

Duplicate Substitute Check/Image Adjustment Certification

Financial Institution Requesting Adjustment	9 Digit Routing Number
Internal Reference Number	Contact Name & Phone Number

We received duplicates of the same items consisting of either i) an original check and a substitute check/image; ii) a photocopy and a substitute check/image of the same item; or iii) duplicate substitute checks/images from a Reserve Bank. We received one or more of these items from a Reserve Bank and we request a "PAID" adjustment to our Federal Reserve account. By requesting this adjustment, we certify that we have promptly re-credited any customer charged with the duplicate(s), that we have not otherwise obtained credit for the duplicate(s) and that the duplicate substitute check(s)/image(s) has been destroyed or otherwise handled to ensure that it will not be charged again to a customer or re-introduced into processing. We indemnify the Reserve Bank for any liability, losses, and costs that arise because we have not complied with requirements stated above. The following is a description of the duplicate(s) and its disposition:

SINGLE ITEM DUPLICATED

Account Number	
Check Number	
Amount	
Disposition (Check One)	<p>SINGLE ITEM DUPLICATED</p> <p><input type="checkbox"/> The duplicate item(s) has been or is in the process of being destroyed.</p> <p><input type="checkbox"/> The duplicate item(s) has been preserved with adequate safeguards to prevent further transfer.</p> <p><input type="checkbox"/> The duplicate item(s) has been, or is in the process of being truncated; adequate safeguards are in place to prevent further transfer.</p> <p><input type="checkbox"/> Other (please explain)</p>

MULTIPLE ITEMS DUPLICATED

We received duplicate cash/return letters or multiple duplicated items and have provided an attachment listing the items by account number, check number, amount and disposition.

Official Signature

Date

Title

Knowingly making false statements to influence the action of a Federal Reserve Bank may subject the signing party to criminal penalties under federal and/or state law.