



Federal Reserve Bank Accounting Information Services Subscription

INSTRUCTIONS

Complete and return only those forms required for your institution's services. The forms are used to select the desired services and to specify delivery details. Forms must be signed by an individual on the Official Authorization List (OAL) completed by your institution. (See the Board Resolution/Authorized Approver documents under Account Services Forms on the Federal Reserve Financial Services website: www.frbservices.org.)

Note: Retrieving information from the Account Management Information (AMI) and Service Charge Information (SCI) applications require FedLine Web[®] or FedLine AdvantageSM access and applicable credential access. The [Federal Reserve Bank End User Authorization Contact \(EUAC\) Designation and Authorization Form](#), the [Federal Reserve Bank Subscriber Credential and Access Control Request Form](#), and instructions can be found at the Federal Reserve Financial Services website: www.frbservices.org. Select "Service and Access Set Up".

I. Master Account Services *Master/Correspondent, complete the forms specified for those services desired:*

Master Account Access to:

- Form 1** - Statement of Account
- Form 2** - Statement of Service Charges and Associated Affiliate Access (SCI)
- Form 3** - Accounting Notification of Selected Transactions
- Forms 4a** - Cash Management Basic Services
- Forms 4b** - Cash Management Plus, Intra-day Reconciliation Data File, Search Results in a Spreadsheet Format, Correspondent/Respondent (*includes other secondary RTNs*) Report, and Accounting Totals by Service Category
- Form 6** - Affiliate Access: Account Management Information (AMI)
- Form 7** - Fedwire Details via the Search Feature in AMI

II. Subaccount Services *Subaccount, complete the forms specified for those services desired:*

Subaccount Access to:

- Form 1** - Statement of Subaccount Activity
- Form 2** - Statement of Service Charges and Associated Affiliate Access (SCI)
- Form 3** - Accounting Notifications of Selected Transactions
- Forms 4a** - Cash Management Basic Services
- Forms 4b** - Search Results in a Spreadsheet Format
- Form 5** - Master Account View: Accounting Services Inquiry and Account Management Information - (*Allows subaccount(s) to view information at the master account level*)
- Form 6** - Affiliate Access: Account Management Information (AMI)
- Form 7** - Fedwire Details via the Search Feature in AMI

III. Respondent Services (*includes other secondary RTNs*) *Respondent, complete the forms specified for those services desired:*

Respondent/Other Secondary RTN Access to:

- Form 1** - Statement of Respondent (*includes other secondary RTNs*) Activity
- Form 2** - Statement of Service Charges and Associated Affiliate Access (SCI)
- Form 3** - Accounting Notification of Selected Transactions
- Forms 4a** - Cash Management Basic Service
- Form 6** - Affiliate Access: Account Management Information (AMI)
- Form 7** - Fedwire Details via the Search Feature in AMI

For more information regarding Accounting Information Services, please visit Account Services on the Financial Services website: www.frbservices.org.

- Information is also available in the Account Management Guide (Section IV-Billing and Section VII-Information Tools). *Select Accounting Guides under Rules and Regulations.*
- For any applicable fee information regarding Account Services, *select Account Services under Service Fees.*
- For most services electronic access fees also apply, *select Access Solutions under Service Fees* for fee information regarding these services.

Allow at least five business days for a subscription form to be processed at the Federal Reserve Bank. Please contact the Federal Reserve Bank to confirm the date that this request will be in effect. Access to FedLine Web/FedLine Advantage services require additional information as indicated above and also requires scheduling with your local Federal Reserve customer service contact.

The Financial Services logo, "FedLine Web," "FedLine Advantage" and "FedLine" are either registered or unregistered trademarks or service marks of the Federal Reserve Banks. A complete list of marks owned by the Federal Reserve Banks is available at www.frbservices.org.



Federal Reserve Bank Accounting Information Services Subscription

Form 1 - Delivery Profile for Statement of Accounts

FRBservices.org

Customer Information

Routing (ABA) Number	
Customer Name	
Customer Address	
Customer State	
Customer Zip	
Effective Date	

Authorization *

Name	<i>First</i>	<i>Middle Initial</i>	<i>Last</i>
Title			
Email Address			
Telephone	<i>Phone</i>	<i>Extension</i>	
Signature			

* The authorized signer must be listed on the Customer's Official Authorization List (OAL).

Allow 5-7 business days for a subscription form to be processed at the Federal Reserve Bank. The completed form can be faxed to (877) 281-3647, e-mailed to ccc.bankservices@kc.frb.org, or mailed to the Federal Reserve's Customer Contact Center at P.O. Box 219416, Kansas City, MO 64121-9416.

Retrieving information from the Account Management Information (AMI) application requires FedLine Web[®] or FedLine AdvantageSM access and applicable credential access. The [Federal Reserve Bank End User Authorization Contact \(EUAC\) Designation and Authorization Form](#), the [Federal Reserve Bank Subscriber Credential and Access Control Request Form](#) and instructions can be found at the Federal Reserve Financial Services website: www.frbservices.org. Select "Sign Up for FedLineSM". For any applicable fee information regarding Electronic Access and Account Services, go to the Federal Reserve's Financial Services website www.frbservices.org, select Fee Schedules.

Form 1 - Delivery Profile for Statement of Accounts

This form is for <i>See Fee Schedules for any applicable fees</i>	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
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Please select applicable boxes below for Statement Type and Service/Delivery Method:

Select Statement Type:	Additional Notes
<input type="checkbox"/> Statement of Account <i>(Master Accounts Only)</i> Check here <input type="checkbox"/> to not include Statement of Your Subaccounts' and/or Respondents' Activity, if applicable <i>(Includes other Secondary RTNs)¹</i>	Statement includes summary and detail, but is also available as summary only Check here for <input type="checkbox"/> Summary Only <i>(Statement of Your Subaccounts' Activity and Statement of Your Respondents' Activity are available in Detail only)</i>
<input type="checkbox"/> Statement of Items Through Your Correspondent <i>(Respondents – includes Other Secondary RTNs)</i>	Statement includes summary and detail, but is also available as summary only. Check here for <input type="checkbox"/> Summary Only
<input type="checkbox"/> Statement of Items Through Your Master <i>(Subaccounts)</i>	Statement includes summary and detail, but is also available as summary only. Check here for <input type="checkbox"/> Summary Only

Select Statement Service/Delivery Method:

Report

a. <input type="checkbox"/> PDF View and/or Print Statement from Account Management Information (AMI) application b. <input type="checkbox"/> Print-image FedMail e-mail or fax delivery - <i>Please complete the FedMail Service Request Form available at http://www.frbservices.org/servicesetup/access/fedmail_setup.html</i>
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Data File

c. <input type="checkbox"/> Machine Readable Reconciliation File (FIRD) through the Account Management Information (AMI) application d. <input type="checkbox"/> Reconciliation statement of Account Spreadsheet Format (SASF) through Account Management Information (AMI) application e. <input type="checkbox"/> Machine Readable Reconciliation File (FIRD) delivery through FedLine Direct or FedLine Command Please Specify Routing Transit Number (ABA#)	
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¹ Debit and credit activity for Other Secondary RTNs will reflect in the Respondent section of your Statement of Account.

Allow 5 -7 business days for a subscription form to be processed at the Federal Reserve Bank. Retrieving information from the Account Management Information (AMI) application requires FedLine Web[®] or FedLine AdvantageSM access and applicable credential access. The [Federal Reserve Bank End User Authorization Contact \(EUAC\) Designation and Authorization Form](#), the [Federal Reserve Bank Subscriber Credential and Access Control Request Form](#) and instructions can be found at the Federal Reserve Financial Services website: www.frbservices.org. Select "Sign Up for FedLine[®]". **For any applicable fee information regarding Electronic Access and Account Services, go to the Federal Reserve's Financial Services website www.frbservices.org, select Fee Schedules.**



Federal Reserve Bank
Accounting Information Services Subscription

Form 2 – Delivery Profile for Statement of Service Charges
and Associated Affiliate Access

FRBservices.org

Customer Information

The Federal Reserve Bank of	
Customer Name	
Customer Address	
Customer State	
Customer Zip	
Effective Date	
Routing (ABA) Number	

Authorization *

Name	<i>First</i>	<i>Middle Initial</i>	<i>Last</i>
Title			
Email Address			
Telephone	<i>Phone</i>	<i>Extension</i>	
Signature			

* The authorized signer must be listed on the Customer's Official Authorization List (OAL).

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Form 2 - Delivery Profile for Statement of Service Charges and Associated Affiliate Access

This form is for * See Fee Schedules for any applicable fees	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
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The Statement of Service charges can also be delivered to another institution (affiliate). Please complete the **Affiliate Access** section at the bottom of this form, for this service.

Select Statement Service/Delivery Method:

Report

a. <input type="checkbox"/> View, print and/or Download Summary Statements and Detailed Information from Service Charge Information Application. (SCI)
b. <input type="checkbox"/> FedMail e-mail or fax delivery - <i>Please complete the FedMail Service Request Form available at http://www.frbervices.org/servicesetup/access/fedmail_setup.html</i> (Summary FedMail)
c. <input type="checkbox"/> Print-image File through FedLine Direct or Fedline Command (Summary Print)

Data File

d. <input type="checkbox"/> Reconciliation Data File from SCI application (SCI Summary Web Data)
e. <input type="checkbox"/> Reconciliation Data File through FedLine Direct or Fedline Command (Summary Data) Please Specify Routing Transit Number (ABA #)

Affiliate Access:

This service grants a designated institution access to the Statement of Service Charges for another institution (affiliate) for the services named above.

Check this box and the appropriate Service/Delivery Method box(es) above if you want to grant the institution named below access to the designated named affiliate institution's billing information.

Name of Institution	
Destination Routing (ABA) Number	

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Federal Reserve Bank
 Accounting Information Services Subscription
 Form 3 – Delivery Profile for IAS Notifications

FRBservices.org

Customer Information

*** Required Fields**

Routing (ABA) Number	
Customer Name	
Customer Address	
Customer State	
Customer Zip	
Effective Date	

Authorization *

Name	<i>First</i>	<i>Middle Initial</i>	<i>Last</i>
Title			
Email Address			
Telephone	<i>Phone</i>	<i>Extension</i>	
Signature			

* The authorized signer must be listed on the Customer's Official Authorization List (OAL).

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Form 3 - Delivery Profile for IAS Notifications

This form is for <i>See Fee Schedules for any applicable fees</i>	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
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Notifications through the Account Management Information (AMI) Application

Select if notification is for:	<input type="checkbox"/> Own Activity (Notifications for items settling in own Fed account) <input type="checkbox"/> Correspondents/Master (Correspondent/master requesting to receive respondent (includes other secondary RTNs) ¹ /subaccount for settling in the master/correspondent account) <input type="checkbox"/> Respondents ¹ / Subaccount (Respondent ¹ /subaccount requesting to receive notifications for items settling in a correspondent/master account)
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Please select applicable boxes below for service and delivery method:

(The transaction codes are available in the Account Management Guide published on the Federal Reserve's Financial Services website: www.frbservices.org. After selecting "Rules and Regulations" on the left menu, select Accounting Guides and then select the Account Management Guide and Appendix B from the Guide's bookmarked Table of Contents. Appendix B lists the transaction codes.)

Select Service Category Within 2 Digit SIR Code	Or, List 4 Digit Transaction Code Below	Minimum \$ Amount
<input type="checkbox"/> All Below		
<input type="checkbox"/> ACH [57]		
<input type="checkbox"/> Account Charges (other than service charges) [84]		
<input type="checkbox"/> Capital Stock [66]		
<input type="checkbox"/> Check Collection: Forward Checks (other than Fed Funds Checks) [15]		
<input type="checkbox"/> Check Collection: Return Checks [30]		
<input type="checkbox"/> Currency and Coin [63]		
<input type="checkbox"/> National Settlement Service [11]		
<input type="checkbox"/> Redemption or Interest on Govt. or Agency Securities [20/27]		
<input type="checkbox"/> Savings Bonds [70]		
<input type="checkbox"/> Treasury Investment Program & Paper Tax System [59]		
<input type="checkbox"/> Other Treasury or Government Agency Service [08]		

¹ Notifications for Other Secondary RTNs will reflect as Respondent notifications.

Allow 5 -7 business days for a subscription form to be processed at the Federal Reserve Bank.

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Federal Reserve Bank
Accounting Information Services Subscription

Form 4a – Delivery Profile for Cash Management Basic Services

FRBservices.org

Customer Information

Routing (ABA) Number	
Customer Name	
Customer Address	
Customer State	
Customer Zip	
Effective Date	

Authorization*

Name	<i>First</i>	<i>Middle Initial</i>	<i>Last</i>
Title			
Email Address			
Telephone	<i>Phone</i>	<i>Extension</i>	
Signature			

* The authorized signer must be listed on the Customer's Official Authorization List (OAL).

Allow 5-7 business days for a subscription form to be processed at the Federal Reserve Bank. The completed form can be faxed to (877) 281-3647, e-mailed to ccc.bankservices@kc.frb.org, or mailed to the Federal Reserve's Customer Contact Center at P.O. Box 219416, Kansas City, MO 64121-9416.

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Form 4a – Delivery Profile for Cash Management Basic Services

This form is for <i>See Fee Schedules for any applicable fees</i>	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
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Please select applicable boxes below for service and delivery method

Select Service	<input type="checkbox"/> Own Account Activity (Master Accounts, Subaccounts, Respondents (includes Other Secondary RTNs) ¹ The Master Own Account Activity Report depicts own activity for the account holder; the Subaccount Own Activity Report depicts transactions settling in Master Account; the Respondent ¹ Own Activity Report depicts transactions settling in correspondent account. Master accounts requesting to subscribe to their subaccount and respondent ¹ reports should select the Individual Subaccount and Individual Respondent ¹ reports below. Subaccounts requesting to subscribe to their respondent ¹ reports should select the Individual Respondent ¹ report below. <input type="checkbox"/> Select this option if you are a Master Account subscribing to your own report and also want to subscribe to the Respondent ¹ Own Activity report for transactions that are settling in a Correspondent Account, <input type="checkbox"/> Subaccount Recap Activity (Master Accounts Only) <input type="checkbox"/> Individual Subaccount Activity (Master Accounts Only) <input type="checkbox"/> Respondent Recap Activity ¹ (Master Accounts Only) <input type="checkbox"/> Individual Respondent Activity ¹ (Master Accounts and Subaccounts subscribing to their Respondents ¹ Individual Reports)
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If the Individual Respondent¹ and/or Individual Subaccount reports are selected, please either list individually (up to a limit of 26) or check "All" for delivery for all. Please attach a sheet if additional space is needed.

- All Respondents¹ (Master and Subaccounts Only)
- All Subaccounts (Master Accounts Only)

List ABA below if requesting specific Respondent/Subaccount Individual Reports

¹ Debit and credit activity for Other Secondary RTNs will reflect in the Respondent section of your Cash Management Report.

Allow 5 -7 business days for a subscription form to be processed at the Federal Reserve Bank. Retrieving information from the Account Management Information (AMI) application requires FedLine Web[®] or FedLine AdvantageSM access and applicable credential access. The [Federal Reserve Bank End User Authorization Contact \(EUAC\) Designation and Authorization Form](#), the [Federal Reserve Bank Subscriber Credential and Access Control Request Form](#) and instructions can be found at the Federal Reserve Financial Services website: www.frbservices.org. Select "Sign Up for FedLine[®]". **For any applicable fee information regarding Electronic Access and Account Services, go to the Federal Reserve's Financial Services website www.frbservices.org, select Fee Schedules.**



Federal Reserve Bank Accounting Information Services Subscription

Form 4b – Delivery Profile for Cash Management Plus Services, the CI Intra-Day File, and/or Download Search Results in Spreadsheet Format

Customer Information

Routing (ABA) Number	
Customer Name	
Customer Address	
Customer State	
Customer Zip	
Effective Date	

Authorization *

Name	<i>First</i>	<i>Middle Initial</i>	<i>Last</i>
Title			
Email Address			
Telephone	<i>Phone</i>	<i>Extension</i>	
Signature			

* The authorized signer must be listed on the Customer's Official Authorization List (OAL).

Allow 5-7 business days for a subscription form to be processed at the Federal Reserve Bank. The completed form can be faxed to (877) 281-3647, e-mailed to ccc.bankservices@kc.frb.org, or mailed to the Federal Reserve's Customer Contact Center at P.O. Box 219416, Kansas City, MO 64121-9416.

Retrieving information from the Account Management Information (AMI) application requires FedLine Web[®] or FedLine AdvantageSM access and applicable credential access. The [Federal Reserve Bank End User Authorization Contact \(EUAC\) Designation and Authorization Form](#), the [Federal Reserve Bank Subscriber Credential and Access Control Request Form](#) and instructions can be found at the Federal Reserve Financial Services website: www.frbfinancialservices.org. Select "Sign Up for FedLine[®]". For any applicable fee information regarding Electronic Access and Account Services, go to the Federal Reserve's Financial Services website www.frbfinancialservices.org, select Fee Schedules.

Form 4b – Delivery Profile for Cash Management Plus Services, the CI-Intra-Day File, and/or Download Search Results in Spreadsheet Format

This form is for <i>See Fee Schedules for any applicable fees</i>	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
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Please select applicable boxes below for service and delivery times for the CMS Plus and CI Intra-day files

<input type="checkbox"/> CMS Plus (AMI Only) – All Activity (Master Accounts Only) Intra-day detail activity - Comma Separated Value (CSV) files through Account Management Information (AMI) for all transactions settling in master account, excluding Fedwire Funds and Fedwire Securities (including respondents ¹ (<i>other secondary RTNs are included</i>) and subaccounts' activity)	Select up to 6 delivery times (Eastern Time). (Times should be on half hour or hour starting at 7:00 ET until 19:30 ET.) __:__ ET; __:__ ET; __:__ ET __:__ ET; __:__ ET; __:__ ET
<input type="checkbox"/> Select box to include end of day Spreadsheet Statement file	
<input type="checkbox"/> CMS Plus (AMI Only) - Own Activity (Master Accounts Only) Intra-day detail activity – Comma Separated Value (CSV) files through Account Management Information (AMI) with account details for own activity for all transactions excluding Fedwire Funds and Fedwire Securities (excludes any respondents ¹ and/or subaccounts' activity).	Select up to 6 delivery times (Eastern Time). (Times should be on half hour or hour starting at 7:00 ET until 19:30 ET.) __:__ ET; __:__ ET; __:__ ET __:__ ET; __:__ ET; __:__ ET
<input type="checkbox"/> Intra-Day Reconciliation File (FedLine Direct or Fedline Command (Master Accounts Only) Electronic Delivery of an Intra-day Reconciliation file through FedLine Direct or Fedline Command: Files include detail activity in machine readable format for all transactions settling in master account, excluding Fedwire Funds and Fedwire Securities (including respondents ¹ and subaccounts' activity)	Select up to 6 delivery times (Eastern Time). (Times should be on half hour or hour starting at 7:00 ET until 19:30 ET.) __:__ ET; __:__ ET; __:__ ET __:__ ET; __:__ ET; __:__ ET
Please Specify Routing Transit Number (ABA#)	
<input type="checkbox"/> Download Search Results in spreadsheet format from Account Management Information (AMI) application (Master and Subaccounts)	
<input type="checkbox"/> Correspondent/Respondent ¹ Report from Account Management Information (AMI) Report in Comma Separated Value (CSV) format that includes correspondent/respondent ¹ relationships identified in the Federal Reserve's Accounting system for the subscribing financial institution	
<input type="checkbox"/> Accounting Totals By Service Category (ACTS) file (Fedline Direct or Fedline Command. File includes summary totals for transactions, excluding Fedwire Funds and Fedwire Securities, at the service category level for master accounts and subaccounts)	
Please specify delivery Routing Transit Number (ABA#)	

¹ Debit and credit activity for Other Secondary RTNs will reflect in the Respondent section of your Cash Management Report.

Allow 5-7 business days for a subscription form to be processed at the Federal Reserve Bank.
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Federal Reserve Bank
Accounting Information Services Subscription

Form 5 – Subaccount Access to Accounting Service Inquiries and
Account Management Information (AMI)

Customer Information

The Federal Reserve Bank of	
Customer Name	
Customer Address	
Customer State	
Customer Zip	
Effective Date	
Routing (ABA) Number	

Authorization*

Name	<i>First</i>	<i>Middle Initial</i>	<i>Last</i>
Title			
Email Address			
Telephone	<i>Phone</i>	<i>Extension</i>	
Signature			

* The authorized signer must be listed on the Customer's Official Authorization List (OAL).

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Federal Reserve Bank
 Accounting Information Services Subscription
 Form 6 – Affiliate Access to Service

FRBservices.org

Customer Information

The Federal Reserve Bank of	
Customer Name	
Customer Address	
Customer State	
Customer Zip	
Effective Date	
Routing (ABA) Number	

Authorization *

Name	<i>First</i>	<i>Middle Initial</i>	<i>Last</i>
Title			
Email Address			
Telephone	<i>Phone</i>	<i>Extension</i>	
Signature			

* The authorized signer must be listed on the Customer's Official Authorization List (OAL). Allow 5-7 business days for a subscription form to be processed at the Federal Reserve Bank. The completed form can be faxed to (877) 281-3647, e-mailed to ccc.bankservices@kc.frb.org, or mailed to the Federal Reserve's Customer Contact Center at P.O. Box 219416, Kansas City, MO 64121-9416.

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Form 6 – Affiliate Access to Service

This service grants a designated institution (named below) access to Accounting Information Services for an affiliate (named above).

This form is for <i>See Fee Schedules for any applicable fees</i>	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
Name of Institution	
Routing (ABA) Number	
Select one option below for the Account Management Information (AMI)	
<input type="checkbox"/> Account Management Information (AMI) – All AMI Services and Features for All Activity or	
<input type="checkbox"/> Account Management Information (AMI) – (For Service Bureaus only) – Limited to Notifications and the Find Transaction(s) Features for Cash Letter Service Categories (e.g. 05, 15 and 30) only – The institution named above will need to complete Form 3 to establish notification service. Please note that 05 is only valid for the Find Transaction(s) Feature.	

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Federal Reserve Bank Accounting Information Services Subscription

Form 7 – Request for Fedwire Details via the Search Feature of the Account Management Information (AMI) Application

Customer Information

The Federal Reserve Bank of	
Customer	
Customer Address	
Customer State	
Customer Zip	
Effective Date	
Routing (ABA) Number	

Authorization*

Name	<i>First</i>	<i>Middle Initial</i>	<i>Last</i>
Title			
Email Address			
Telephone	<i>Phone</i>	<i>Extension</i>	
Signature			

Select Fedwire® Details' Search Method:

<input type="checkbox"/> Search Fedwire details via the Account Management Information (AMI) application
<input type="checkbox"/> Download search results in spreadsheet format from Account Management Information (AMI) application

* The authorized signer must be listed on the Customer's Official Authorization List (OAL).

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