

CHECK ADJUSTMENT REQUEST FEDERAL RESERVE BANK

Retail Payments Office (Revised) August 13, 2018

FRB REFERENCE NUMBER (FRB Use Only)

SECTION I - GENERAL INFORMATION

RECEIVER (RCVR): _____

SENDER (SNDR): _____

SENDER'S ROUTING NUMBER (RN)
SENDING INSTITUTION'S NAME
STREET / PO BOX
CITY, STATE
PHONE NUMBER, EXTENSION
CONTACT NAME
RESPONDENT RN (OPTIONAL)

REQUEST FOR ENTRY: (ETYP)

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

PRODUCT CLASS: (PROD)

FORWARD (FWD)
 RETURN (RTN)
 TREASURY (TRS)
 SAVINGS BOND (SBD)
 POSTAL MONEY ORDER (PMO)
 FOREIGN ITEM (FRN)

REQUEST DATE

SENDER'S REFERENCE NUMBER (SREF):

AMOUNT: (AMT)

REQUEST TYPE: (MTYP)

OPEN (OPEN)
 RESPONSE (RESP)*
 CANCEL (CNCL)*

*Provide the original FRB SREF in the Receiver's Reference (RREF) field located in the Research Information section below.

FROM CASH LETTER RN (FCL) _____

TO CASH LETTER RN (TCL) _____

SECTION II - NATURE OF REQUEST/INVESTIGATION TYPE (ITYP) Select one: An asterisk (*) indicates an attachment is required

SECTION III - RESEARCH INFORMATION

CASH LETTER OR ENTRY DATE (CLED)	LISTED AS (LAS)
CASH LETTER TOTAL (CLT)	SHOULD BE (SBE)
TAPE TOTAL (TT)	ACCOUNTING ENTRY IDENTIFICATION NUMBER (AID)
SEQUENCE NUMBER (SEQ)	RREF – FRB's SREF (from the original case)
ITEM BEFORE (IBEF)	
ITEM AFTER (IAFT)	

SOURCE OF RECEIPT FOR THE OTHER PAID ITEM (PAID)*

FROM CASH LETTER RN (FCL1)
TO CASH LETTER RN (TCL1)
CASH LETTER DATE (CLD1)
SEQUENCE NUMBER (SEQ1)
*Applicable only for PAID requests.

SECTION IV - CHECK INFORMATION

DRAWEE RN (DRBK)	CHECK NUMBER (CKNO)
DEPOSITARY RN (DPBK)	ACCOUNT NUMBER (ANO)
MAKER (MKR)	CURRENCY DENOMINATION (CURR)
PAYEE (PYE)	

SECTION V - TREASURY INFORMATION

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

SECTION VII - COMMENTS (COMM)

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SECTION VI - ATTACHMENTS (DTF)

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The minimum dollar threshold for errors is \$0.01 or greater; unless the error is a [Late Return Claim \(LC\)](#) or [Late Return Disclaimer \(LR\)](#). The minimum dollar threshold for LC and LR is \$100 or greater.

NOTE: Refer to the [Check Adjustments Quick Reference Guide](#) for detailed information regarding the required fields and required documentation (attachments) for each investigation type. Absence of required field information will delay resolution.