



Federal Reserve Bank FedCash® Services Request Form Instructions

FRBservices.org

This **FedCash Services Request** form is used to establish services for a new endpoint, change, add or cancel services for an existing endpoint, or if you are changing the armored carrier that provides your Cash transportation services to/from the FRB dock. **In order to use this form to set up FedLine Web Services, you must already have a Master Account Agreement or Transaction and Service Fee Settlement Authorization form on file.**

Section 1 – Customer Service Request

Select the applicable type of request.

Section 2 – Cash Services

Select the service you are requesting to be added or cancelled.

Section 3 – Financial Institution Information

Complete new or current branch information including ship to and administrative addresses. For changes to existing service, enter only the information to be changed in the “Change To” section.

Armored Carrier - Instructions can be found in the “Carrier Name” fields in this section if you are changing the armored carrier that provides your Cash transportation services to/from the FRB dock.

Note: If you have an outsourced vault, and your armored carrier provides your cash vault services, list the carrier name on the “branch name” line and use the carrier’s address for the street address.

Section 4 – Authorized Signature

Complete all requested information in the Authorized Signature section. The form must be signed by an officer on your Official Authorization List (OAL).

Submission

The completed form should be faxed/e-mailed to your servicing FRB or a Customer Support Help Desk as appropriate in your District. For contact information, see the list of contacts by District found at the following link:

<http://www.frbservices.org/contacts/index.jsp>

Helpful Tips

The Federal Reserve requires a minimum five (5) day advance notice to process these requests. Be sure to enter the requested effective date on the top of the form.

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