



# Fedwire<sup>®</sup> Securities Service Authorization Form

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## \*Required Fields

### Section 1: Service Description and Form Instructions

The Fedwire Securities Service Authorization Form is used by financial institutions to give individuals authority to process offline Fedwire Securities Service transactions, request copies of transactions or statements, perform account inquiries, and request changes to the Fedwire Securities Service profile.

- Use “Section 3: Service Specific Information” to add individuals authorized to transact business with a Federal Reserve Bank through the Fedwire Securities Service.
- List the name, telephone number and email address of at least five authorized individuals. Please note: the order in which individuals are listed on the form will not necessarily correspond to the order in which these individuals will be contacted.
- Your financial institution must assign a caller ID to each authorized individual.
  - The caller ID must be a four-character ID (consisting of any combination of alpha and/or numeric characters) and must be unique for each authorized individual.
  - Duplicate caller IDs are not permitted for an institution, even if the individuals are working in different business areas (e.g., securities departments and wire transfer).
- It is recommended that your financial institution also provide a contingency contact telephone number for each authorized individual. An authorized individual will be contacted via the contingency contact telephone number in the event that the individual cannot be reached via the primary telephone number and extension provided on this form.
- Your financial institution must indicate the function that each individual is authorized to perform for processing offline transactions by entering a ‘Y’ or ‘N’ in one or more of the appropriate boxes. These functions are (i) Non-trust – may originate a Fedwire Securities Service transaction for all Restricted Securities Accounts and Unrestricted Securities Accounts with the exception of the unrestricted 1050 trust account; (ii) Trust – may originate a Fedwire Securities Service transaction for the unrestricted 1050 trust account only;<sup>1</sup> (iii) Both – may originate a Fedwire Securities Service transaction for all securities accounts (trust and non-trust accounts); and (iv) Off-hours Ops Sup – authorized individual(s) who provide operational support for your financial institution and are available **outside of core business operating hours** (which are typically 8:30 a.m. to 7:00 p.m. Eastern Time Monday through Friday (excluding the standard legal holidays observed by the Federal Reserve Bank listed in Appendix B to Operating Circular 7)) who may be contacted by a member of the Federal Reserve Bank in the event of an issue where immediate attention is required. An individual may only perform the specific function(s) that he or she is identified as authorized to perform. For example, an individual identified as authorized to provide operational support in the Off-hours Ops Sup column is not authorized to originate a transaction unless identified as authorized to do so in the Non-trust, Trust, or Both columns. Your financial institution is responsible for identifying in the Off-hours Ops Sup column at least one individual to provide operational support.

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<sup>1</sup> Notwithstanding any designation by your financial institution of a securities account as a trust account, in accordance with section 4.2 of operating circular 7, this name is for convenience only and for the authorizations on this form. The Federal Reserve Bank does not reflect in its records any interest of, or assume a fiduciary relationship for or with, your financial institution’s customers.

- Your financial institution is responsible for ensuring that this form remains current at all times, including to reflect any changes to employment, staffing, contact information, or the transaction functions that any individual is authorized under this form to perform. In accordance with Operating Circular 7, the Federal Reserve Bank is not liable in connection with any failure by your financial institution to keep this form current or otherwise to comply with its requirements.
- The form must be ink signed by an individual listed on your organization’s Official Authorization List (OAL). The Federal Reserve Bank will not accept a form that is signed with an electronically-generated signature.
- Please retain a copy of the completed form for your records; the Federal Reserve Bank does not disclose who appears on the authorization form to others, including others at your financial institution.
- Any form that is incomplete will be returned to the sender.

**For assistance completing this form, please contact Wholesale Operations Site at (800) 327-0147, option 2 or (800) 333-2448, option 2.**

**Send completed forms to the Federal Reserve Banks’ Customer Contact Center at:**

Customer Contact Center  
 Federal Reserve Bank of Kansas City  
 P.O. Box 219416  
 Kansas City, MO 64121-9416  
 or  
 Email: [ccc.bankservices@kc.frb.org](mailto:ccc.bankservices@kc.frb.org)

**Section 2: Customer Information**

<b>Institution Name*</b>			
<b>Identification Number (ABA/RTN)*</b>			
<b>Street Address*</b>			
<b>City*</b>			
<b>State*</b>			
<b>Zip Code*</b>			
<b>Main Phone Number</b>	<i>Country Code</i>	<i>Phone</i>	<i>Extension</i>

**Section 3: Service Specific Information**

Caller ID	Name	Telephone Number and Extension	Contingency Telephone Number (optional)	Email Address	Functions:			
					Non-trust	Trust	Both	Off-hours Ops Sup

Caller ID	Name	Telephone Number and Extension	Contingency Telephone Number (optional)	Email Address	Functions:			
					Non-trust	Trust	Both	Off-hours Ops Sup
<b>Please enter the TOTAL number of authorized individuals appearing above:</b>								

### Section 4: Authorization

The individuals listed above in section 3 are authorized to conduct offline securities transactions, request copies of transactions or statements, perform account inquiries, and request changes to your institution’s Fedwire Securities Service profile. These authorizations will remain in effect until the Federal Reserve Bank has received an updated Fedwire Securities Service Authorization Form and has had a reasonable opportunity to process it.

*The signer of this form must appear as an authorized individual on your financial institution’s Official Authorization List currently on file with the Federal Reserve Banks.*

<b>Authorized Signer Name*</b>	<i>First</i>	<i>MI</i>	<i>Last</i>
<b>Authorized Signer Email Address*</b>			
<b>Authorized Signer Phone Number*</b>	<i>Country Code</i>	<i>Phone</i>	<i>Extension</i>
<b>Authorized Signature*</b>			<i>Date Signed</i>

<b>Federal Reserve Use Only</b>
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