



# Federal Reserve Bank FedMail® Request Form

**Internal FR**  
(Upon receipt by the Federal Reserve Bank)

PLEASE TYPE FORM, PRINT, & SUBMIT (handwritten forms may delay processing)

FRBservices.org

Use of the FedMail® access solution is governed by Federal Reserve Bank Operating Circular 5 (“OC 5”), Electronic Access. Depending on the services you choose to access using FedMail, additional Operating Circulars (available at FRBservices.org) may govern. Submission of this form constitutes acceptance of the terms and conditions of OC 5 and other applicable Operating Circulars and agreements. The Federal Reserve Banks have no obligation to verify the accuracy of the information you provide below and have the right to rely on such information in connection with the provision of FedMail access to the services you are requesting. Except to the extent prohibited by law or regulation, you agree to indemnify, hold harmless and defend the Federal Reserve Banks against any claim, loss, liability, or expense made against or incurred by the Federal Reserve Banks in connection with their reliance on the information provided below. A more detailed description of each service available via FedMail is set forth in Appendix A to this form, including certain service limitations.

## Section 1 – General

**\* Required Fields**

Nine-Digit Routing Transit Number (RTN) *	
Financial Institution Name *	
Country *	

## Section 2 – Service Profile

### Instructions

1. Use this section to “Add” or “Delete” services or delivery addresses.
2. For email delivery, shared email boxes are preferred. Please provide more than one email address if using personal email addresses.
3. Complete an additional form to sign up more than three delivery addresses for a service.
4. To change a delivery address, “Delete” the current delivery address and “Add” the new delivery address.
5. To delete all recipients for a report (service) type, mark “All” in the delete column. Please note that by checking delete “All” box, all email addresses and fax numbers that the report(s) are delivered to will be deleted.
6. For pricing information please refer to the FRB Services website at: <http://www.FRBservices.org/servicefees/index.html>
7. Refer to the attached **Appendix A** for a description of the services listed in this section.

### Federal Reserve Bank Use Only

Due Diligence Verified: \_\_\_\_\_

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

# Federal Reserve Bank FedMail® Request Form

## Section 2 – Service Profile (continued)

### Accounting: Capital Stock (STOC, DIVD)

Add	Delete <input type="checkbox"/> All	Email	Fax	Email Address or Fax Number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Accounting: Daily Accounting Statement (IASR)

Add	Delete <input type="checkbox"/> All	Email	Fax	Email Address or Fax Number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Billing: Monthly Billing Summary Statement of Service Charge (BILR)

Add	Delete <input type="checkbox"/> All	Email	Fax	Email Address or Fax Number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Check Adjustments: Messages and Images (CADM, CADI)

Add	Delete <input type="checkbox"/> All	Email	Fax	Email Address or Fax Number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# Federal Reserve Bank FedMail® Request Form

## Section 2 (continued) – Service Profile

### Check 21: Duplicate Notification Service (DCNR)

By adding the C21 Duplicate Notification Service, you acknowledge that you have read and agreed to the terms and conditions of the *Check 21 Duplicate Notification Service Agreement*.

<https://www.frbservices.org/app/duplicatecheck/request/terms.html>

Add	Delete	Email	Fax	Email Address or Fax Number
	<input type="checkbox"/> All			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Check 21: FedForward®/FedReturn® Acknowledgements (FFPP, FFRP)

Add	Delete	Email Address <i>(Email only)</i>
	<input type="checkbox"/> All	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

### Daylight Overdraft Reports (DORR)

Add	Delete	Email Address <i>(Email only)</i>
	<input type="checkbox"/> All	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

### FedACH®: Advices (ACHR)

Add	Delete	Email	Fax	Email Address or Fax Number
	<input type="checkbox"/> All			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



# Federal Reserve Bank FedMail® Request Form

## Section 2 (continued) – Service Profile

### Treasury: Check Reclamations (RECC) and Reports (CORA, CORB, CORC, CORM, CORS, CORW)

Please attach a listing of additional affiliate RTNs that your institution could receive reclamations for.

Add	Delete	Email	Fax	Email Address or Fax Number
	<input type="checkbox"/> All			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Section 3 – Authorized Approval

Name *	First	Middle Initial	Last
Signature * <i>The person signing this form must have signatory authority for the Institution and must be listed on the Official Authorization List. The person signing this form cannot be the same person as a subscriber identified in this form.</i>			
Date *			
Telephone *	Country Code (if other than US)	Phone	Extension (if applicable)
Email Address *			

Please submit this form to the Customer Contact Center at:

Email: [ccc.coordinators@kc.frb.org](mailto:ccc.coordinators@kc.frb.org)

Fax: 800-660-7856

**Mail:**

Customer Contact Center  
 Federal Reserve Bank of Kansas City  
 P.O. Box 219416  
 Kansas City, MO 64121-9416

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## Appendix A: Service Descriptions

For your information only – please do not return with form

Email formats: Text attachments may be viewed with a text editor, spreadsheet or word processing software. Mail messages provide the information within the body of the email. HTML attachments are pre-formatted and must be viewed with a Web browser.

Service	Description
<b>Accounting: Capital Stock</b> (STOC, DIVD)	Service provides the electronic delivery of monthly statements of share holdings and semi-annual advices of dividend payments for member banks of the Federal Reserve System.
<b>Accounting: Daily Accounting Statements</b> (IASR)	Service provides the ability to receive accounting statements electronically. The statements are produced at the close of business each day and identify all account activity processed for a master account, its subaccounts and respondents. The <b>Daily Statement Of Account</b> for account holders is provided via one delivery channel at no charge. If this report is received via FedMail email in addition to being received via FedLine Direct and/or FedLine Web <sup>®</sup> /FedLine Advantage <sup>®</sup> (via AMI), a Multiple Delivery Charge will be incurred. Fax delivery is discouraged for customers whose statement is ten pages or more in length. The <b>Statement of Items Through Your Correspondent</b> and <b>Statement of Items Through Your Master Account</b> are available for a monthly fee. Please visit <a href="http://www.frbsservices.org/files/forms/account_services/pdf/2011_ais_forms.pdf">http://www.frbsservices.org/files/forms/account_services/pdf/2011_ais_forms.pdf</a> for additional information. Email and fax format is Text.
<b>Billing: Monthly Billing Summary Statement of Service Charges</b> (BILR)	Service provides the ability to receive the <b>Monthly Billing Summary Statement of Service Charges</b> (BILR) electronically. Email and fax format is both Text and PDF.
<b>Check Adjustment: Messages / Images</b> (CADM/CADI)	Service provides the ability to receive check adjustment information (CADM) and supporting documentation (CADI) electronically. Message email and fax format is Text; image format is TIF.
<b>Check 21: Duplicate Notification Service</b> (DCNR)	Service enables summary information exchange between FedMail <sup>®</sup> subscribers involved in duplicate check item incidents. The Federal Reserve Banks (FRBs) are not responsible for the content of any notice sent via this service nor do they verify intended recipients. The FRBs will not notify a sender if an intended recipient is not a FedMail subscriber or if an intended FedMail subscriber recipient fails to receive a notice. Notification sent via this service does not relieve the sender of any obligations under applicable check law. This service is recommended for use when incidents result in 50 or more duplicate items. Email and fax format is Mail.
<b>Check 21: FedForward<sup>®</sup>/FedReturn<sup>®</sup> Acknowledgements</b> (FFRP, FFPP)	Service provides the ability to receive Check 21 FedForward and FedReturn file acknowledgements (FFRP). "Pre-production" (FFPP) is used by customers testing the Check 21 deposit process and those who wish to receive test file acknowledgements after the service is implemented into production. Please note that FedReceipt and FedReceipt Plus notifications are not available via FedMail. Email delivery only; email format is Mail.
<b>Daylight Overdraft Reports</b> (DORR)	Service provides account holders with the ability to receive various daylight overdraft activity reports and fee statements/advices electronically. The <b>Intra-Day Position Report</b> is delivered daily each morning. The <b>DORPS Two-Week Report</b> is delivered on the Thursday immediately following each two-week reserve maintenance period. Recipients receive both reports. Email format is Text.
<b>FedACH<sup>®</sup>: Advices</b> (ACHR)	Service provides the ability to receive electronic copies of <b>FedACH End-Of-Day Settlement Advices, FedACH Immediate Advices, FedACH Second Immediate Advices, and Same Day Return Advices</b> . Email and fax format is Text.

# Appendix A: Service Descriptions

For your information only – please do not return with form

Service	Description
<b>Fedwire®: Funds Advices</b> (FFSR)	<p>Service provides the ability to receive Fedwire Funds advices and acknowledgements of offline transactions via email. Fedwire Funds and Securities acknowledgements and advices utilize a third party vendor for message encryption and delivery services. Encrypted message delivery via Portal is based on standard Internet technology and users can access encrypted messages stored within the message center through a variety of Internet browsers. Service use does not require additional IT, Web or security infrastructure. While the vendor offers additional solutions that require the receiving institution / recipient to purchase additional components, the additional components and solutions are not required and are not supported by the Federal Reserve Banks. Customers may choose to use the other vendor supported solutions based on their own security assessment and business needs. Email delivery only; email format is Text.</p>
<b>Fedwire: Securities Reports and Advices</b> (FSSR)	<p>Service provides the ability to receive the Fedwire Securities statements (such as <b>Detailed Activity Statement, Holdings Statement, Notification of P&amp;I Credit</b>) and advices of offline transactions via email. Fedwire Funds and Securities acknowledgements and advices utilize a third party vendor for message encryption and delivery services. Encrypted message delivery via Portal is based on standard Internet technology and users can access encrypted messages stored within the message center through a variety of Internet browsers. Service use does not require additional IT, Web or security infrastructure. While the vendor offers additional solutions that require the receiving institution / recipient to purchase additional components, the additional components and solutions are not required and are not supported by the Federal Reserve Banks. Customers may choose to use the other vendor supported solutions based on their own security assessment and business needs. Email delivery only; email format is Text.</p>
<b>Reserves: Reports</b> (ASOF, INTP, PSTN, RSRQ, RSPT)	<p>Service provides the ability to receive Reserve Reports electronically.</p> <p>The <b>Statement of Adjustments Applied (As-Ofs)</b> is a report that lists as-of adjustments applied to offset the effect of transactional or reporting errors.</p> <p>The <b>Interest Payment Advice</b> provides account holders with the ability to receive Interest Payment Advices and Interest Payment Adjustment Advices for a specific maintenance period.</p> <p>The <b>Position Report</b> (Preliminary and Final) provides average requirement and balance data for the current maintenance period (as well as two prior maintenance periods for the Preliminary Position Report).</p> <p>The <b>Report of Required Reserves</b> is distributed after FR2900 data for a complete computation period have been received for a weekly or quarterly reporter.</p> <p>The <b>Report of Required Reserves in Pass Through Accounts</b> is distributed to <u>correspondents</u> that have respondents passing through required reserves.</p> <p>Email and fax format is Text.</p>
<b>Treasury: ACH Reclamations</b> (RECM)	<p>Service provides the ability to receive <b>ACH reclamations</b> (RECM) electronically. Email delivery only; email format is PDF. Due to privacy concerns, the social security number and the payee's account number will be truncated. This service will replace the physical delivery of notices of reclamation (FMS Form 133) via the U.S. Postal Service. The notices will be sent no later than 7:00 am EST, M-F. Each notice will consist of Form 133 Part 1 (Program Agency Copy) and Part 5 (Notice to Account Owners). Parts 2, 3, and 4 of the Form 133 are duplicates of Part 1, and will not be included in the PDF. Upon receipt of an emailed notice of reclamation, the financial institution recipient should view, print, and process the notice of ACH reclamation in the same way that it would process a paper notice of ACH reclamations received by mail.</p>

# Appendix A: Service Descriptions

*For your information only – please do not return with form*

Service	Description
<p><b>Treasury: Check Reclamations and Reports</b> (RECC, CORA, CORB, CORC, CORM, CORS, CORW)</p>	<p>Service provides the ability to receive <b>check reclamations</b> (RECC) and reports electronically. Recipients receive check reclamations and all reports.</p> <p>The <b>1099C Cancellation of Debt Items</b> (CORA) provides uncollected amount of receivables at the end of the calendar year.</p> <p>The <b>Annual Corrected Cumulative Notice of Discharged Debt</b> (CORB) report provides canceled debt at the end of February with modifications that will be reported to the Internal Revenue Service on Form 1099C.</p> <p>The <b>Annual Corrected 1099C Cancellation of Debt Items</b> (CORC) report provides the uncollected amount of receivables at the end of February with Annual 1099C data modifications.</p> <p>The <b>Cumulative Notice of Discharged Debt</b> (CORM) is a monthly report of canceled debt that will be reported to the Internal Revenue Service on Form 1099C.</p> <p>The <b>Summary of Debt Statement</b> (CORS) is a monthly report of outstanding check reclamations and associated information.</p> <p>The <b>Abandonment Notice</b> (CORW) is a weekly report of check reclamations that have been abandoned.</p> <p>Email and fax format for check reclamations is PDF. Email and fax format for reports is Text.</p>

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