> 3414	Special Procedures	2546

19 Signature of Approving Official

20 Accounting Classification Code

FY	FC	1	2	3	4	5	PROJ

21 Schedule and Voucher Number