



FedCash[®] Services Forms

Cross Zone Form Instructions

FRBservices.org

Section 1 – Financial Institution Information

Field Name	Description
Financial Institution Name	<i>Name of Institution</i>
Routing (ABA) Number	<i>9 digit routing number</i>
Contact's Name	<i>First Name, Middle Initial, Last Name</i>
Contact's Title	<i>Title</i>
Contact's Telephone Number	<i>The phone number including the area code and extension</i>
Contact's Email Address	<i>If you do not have an email address, write NA</i>
Date of Request	<i>Today's date</i>
Change Effective Date	<i>The date the change should be implemented</i>

Section 2 – Institution Listing

Federal Reserve Office	Customer Branch or Endpoint Name	Relationship to Requesting Institution <i>Branch Office, Other</i>	Current Branch Identification		Branch Identification Number Change Request <i>If Applicable</i>	
			Current Routing Number 9-Digits	Current Branch Number 4-Digits	Requested Routing Number 9-Digits	Requested Branch Number 4-Digits
<i>Name of the Federal Reserve Bank office from which the endpoint picks up cash and to which it delivers cash.</i>	<i>Name you use to identify the branch or endpoint.</i>	<i>Indicate whether the endpoint is considered a branch or endpoint of your institution, or whether it represents an entity outside your institution for whom you provide services or from whom you receive services.</i>	<i>The nine-digit ABA or routing number currently used by the Federal Reserve to identify this endpoint.</i>	<i>The four-digit branch number currently used by the Federal Reserve to identify this endpoint.</i>	<i>The nine-digit ABA or routing number that you would like to use to identify this endpoint as of the effective date of this request. This should be a master account or subaccount for your institution, per the recommendations in the information sheet referred to above.</i>	<i>The four-digit branch number you would like the Federal Reserve to use to identify this endpoint. You do not have to change this number unless you have more than one branch with the same number. The routing number and branch code combinations for your endpoints must be unique.</i>

Section 3 – Authorized Signature

After you complete the Cross Zone form, save the PDF document and email it to your local Federal Reserve Bank's Customer Service Center email address. If email is not an option, save your changes and print the form and mail the hard copy of the form with the authorized signature to your local Federal Reserve Bank's Customer Service Center post office address.

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