



Federal Reserve Bank FedLine Direct® File Alternate Site Processing Request

Internal FR
(Upon receipt by the Federal Reserve Banks)

FRBservices.org

The FedLine Direct® File Alternate Site Processing Request form must be submitted to the Federal Reserve Banks when a customer opts to move its FedLine Direct File traffic to a site other than its primary location.

Request lead time requirements:

- To move your Depository Institution Testing (DIT) environment processing to an alternate site, this form must be submitted at least four business days prior to the requested date of the move.
- To move your production environment processing to an alternate site, this form must be submitted at least eight business days prior to the scheduled Saturday of the move.

Section 1 – Contact Information

*** Required Fields**

9-Digit Depository or Authorized Institution Routing Number*			
Financial Institution Name*			
EUAC Name*	<i>First</i>	<i>Middle Initial</i>	<i>Last</i>
Telephone*	<i>Phone</i>		<i>Extension</i>
Email Address*			
Street Address*			
City*			
State*			
Zip Code*			

Requested By (if different than EUAC above)	<i>First</i>	<i>Middle Initial</i>	<i>Last</i>
Telephone	<i>Phone</i>		<i>Extension</i>
Email Address			
Street Address			
City			
State			
Zip Code			

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Section 2 – Services

Indicate which service(s) must be moved to an alternate site.

Services* <i>Check all that apply</i>	<input type="checkbox"/> FedACH® <input type="checkbox"/> Accounting <input type="checkbox"/> Billing <input type="checkbox"/> DORPS <input type="checkbox"/> Fedwire® Statements <input type="checkbox"/> Other
Provide service name if Other is checked	

Section 3 – Environment

Please indicate the environment in which the move is to be made.

Environment* <i>Check one only</i>	<input type="checkbox"/> Test (DIT) <input type="checkbox"/> Production
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Section 4 – Alternate Site Information

Alternate sites must be established and tested with the Federal Reserve Banks prior to submitting this request. The information requested in the following section can be obtained in the FedLine Direct Implementation Plan that was issued to your organization during your implementation of FedLine Direct.

For test (DIT) environment requests, indicate the date and time you would like the move to your alternate site to occur. Please note that the date selected must accommodate the lead time requirement on page 1. Test environment moves may take place Tuesday through Friday during normal business hours (9 am - 5 pm ET).	
Date <i>Tuesday - Friday only</i>	
Time <i>9 am - 5 pm ET</i>	
Production environment moves can only take place on Saturdays. If you indicated above that you are requesting a production environment move, a FedLine® Project Manager will contact you to discuss available Saturday dates and times with you upon receipt of this request.	
Is the move to this site permanent? *	<input type="checkbox"/> Yes <input type="checkbox"/> No

Provide the router name and Connect:Direct® Node information at the alternate site.	
Router Name*	
City*	
State*	
Connect:Direct Node*	
Last Octet of FRB Assigned IP Address*	<i>(e.g. X.X.X.123)</i>

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Section 5 – Primary Site Information

If you indicated in Section 4 above that the move to the alternate site is a permanent change, then leave this section blank. If the move is not permanent, this section must be completed.

For test (DIT) environment requests, indicate the date and time you would like the move back to your primary site to occur. Please note that the date selected must accommodate the lead time requirement on page 1. Test environment moves may take place Tuesday through Friday during normal business hours (9 am - 5 pm ET).	
Date <i>Tuesday - Friday only</i>	
Time <i>9 am - 5 pm ET</i>	
Production environment moves back to your primary site can only take place on Saturdays. If you indicated above that you are requesting a production environment move, a FedLine Project Manager will contact you to discuss available Saturday dates and times with you upon receipt of this request.	
Provide the router name and Connect:Direct Node information at the primary site.	
Router Name	
City	
State	
Connect:Direct Node	
Last Octet of FRB Assigned IP Address	<i>(e.g. X.X.X.123)</i>

Please email this completed form to the Customer Contact Center's FedLine Project Management Team.

Email to ccc.ci.support@kc.frb.org.

If you have questions when completing this form, please call **(888) 881-6700, option 2.**

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