

Paying Bank's Response to Claim of Late Return Form Instructions

When to use this Form

The [Paying Bank's Response to Claim of Late Return Form](#) is the **required** supporting documentation used for a [Late Return Disclaimer](#) (LR). Use this form when you submit a LR; no other documentation is required. Avoid providing a copy of the Late Return Claim (LC) form, LC debit entry and/or a copy of the item.

Refer to the [Check Adjustments Quick Reference Guide](#) for details on submitting a Late Return Disclaimer and all other investigation types.

Paying Bank's Response to Claim of Late Return Form Field Description



Federal Reserve Bank Paying Bank's Response to Claim of Late Return

With your advice of debit, you forwarded to us a claim of late return with respect to a returned check:

Date of advice of debit ¹	The date of the LC debit adjustment entry.
Amount of returned check	The amount of the item that was returned.

We certify that our records indicate that this item was received by us or our processor from:

Bank Name	The name of the bank you received the Forward (inclearing) item from.		
Received Date	The date you received the item.		
Cash Letter Date	The date of the cash letter.		
Cash Letter Total	The total dollar amount of the bundles in the cash letter.		
Tape total	The total dollar amount of the items in the bundle.		
Listed between items	The dollar amount before.	and	The dollar amount after.

We returned the check to:

Bank Name	The name of the bank that returned the item.		
Return Letter Date	The date of the return letter.		
Return Letter Total	The total dollar amount of the bundles in the return letter.		
Tape total	The total dollar amount of the items in the bundle.		
Listed between items	The dollar amount before.	and	The dollar amount after.

Notice of non-payment for this check was given to: (Enter "none" if no notice was given. If notice was given, enter the method and date)

Institution name	The name of the institution notification was given to.
Method	The method notification was given.
Date	The date notification was given.

¹If the Reserve Bank does not receive all of the information requested within 20 business days after the date the Reserve Bank sent the Bank's Claim of Late Return to the paying bank, the provisional credit given the claimant and the debit to the paying bank's account will become final. In that case, the paying bank may be able to recover the amount of the item from the claimant if the return of the item was in fact timely, but the paying bank must deal directly with the claimant. Knowingly making false statements to influence the action of a Federal Reserve Bank may subject the signing party to criminal penalties under federal and/or state law.

Last Updated: October 2021

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We took all action necessary to entitle us to recover our payment within the deadlines in Regulations J and CC. Please credit our account and advise.

Bank Name	Your institution's name.
9 Digit Routing Number	Your institution's routing number.
Name of Bank Contact	The point of contact, at your institution, for the claim.
Phone Number of Bank Contact	The telephone number of the contact person.
Authorized Signature	The person authorized, by your institution, to sign the form; requires a written representation of a person's name.
Date	The date you are submitting the adjustment request.