

(Agency Letterhead)

(Date)

To the Federal Reserve Bank of \_\_\_\_\_:

In order to allow for designated [Agency] ("Agency") employees to be able to use certain Federal Reserve Bank services and effect transactions through Agency's account, please be advised that the following [title] [and each of their successors in office] are each hereby authorized to execute agreements relating to such services and to transmit to the Federal Reserve Banks a list of the names, titles and signatures of Agency employees, including themselves, to be recognized as authorized to transact business and issue related instructions on behalf of the Agency:

[insert names & titles]

Agency employees designated as having authority to issue instructions or otherwise transact business with the Federal Reserve Banks are authorized to view information, issue instructions and engage in transactions on behalf of Agency as necessary or incidental to such business. The Federal Reserve Banks' Operating Circulars, including where appropriate Operating Circular No. 5 and the Certificate Practice Statement, will govern access by Agency employees to Federal Reserve Bank services except to the extent that such Operating Circulars are inconsistent with any specific fiscal agency delegation or agreement.

This authorization is to remain in effect until I (or my successor in office) notify you in writing of any change, and you have had a reasonable time to act on such notice.

(Agency)

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

# OFFICIAL AUTHORIZATION LIST (Government Organizations)

Federal Government  
Routing Transit No. (RTN) \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

This supercedes our previous  
Official Authorization List:

(Circle:) **YES** or **NO**

If neither is circled, previous list will also remain in effect.

Name of Organization:	Effective Date:
Street Address:	Telephone:

**To the Federal Reserve Banks:** Below are the names, titles, and signatures of the individuals authorized to execute contracts and transact business with you and to issue instructions on behalf of the Organization identified above.

**Name and Title (printed):**                      **Telephone No. and E-Mail Address:**                      **Signature:**                      **Limitations to Authority:**  
(leave blank if no limitations)


**Authorizing Official** (must be authorized by an authorization letter submitted to the Federal Reserve Banks by the Organization to contractually bind the Organization and to provide a list of other Organization officials who are authorized to execute contracts and transact business with the Federal Reserve Banks and to issue instructions on behalf of the Organization):

<p>Signature: _____</p> <p>_____ (Printed Name and Title of Authorizing Official)</p> <p>_____ (Telephone)</p> <p>_____ (E-Mail Address)</p>	<p>State of _____ )</p> <p>County of _____ )</p> <p>Subscribed and sworn to before me on _____, 20____, <small>(Date of Signature)</small></p> <p>by _____ <small>(Authorizing Official's Printed Name)</small></p> <p>_____ <b>Notary Public</b></p> <p><i>(Notary Seal)</i></p>
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## Instructions for Completing the Official Authorization List (Government Organizations)

The following provides information for completing the *Official Authorization List (Government Organization)* form:

- Provide the Federal Government Routing Transit No. (RTN) (nine-digit number sometimes referred to as an “ABA”) that has been issued to your organization for purposes of accessing Federal Reserve Bank services. Also, provide the official name, complete street address and telephone number of your organization.
- Provide the date on which the *Official Authorization List* becomes effective.
- Indicate whether the list supercedes or adds to a previously submitted *Official Authorization List* by circling the “Yes” or “No”, as applicable, at the top right-hand corner of the form. (If nothing is indicated, then the previous *Official Authorization List* will also remain in effect).
- The *Official Authorization List* form contains space for listing six individuals. If your organization needs to identify additional authorized individuals, please submit additional form pages. **In every case, indicate the page number of each form page and the total number of pages being submitted as a single list (i.e. “Page 1 of 1” or “Page 2 of 4”).**
- Print the name and title of each authorized individual. Provide a signature specimen for each individual listed.
- Unless expressly limited in the “Limitations of Authority” box provided on the form, the individuals identified on the *Official Authorization List* will be able to transact business and provide instructions to the Reserve Banks with respect to all Reserve Bank services accessible by your organization. It is not necessary to list all of the individuals who will be contacting or dealing with the Reserve Banks on the *Official Authorization List*. What is important is that you identify at least one or two individuals who are authorized by the *Official Authorization List* to transact business for each of the services that your organization accesses. Many of our services require authorization lists specific to that service (for example, off-line funds transfer authorization lists or the End User Authorization Contact form). These specialized authorization lists can only be submitted by an individual who is authorized on this *Official Authorization List*.
- In the “Limitations to Authority” section, specify whether the individual’s authority to transact business with and issue instructions to the Federal Reserve Banks is limited to a particular service(s) (for example, “check and ACH services only”). Authority to designate others on any specialized authorization list (see the bullet point above) will also be limited to that particular service. ***Additionally, authority to use electronic access for the particular service(s) listed will be included.*** (For example, an individual limited to “check and ACH services only” will be authorized to access such services through FedLine® access channels). Please note, other limitations such as dollar amount will not be accepted. If there are no service limitations, please leave the box blank.
- The *Official Authorization List* must be signed by an “Authorizing Official” of your organization. The “Authorizing Official” is an official of your organization who has been identified in an authorization letter submitted to the Federal Reserve Banks as having the authority to execute contracts and provide a list of other officials of your organization who are authorized to execute contracts and transact business with the Federal Reserve Banks (the approved form for this authorization letter will be provided to your organization upon request and the letter must be submitted on the official letterhead of your organization). Please print the Authorizing Official’s name and title, and provide his/her telephone number and e-mail address. **The Authorizing Official’s signature must be notarized.** (For multiple-paged *Official Authorization Lists*, each page must be signed by the Authorizing Official, but only the signature on the first page must be notarized).

## District Contacts for Board Resolution/ Official Authorization List Documents

*(Effective November 18, 2011)*

Federal Reserve District/Bank	Return completed documents to:	Contact if any questions:
1- FRB Boston	DI Accounting Support Unit CATS CBAF H-3 Federal Reserve Bank of Boston 600 Atlantic Avenue Boston, MA 02210	Brian Hurley or Lisa Monahan (617) 973-5983
2- FRB New York	Mike Ludwig Federal Reserve Bank of New York Accounting Department – 1st Floor 100 Orchard Street East Rutherford, NJ 07073	(877) 219-6251 – Option 3
3- FRB Philadelphia	Jim Brigandi, Accounting Department Federal Reserve Bank of Philadelphia Ten Independence Mall Philadelphia, PA 19106	Jim Brigandi (215) 574-6137 Carmella Bailey (215) 574-3999
4- FRB Cleveland	Elisabeth Hilton, Accounting Dept. Federal Reserve Bank of Cleveland P. O. Box 6387 Cleveland, OH 44101-1387	Elisabeth Hilton (216) 579-2108 Christine Dorsey (216) 579-2350
5- FRB Richmond	Reserve Accounts Department Federal Reserve Bank of Richmond PO BOX 30248 Charlotte, NC 28230	(800) 621-9630 (704) 358-2147 FAX
6- FRB Atlanta	Depository Institution Customer Support Federal Reserve Bank of San Francisco Attn: Account Management Services/ Mail Stop 556 PO Box 7702 San Francisco, CA 94120-7702	(800) 309-6156

## District Contacts for Board Resolution/ Official Authorization List Documents

*(Effective November 18, 2011)*

7- FRB Chicago	David Fuentes, Payment System Risk - 12 Federal Reserve Bank of Chicago 230 S. LaSalle St. Chicago, IL 60604	David Fuentes (312) 322-8199 Susan Kinney (312) 322-6102
8- FRB St. Louis	Janice Harris Payment Risk Management Section Federal Reserve Bank of St. Louis P.O. Box 442 St. Louis, MO 63166	Janice Harris (314) 444-8892 Tammie Stumpf (314) 444-8565
9- FRB Minneapolis	Depository Institution Customer Support: Federal Reserve Bank of Minneapolis Financial Management Group P.O. Box 291 Minneapolis, MN 55480-0291	(800) 309-6156
10- FRB Kansas City	Attn: Lenna Taylor, Accounting Dept. Federal Reserve Bank of Kansas City 1 Memorial Drive Kansas City, MO 64198	Lenna Taylor (800) 333-6820 Terri Merrigan (800) 333-6820
11- FRB Dallas	Depository Institution Customer Support: Federal Reserve Bank of Minneapolis Financial Management Group P.O. Box 291 Minneapolis, MN 55480-0291	(800) 309-6156
12- FRB San Francisco	Depository Institution Customer Support Federal Reserve Bank of San Francisco Attn: Account Management Services/Mail Stop 556 PO Box 7702 San Francisco, CA 94120-7702	(800) 309-6156