



# Federal Reserve Account Structure Guide, Attachment A – Subaccount Designations

**\*Required Fields**

## Section 1: Financial Institution Information

We designate the routing (ABA) number(s) in Section 2 to be a Subaccount(s) of our Master Account. (Attach additional sheets as needed.)

|  |                     |                 |                  |
|--|---------------------|-----------------|------------------|
| <b>Routing (ABA) Number or Customer Identification Number (CIN)*</b> |                     |                 |                  |
| <b>Financial Institution (Master Account) Name*</b>                  |                     |                 |                  |
| <b>Street Address*</b>   |                     |                 |                  |
| <b>City*</b>   |                     |                 |                  |
| <b>State &amp; Zip Code*</b>   | <i>State</i>        | <i>Zip Code</i> |                  |
| <b>Official Signature*<sup>1</sup></b>                               |                     |                 |                  |
| <b>Name*</b>   | <i>First</i>        | <i>MI</i>       | <i>Last</i>      |
| <b>Title*</b>  |                     |                 |                  |
| <b>Telephone*</b>  | <i>Country Code</i> | <i>Phone</i>    | <i>Extension</i> |
| <b>Requested Effective Date*<sup>2</sup></b>                         |                     |                 |                  |

<sup>1</sup> Official signature must be a signer designated on your institution’s Official Authorization List (OAL).  
<sup>2</sup> The form is effective no earlier than the business day following the business day that the appropriate Federal Reserve Bank processes the request. If the requested Effective Date cannot be met, the company will be notified.

## Section 2: Subaccount Information

### Subaccount 1

|   |   |                 |                  |
|---|---|-----------------|------------------|
| <b>Please select the applicable option*</b> | <input type="checkbox"/> Add<br><input type="checkbox"/> Convert to Other Secondary RTN<br><input type="checkbox"/> Delete, with the intent to retire with LexisNexis |                 |                  |
| <b>Used for Funds Transfers?*</b>           | <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |                 |                  |
| <b>Secondary RTN (ABA)*</b>                 |   |                 |                  |
| <b>Subaccount Name*</b>                     |   |                 |                  |
| <b>Street Address*</b>                      |   |                 |                  |
| <b>City*</b>                                |   |                 |                  |
| <b>State &amp; Zip Code*</b>                | <i>State</i>  | <i>Zip Code</i> |                  |
| <b>Contact Name*</b>                        | <i>First</i>  | <i>MI</i>       | <i>Last</i>      |
| <b>Title*</b>                               |   |                 |                  |
| <b>Telephone Number*</b>                    | <i>Country Code</i>   | <i>Phone</i>    | <i>Extension</i> |

### Subaccount 2

|  |   |                 |                  |
|--|---|-----------------|------------------|
| <b>Please Indicate if this is an Add, Change or Delete</b> | <input type="checkbox"/> Add<br><input type="checkbox"/> Convert to Other Secondary RTN<br><input type="checkbox"/> Delete, with the intent to retire with LexisNexis |                 |                  |
| <b>Used for Funds Transfers?</b>                           | <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |                 |                  |
| <b>Secondary RTN (ABA)</b>                                 |   |                 |                  |
| <b>Subaccount Name</b>                                     |   |                 |                  |
| <b>Street Address</b>                                      |   |                 |                  |
| <b>City</b>  |   |                 |                  |
| <b>State &amp; Zip Code</b>                                | <i>State</i>  | <i>Zip Code</i> |                  |
| <b>Contact Name</b>  | <i>First</i>  | <i>MI</i>       | <i>Last</i>      |
| <b>Title</b>   |   |                 |                  |
| <b>Telephone Number</b>                                    | <i>Country Code</i>   | <i>Phone</i>    | <i>Extension</i> |

**Section 2: Subaccount Information (Continued)**

**Subaccount 3**

|  |   |                 |                  |
|--|---|-----------------|------------------|
| <b>Please Indicate if this is an Add, Change or Delete</b> | <input type="checkbox"/> Add<br><input type="checkbox"/> Convert to Other Secondary RTN<br><input type="checkbox"/> Delete, with the intent to retire with LexisNexis |                 |                  |
| <b>Used for Funds Transfers?</b>                           | <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |                 |                  |
| <b>Secondary RTN (ABA)</b>                                 |   |                 |                  |
| <b>Subaccount Name</b>                                     |   |                 |                  |
| <b>Street Address</b>                                      |   |                 |                  |
| <b>City</b>  |   |                 |                  |
| <b>State &amp; Zip Code</b>                                | <i>State</i>  | <i>Zip Code</i> |                  |
| <b>Contact Name</b>  | <i>First</i>  | <i>MI</i>       | <i>Last</i>      |
| <b>Title</b>   |   |                 |                  |
| <b>Telephone Number</b>                                    | <i>Country Code</i>   | <i>Phone</i>    | <i>Extension</i> |

The completed form should be e-mailed to [ccc.bankservices@kc.frb.org](mailto:ccc.bankservices@kc.frb.org) or faxed to (877) 281-3647 and mailed to the Federal Reserve’s Customer Contact Center at P.O. Box 219416, Kansas City, MO 64121-9416.

The Financial Services logo is a service mark of the Federal Reserve Banks. A list of marks related to financial services products that are offered to financial institutions by the Federal Reserve Banks is available at [FRBservices.org](http://FRBservices.org).

Last updated: June 2023