

CHECK ADJUSTMENT REQUEST FEDERAL RESERVE BANK

National Check Adjustments (REV 07/14/08)

FRB REFERENCE NUMBER (FRB Use Only)

SECTION I - GENERAL INFORMATION

RECEIVER (RCVR): _____
SENDER (SNDR): _____

REQUEST DATE

ROUTING NUMBER (RN)
NAME
STREET/PO BOX
CITY
PHONE #
CONTACT
RESPONDENT RN (OPTIONAL)

REQUEST FOR: (ETYP)

- CREDIT (CR)
 DEBIT (DB)
 INFORMATION (RFI)

SENDER'S REFERENCE NUMBER: (SREF)

PRODUCT CLASS: (PROD)

- FORWARD (FWD)
 FORWARD ECL (FECL)
 FORWARD FINESORT (FFS)
 RETURN (RTN)
 RETURN FINESORT (RFS)
 TREASURY (TRS)
 SAVINGS BOND (SBD)
 PMO (PMO)
 FOREIGN ITEM (FRN)

AMOUNT: (AMT)

REQUEST TYPE: (MTYP)

- OPEN (OPEN)
 INQUIRY (INQ)*
 CANCEL (CNCL)*

* Provide original FRB reference # (RREF) in "Research Information" section below.

FROM C/L RN (FCL) _____

TO C/L RN (TCL) _____

SECTION II - NATURE OF REQUEST/INVESTIGATION TYPE (ITYP) Check one: Required attachments are indicated by an asterisk (*)

- | | | |
|--|---|---|
| <input type="checkbox"/> Enclosed Not Listed (ENL) | <input type="checkbox"/> Extra Bundle (EBDL) | <input type="checkbox"/> Photocopy Request (PREQ) |
| <input type="checkbox"/> Listed Not Enclosed (LNE) | <input type="checkbox"/> Late Return Claim (\$100 or More) (LC) * | <input type="checkbox"/> Advice Request (AREQ) |
| <input type="checkbox"/> Encoding Error (ENC) * | <input type="checkbox"/> Late Return Disclaimer (LR) * | <input type="checkbox"/> Extra Cash Letter Credit (ECLC) |
| <input type="checkbox"/> Listing Error (LST) | <input type="checkbox"/> Information Request (INFO) | <input type="checkbox"/> Incorrect Cash Letter Credit (ICLC) |
| <input type="checkbox"/> Not Our Item (NOI) * | <input type="checkbox"/> Photo in Lieu (PIL) * | <input type="checkbox"/> Late Cash Letter Credit (LCLC) |
| <input type="checkbox"/> Non-Cash Items (NCH) * | <input type="checkbox"/> Photocopy and Original Paid (PAID) * | <input type="checkbox"/> Original or Sufficient Copy Request (OSCR) |
| <input type="checkbox"/> Free Item(s) (FREE) * | <input type="checkbox"/> Entry In Error (ERR) | <input type="checkbox"/> Warranty/Indemnity Claim (WIC) Associated with Check 21 Items* |
| <input type="checkbox"/> Missing Cash Letter (MCL) | <input type="checkbox"/> Duplicate Entry (DUP) | <input type="checkbox"/> Warranty/Indemnity Claim (WIC) Associated with Unauthorized Remotely Created Checks* |
| <input type="checkbox"/> Missing Bundle (MBDL) | <input type="checkbox"/> Source of Receipt (SOR) | <input type="checkbox"/> Expedited Recredit Claim (EXRC) * |
| <input type="checkbox"/> Extra Cash Letter (ECL) | <input type="checkbox"/> Disposition (DISP) | |

SECTION III - RESEARCH INFORMATION

C/L OR ENTRY DATE (CLED)	
C/L TOTAL (CLT)	
TAPE TOTAL (TT)	
GID # [BLOCK # , STRING #] (GID)	
SEQUENCE (SEQ)	
ITEM BEFORE (IBEF)	ITEM AFTER (IAFT)
LISTED AS (LAS)	SHOULD BE (SBE)
EXPECTED DATE OF CREDIT (EDC)	DATE CREDIT RECEIVED (DCR)
ACCOUNTING ENTRY ID # (AID)	
ORIGINAL FRB REFERENCE NO. (RREF)	

SECTION IV - CHECK INFORMATION

DRAWEE RN (DRBK)
DEPOSITARY RN (DPBK)
MAKER (MKR)
PAYEE (PYE)
CHECK NO. (CKNO)
ACCOUNT NUMBER (ANO)
CURRENCY DENOMINATION (CURR)

SECTION V - TREASURY INFORMATION

SYMBOL NUMBER (TSYM)
SERIAL NUMBER (TSER)
RECLAMATION NUMBER (TRCL)

SECTION VI - ATTACHMENTS (DTF)

SECTION VII - COMMENTS (COMM)

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DO NOT SUBMIT ERRORS OF \$25.00 OR LESS. Absence of required information will delay resolution.

NOTE: For detailed information on specific requirements, see the Check Adjustments Quick Reference Guide at www.frb services.org.

Check Adjustment Request Instructions

National Check Adjustments (REV 07/14/08)

Section I - General Information

Field	Instructions	FRB Coding
RECEIVER	Write in the FRB office the request is being sent to.	(RCVR)
SENDER ROUTING NUMBER	Your RN, to which entry or information will be sent. Your institution's name, address, phone number, fax numbers and your contact name for the request.	(RN) – formerly ABA
FROM C/L RN: (FCL) TO C/L RN: (TCL)	<p>When referring to an adjustment request involving FRB's cash letter presentment to you or a prior entry or correspondence originated from the FRB to you.</p> <p>When referring to an adjustment request involving your cash letter presentment to FRB or a prior entry or correspondence originated from you to the FRB.</p> <p>Finesort (Package Plan) or endpoint work.</p>	<p>FCL = FRB RN TCL = Your RN</p> <p>FCL =Your RN TCL = FRB RN</p> <p>FCL =Depositor's RN TCL =Payor's RN</p>
REQUEST FOR	Requesting debit (DB) or credit (CR) entry to your account or information (RFI) if a non-entry type request.	(ETYP)
PRODUCT CLASS	Specific cash letter type in which the item was presented.	(PROD)
REQUEST DATE	Date the request form was completed.	N/A
SENDER'S REFERENCE #	Your reference number assigned to this request.	(SREF)
AMOUNT	The dollar amount of the request.	(AMT)
REQUEST TYPE	<p>Choices:</p> <p>OPEN - Refers to an original adjustment request.</p> <p>INQUIRY * - Refers to a follow-up of an original adjustment request.</p> <p>CANCEL* - Refers to a previously opened case which should be cancelled.</p> <p><i>* Provide FRB reference number in the RREF if not an original request.</i></p>	<p>(MTYP)</p> <p>(OPEN)</p> <p>(INQ)</p> <p>(CNCL)</p>

Section II - Nature of Request / Investigation Type

Field	Instructions	FRB Coding
ENCLOSED NOT LISTED	An item that includes your routing transit number was received without being listed on the cash/return letter and was not included in the cash/return letter total (not charged).	(ENL)
LISTED NOT ENCLOSED	An item was listed and included in the cash/return letter total but was not received.	(LNE)
ENCODING ERROR*	An item was clearly encoded for an amount different than the legal (written) amount or the written amount differs from the stated amount in the ANSI X9.37 image cash/return letter.	(ENC)
LISTING ERROR	An item was listed and included in the cash/return letter total for an amount different than the encoded amount. If the item has both an Encoding Error (ENC) and a Listing Error (LST), handle as a Listing Error (LST).	(LST)
NOT OUR ITEM*	An item was charged in a cash/return letter erroneously; the item does not bear the requesting institution's routing number in the MICR line (Forward Collection) or endorsement area (Return Collection).	(NOI)
NON-CASH ITEMS*	Request for entry for a non-valid item (zero-value) that was included in the cash/return letter total or an item that does not meet legal equivalence for Check 21.	(NCH)
FREE ITEM(s)*	An item was found free (should not have been included in the cash/return letter) and is not drawn on or endorsed by the receiving institution.	(FREE)
MISSING CASH LETTER	Request for credit for a cash/return letter that was never received (presentment) or a request to investigate non-receipt of credit for a cash/return letter deposited with a Reserve Bank.	(MCL)
MISSING BUNDLE	Request for credit for a bundle that was never received.	(MBDL)
EXTRA CASH LETTER	Request for debit for a cash/return letter that was received at the correct location without entry (items in the cash/return letter belong to you but you were not charged for them).	(ECL)
EXTRA BUNDLE	Request for debit for a bundle that was received at the correct location without entry (items in the bundle belong to you but you were not charged for them).	(EBDL)
LATE RETURN CLAIM*	Depository institution alleges an item was returned late.	(LC)
LATE RETURN DISCLAIMER*	Drawee disputes the claim of late return.	(LR)
INFORMATION REQUEST	Request for information described in the comments field.	(INFO)

PHOTO IN LIEU*	A photocopy is being submitted in response to a charge for a lost or destroyed item.	(PIL)
PHOTOCOPY AND ORIGINAL PAID*	Request for credit for an item that is being refused either because it is the original (or the legal equivalent, i.e. a substitute check or image received in an ANSI X9.37 cash/return letter) or a photocopy and the other has already paid.	(PAID)
ENTRY IN ERROR	Request to reverse/investigate an entry made in error.	(ERR)
DUPLICATE ENTRY	Request to reverse/investigate a previous adjustment entry that appears to be a duplicate.	(DUP)
SOURCE OF RECEIPT	Request to identify the source of receipt of an item, including the routing number, and the associated cash/return letter information (date, total, bundle and sequence number).	(SOR)
DISPOSITION	Request to identify where an item was presented/returned, including the routing number, and the associated cash/return letter information (date, total, bundle and sequence number).	(DISP)
PHOTOCOPY REQUEST	Request for a photo/image of an item or cash/return letter.	(PREQ)
ADVICE REQUEST	Request to provide a copy of an advice or an attachment supporting an entry.	(AREQ)
EXTRA CASH LETTER CREDIT	Request to investigate a cash/return letter credit for which the receiver is unable to reconcile.	(ECLC)
INCORRECT CASH LETTER CREDIT	Request to investigate a cash/return letter credit for which the depositor believes was functioned for an incorrect amount. For example, a deposit is made for \$320,900.55; however, the depositor received credit in the amount of \$300,900.55.	(ICLC)
LATE CASH LETTER CREDIT	Request to investigate a cash/return letter believed to have been credited untimely (late).	(LCLC)
ORIGINAL OR SUFFICIENT COPY REQUEST	Request for an original item or a sufficient copy of an item presented in an ANSI X9.37 image cash/return letter or as a substitute check.	(OSCR)
WARRANTY/INDEMNITY CLAIM ASSOCIATED WITH CHECK 21 ITEMS*	Depository bank alleges breach of a Check 21 warranty or indemnity.	(WIC)
WARRANTY/INDEMNITY CLAIM ASSOCIATED WITH UNAUTHORIZED REMOTELY CREATED CHECKS*	Paying institution alleges that the remotely created check was not authorized in the amount stated on the check to the payee indicated on the check.	(WIC)
EXPEDITED RECREDIT CLAIM*	Request for expedited recredit associated with an eligible substitute check provided in a cash/return letter.	(EXRC)

Section III - Research Information

Field	Instructions	FRB Coding
C/L OR ENTRY DATE	The cash letter or entry date associated with the request for adjustment.	(CLED)
C/L TOTAL	Cash letter total in which the item in question is contained.	(CLT)
TAPE TOTAL	Bundle total amount in which the item in question is contained.	(TT)
GID # (BLOCK #, STRING #)	An identifier that aids in the location of the item, the identifier of the originator within which the sequence # further defines the item.	(GID)
SEQUENCE	The sequence number assigned by the originator of the cash/return letter to the item involved in the case.	(SEQ)
ITEM BEFORE	Item preceding reported item on detail listing.	(IBEF)
ITEM AFTER	Item following reported item on detail listing.	(IAFT)
LISTED AS	The dollar amount of the item, bundle, or cash/return letter adjustment that was the basis for the entry.	(LAS)
SHOULD BE	The dollar amount for which the item/bundle should have been processed.	(SBE)
EXPECTED DATE OF CREDIT	The date a specific credit amount was expected by the depositor. (required for LCLC ITYP)	(EDC)
DATE CREDIT RECEIVED	The date a specific credit amount was received. (required for LCLC ITYP)	(DCR)
ACCOUNTING ENTRY ID#	The identifier, located on FRB reserve statement, associated with an accounting entry. (CCWU, BATCH, SEQUENCE NUMBER)	(AID)
ORIGINAL FRB REFERENCE NO.	FRB assigned reference number which refers to a case previously handled by the FRB.	(RREF)

Section IV - Check Information

Field	Instructions	FRB Coding
DRAWEE RN	The RN of the financial institution which the check is payable at or through.	(DRBK)
DEPOSITARY RN	The RN number of the financial institution that endorsed/deposited the item.	(DPBK)
MAKER	The name of the party against whose account the check is drawn.	(MKR)
PAYEE	The name of the party to whom the check is made payable.	(PYE)
CHECK NO.	The check number of the item.	(CKNO)
ACCOUNT NUMBER	The maker's account number - the account on which the check is payable.	(ANO)
CURRENCY DENOMINATION	The denomination for a foreign item drawn on other than U.S. dollars.	(CURR)

Section V - Treasury Information

Field	Instructions	FRB Coding
SYMBOL NUMBER	The four-digit symbol number identifying the disbursing agency of a check drawn against the U.S. Treasury.	(TSYM)
SERIAL NUMBER	The number assigned to a check drawn against the U.S. Treasury, Savings Bond, or Postal Money Order.	(TSER)
RECLAMATION NUMBER	The number assigned by the Treasury to a Reclamation case.	(TRCL)
CURRENCY DENOMINATION	The denomination for a foreign item drawn on other than U.S. dollars.	(CURR)

Section VI - Attachments

Field	Instructions	FRB Coding
ATTACHMENTS	Indicates whether an attachment of some type is being submitted with the request.	(DTF)

Section VII - Comments

Field	Instructions	FRB Coding
COMMENTS	Any additional information pertaining to the request that may be necessary for its resolution.	(COMM)