



# Federal Reserve Bank of Richmond Cash Services Special Request

Today's Date: \_\_\_\_\_

### Federal Reserve Use Only

Admin Mgt Approval: \_\_\_\_\_  
Approval Date: \_\_\_\_\_  
Armored Carrier Run #: \_\_\_\_\_  
Manifest #: \_\_\_\_\_  
Manifest Date: \_\_\_\_\_  
Shipping Team: \_\_\_\_\_

## 1. Offices

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> <b>Richmond</b><br>(804) 697-8305 fax<br>(804) 697-8321 phone inquiries | <input type="checkbox"/> <b>Baltimore</b><br>(410) 576-3411 fax<br>(410) 576-3405 phone inquiries | <input type="checkbox"/> <b>Charlotte</b><br>(704) 358-2289 fax<br>(704) 358-2240 phone inquiries |
|--|---|---|

*Please call your local FRB office prior to faxing this form to ensure prompt attention to your request.*

## 2. Order Information

Order Date on FedLine® Web or FedPhone<sup>SM</sup>: \_\_\_\_\_  **Holiday New Currency**  
Order Reference Number: \_\_\_\_\_

NOTE: Orders for new currency are considered to be special requests and are honored only at the discretion of the local Federal Reserve Bank Cash Management. New currency special requests submitted for consideration must be accompanied by a letter specifically outlining the reason for the new currency special request, if it is made outside the Holiday New Currency Order time period.

## 3. Customer Information

|                                  |                                |
|----------------------------------|--------------------------------|
| Financial Institution Name _____ | Routing (ABA) Number _____     |
| Branch Name _____                | Branch Number _____            |
| Contact Name _____               | Contact Telephone Number _____ |
| Armored Carrier Name _____       |                                |

## 4. Service Type *Please check one below.*

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Order Deletion/Cancellation</b> – Existing order in FedLine Web or Fed Phone | <input type="checkbox"/> <b>Special Order</b> – Late Order request                         |
| <input type="checkbox"/> Incorrect Amount or Denomination  | <input type="checkbox"/> <b>Special Order</b> – Emergency Same Day Order                   |
| <input type="checkbox"/> Incorrect – Various other reasons   | <input type="checkbox"/> <b>Manual Order Request</b> – Due to FedLine or FedPhone problems |

## 5. Denominations

| Currency Order          |               | Coin Order    |               |
|-------------------------|---------------|---------------|---------------|
| Denomination            | <u>Amount</u> | Denomination  | <u>Amount</u> |
| 1                       | _____         | Pennies       | _____         |
| 2                       | _____         | Nickels       | _____         |
| 5                       | _____         | Dimes         | _____         |
| 10                      | _____         | Quarters      | _____         |
| 20                      | _____         | Halves        | _____         |
| 50                      | _____         | Dollars       | _____         |
| 100                     | _____         | Total Coin \$ | _____         |
| Total Currency \$ _____ |               |               |               |

\_\_\_\_\_  
Print Official Name

\_\_\_\_\_  
Official Signature