

## FEDLINK Information Alert 2016

### Deadlines for Fiscal Year 2016 Serials

**July 29, 2016**

#### **Closeout and Refunds**

Close out completed FY2016 orders, deobligate remaining balances, and refund amounts to your agency before September 30th.

**August 12, 2016**

#### **Cancel and Refund**

Cancel an IAA before it is fulfilled or delivery orders before they are issued and refund amounts to your agency before September 30th.

#### **Moving Funds**

When moving funds out of an account, ensure that sufficient funds to cover outstanding usage. Allow **5 (five) business days** for funds to transfer.

#### **Exercise an Contract Option Year\***

When moving funds out of an account, ensure that sufficient funds to cover outstanding usage. Allow 5 (five) business days for funds to transfer. .

#### **Funds Added or Moved by:**

August 12, 2016  
September 9, 2016  
September 26, 2016  
September 26, 2016

#### **Subscription Begins:**

October 1, 2016  
November 1, 2016  
December 1, 2016  
January 1, 2017

#### **New Serial Service (New Contract/Completed Services)**

For a new contract, contact FEDLINK immediately at [fliccfno@loc.gov](mailto:fliccfno@loc.gov). (Don't wait for deadline to send signed IAAs.)

#### **Fund Added or Moved by:**

July 26, 2016  
August 26, 2016  
September 26, 2016

#### **Subscription begins:**

November 1, 2016  
December 1, 2016  
January 1, 2017

For help establishing or amending your IAA, please call the FEDLINK Hotline at (202) 707-4900. Manage your account online at [www.loc.gov/flicc/onlinedoc/online\\_index.html](http://www.loc.gov/flicc/onlinedoc/online_index.html).

*\* Have you submitted your Option Year Confirmation?  
Call 202-707-4900 today for assistance today!*