

[Your Company's Letterhead]

To: Operations Officer
[Your Bank or Credit Union's Name]

Re: Request for E-Payments Routing Directory download code

Dear _____:

Our company, _(Insert Your Company/Organization Name)_, is a current customer of _(Insert Bank or Credit Union Name)_. We currently use the E-Payments Routing Directory provided by the Federal Reserve Banks on FRBservices.org to download routing transit number data for processing our wire and ACH payments.

We have been notified by the Federal Reserve Banks that as of December 9, 2018, the complete E-Payments Routing Directory data file will no longer be available on their public website. They have advised us to contact you, our financial institution, to request that your staff generate an E-Payments Routing Directory download code from FedLine and provide it to us to authorize our use of the data. We understand that you will require us to enter into an agreement that governs our use of the directory data and download code. We will also need you to provide us with the *E-Payments Routing Directory Quick Start Guide for Non-Banking Institutions*. We will then work with our technical staff to automate retrieval of the E-Payments Routing Directory.

For your reference, more information is available at
<https://www.frbervices.org/resources/routing-number-directory/faqs.html>.

Sincerely,

[Name]
[Title]
[Email Address]
[Phone]
[Tax ID]