

**Federal Audit Clearinghouse  
Filing Instructions for  
Office of Management and Budget (OMB)  
Circular A-133 Submissions for  
Audits with Fiscal Year End Dates in 1997—2004**

**Effective January 1, 2011**

Grantees submitting OMB Circular A-133 reporting packages for audits with fiscal year end dates in 1997—2005 must use the following instructions when submitting to the Federal Audit Clearinghouse (FAC):

1. No form SF-SAC is required. In lieu of the Form SF-SAC, grantees are to submit to the FAC a cover letter with the following information along with the complete reporting package:
  - a. Fiscal Year End Date
  - b. Employer Identification Number
  - c. Complete Auditee Name
  - d. Complete Address: Street, City, State, Zip Code
  - e. Contact Name and Phone Number
  - f. Name and Title of Certifying Official
  
2. The letter and reporting package should be mailed to the following address:

Federal Audit Clearinghouse  
1201 E. 10<sup>th</sup> St.  
Jeffersonville, IN 47132
  
3. The FAC will check the receipt in, make a copy to be forwarded to the Federal cognizant or oversight agency for review, and add the original to the FAC archives. No data will be captured and no updates will be made to the FAC database.

**Note:** Removal of the requirement to complete a Form SF-SAC in no way changes the auditing requirements set forth in OMB Circular A-133. If you wish to discuss these requirements, please contact the National Single Audit Coordinator (NSAC) for your Federal cognizant or oversight agency. The NSAC contact information is located in Appendix 3 of the 2010 Circular A-133 Compliance Supplement.

**If you have any questions regarding the new reporting instructions listed above, please contact the Federal Audit Clearinghouse staff at [govs.fac@census.gov](mailto:govs.fac@census.gov) or 800-253-0696.**