



# FedCash<sup>®</sup> Services Forms

## Submitting Service Change Request Instructions

[FRBservices.org](http://FRBservices.org)

The FedCash Services Request form can be used to set up new endpoints, change existing endpoint information or cancel FedCash Services. In order to use this form to set up FedCash 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. Also indicate the type of application you use to enter order and deposit notifications.

### Section 3 – Financial Institution Information

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

Note: If your armored carrier provides 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. Generally, an authorized signer can be an officer or other individual authorized to act on behalf of your institution.

### Submission

The completed form should be faxed to your local FRB office or a Customer Support Help Desk if available in your District. See the contact list by District.

### Helpful Tips

The Federal Reserve requires a minimum 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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