The National League of Cities (NLC) provided the template below for reaching out to Treasury’s Help Desk which should be used if you need to change the account administrator, which was a major problem NLC helped with last year. NLC recommends using this format as Treasury will be flooded by requests for help from the 27,000 cities that need to file, the 3,069 counties, and the 50 states. This template will make it as easy as possible for the Help Desk staff and avoid back and forth with the Help Desk seeking additional information. Contact Michael Gleeson for more information from NLC on this or adjacent issues.

**Email Template**

In each request to slfrf@treasury.gov, include the following in your email:

City of __________, [State]

UEI number ______________

Federal Tax Identification Number ______________

"Hello Treasury, I am the (Mayor, City clerk, etc.) for the city of __________, [State].

(Sample detailed description of problem you need help with):

The email you have for the City's Account Administrator is mayor@_____________.com. 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. The individual below is currently registered in Login.gov and will need to be set as Account Administrator. The former account administrator died, resigned and not longer works for the city, lost the election, etc.

name: ____________________

title: ____________________

e-mail: ____________________