

If you must reach out to the U.S. Department of the Treasury with a request for access to Treasury's Compliance Portal, you may email slfrf@treasury.gov. Consider including the following in your email:

City, town, village, etc. of _____, Vermont

Town ID number _____ (Town ID number can be found [HERE](#))

UEI number _____

Federal Tax Identification Number _____

Good day,

I am the (*insert your title here – member of the Selectboard, Clerk, Treasurer, Town Manager, Town Administrator, etc.*) for the (*City, town, village, etc.*) of _____, Vermont.

The email address that you have on file have for my municipality's Account Administrator (*enter email address for this person, if you have it*) is no longer valid. The former Account Administrator (*died, resigned, lost the election, etc.*). As a result, we are unable to access Treasury's reporting portal using this account. Please reset our Account Administrator as indicated below ASAP so we can make our ARPA filing by 4/30/2023 as required:

Name: _____

Title: _____

Email Address: _____

This individual is currently registered in [Login.gov](#) with the email address shown. Thank you for your time and attention to this matter.