



# Federal Reserve Bank FedLine Direct® Message Alternate Site Processing Request

**Internal FR**  
(Upon receipt by the Federal Reserve Banks)

[FRBservices.org](http://FRBservices.org)

The FedLine Direct® Message Alternate Site Processing Request form must be submitted to the Federal Reserve Banks when a customer opts to submit Fedwire® messages in the production environment from a site other than its primary location.

This form accommodates alternate site processing in the production environment only. If you wish to process Fedwire messages from an alternate site in the Depository Institution Testing (DIT) environment, please find the Fedwire Application Test Request Form and Instructions on the [Fedwire Services Testing Opportunities](#) page on FRBservices.org.

**Request lead time requirement:**

- To move your production environment processing to an alternate site, this form must be submitted at least eight business days prior to the date that the move will occur.

**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

Please indicate the service(s) to be moved to the alternate site.

<b>Services*</b> <i>Check all that apply</i>	<input type="checkbox"/> Fedwire® Funds Service <input type="checkbox"/> Fedwire Securities Service <input type="checkbox"/> National Settlement Service
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## Section 3 – Alternate Production Site Information

Alternate production sites must be established and tested with the Federal Reserve Banks prior to submitting this request. The information requested in the following sections can be obtained on the FedLine Direct Implementation Plan that was issued to your institution when it established its FedLine Direct connection.

Moves to alternate production sites must occur while Fedwire® services are closed. Moves can be made Tuesday through Friday between 6:30 PM and 8:30 PM ET and Saturdays between 9:00 AM and 3:30 PM ET.	
To request a move Tuesday through Friday, indicate the desired date and time for the move below. Please note that the date selected must accommodate the lead time requirement on page 1.	
To request a move on a Saturday, leave the date and time below blank and a FedLine® Project Manager will contact you to discuss available Saturday dates and times.	
<b>Date</b> <i>Tuesday - Friday only</i>	
<b>Time</b> <i>6:30 - 8:30 PM ET only</i>	
<b>Is the move to this site permanent?*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Provide the router and Queue Manager information at the alternate site.	
<b>Router Name*</b>	
<b>City*</b>	
<b>State*</b>	
<b>Queue Manager Name*</b>	
<b>Last Octet of FRB Assigned IP Address*</b> <i>(e.g. X.X.X.123)</i>	

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## Section 4 – Primary Production 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.

Moves back to primary production sites must occur while Fedwire® services are closed. Moves can be made Tuesday through Friday between 6:30 PM and 8:30 PM ET and Saturdays between 9:00 AM and 3:30 PM ET.	
To request a move Tuesday through Friday, indicate the desired date and time for the move below. Please note that the date selected must accommodate the lead time requirement on page 1.	
To request a move on a Saturday, leave the date and time below blank and a FedLine® Project Manager will contact you to discuss available Saturday dates and times.	
Date <i>Tuesday - Friday only</i>	
Time <i>6:30 - 8:30 PM ET only</i>	

Provide the router name and Queue Manager information at the primary site.	
Router Name	
City	
State	
Queue Manager Name	
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](mailto:ccc.ci.support@kc.frb.org).

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