



## Fedwire® Funds Service Authorization Form Instructions

The Fedwire Funds Service Authorization Form is used by financial institutions to give individuals authority to process offline Fedwire Funds Service transactions, request copies of transactions or statements, and request changes to their Fedwire Funds Service profile.

Please retain a copy of the completed form for your records; the Federal Reserve Bank is prohibited from orally disclosing who appears on the authorization form to anyone at your institution. Any form that is incomplete will be returned to the sender.

Instructions for completing the form:

- **Page \_\_\_ of \_\_\_:**  
The Fedwire Funds Service Authorization Form contains space for listing 15 individuals. If your financial institution needs to identify additional authorized individuals, please submit additional form pages. In every case, indicate the page number of each form page and the total number of pages being submitted as a single list (e.g., "Page 1 of 1" or "Page 2 of 4").
- **Financial Institution Name, Routing (ABA) Number, and Address:**  
Enter the name of your financial institution, its routing (ABA) number, and its address.
- **Main Phone Number and Fax Number:**  
Provide telephone and fax numbers for your financial institution.
- **Caller ID:** Assign four-character IDs (consisting of any combination of alpha and numeric characters) to each individual authorized by your financial institution to transact business with the Fedwire Funds Service.

**Please note:** Each authorized individual associated with a given routing (ABA) number **must** have a **unique caller ID**. No duplicate caller IDs can exist for an institution, even if the duplicate caller IDs are assigned to individuals working in different business areas (e.g., wire transfer and securities departments).

One option for assigning caller IDs is to use three alpha characters and one numeric character. The alphas could be the person's initials, and the ID could be constructed according to the following naming convention:

Name	ID	Explanation
John Mark Smith	JMS1	The person's initials followed by a 1
Jane Mary Stone	JMS2	The person's initials followed by a 2; used when a second person has the same initials as another on the list
Michael Doe	MXD1	An X can be used when a person has no middle initial

The Financial Services logo and "Fedwire" are registered service marks of the Federal Reserve Banks. A complete list of marks owned by the Federal Reserve Banks is available at [FRBservices.org](http://FRBservices.org).

- **Name and Telephone Number of Authorized Individuals:**  
List the name and telephone number of at least five authorized individuals. **Please note:** The order in which the names are listed on the form will not necessarily correspond to the order in which these individuals will be contacted.
  
- **Functions:** Indicate the functions that each individual is authorized to complete by entering a 'Y' or 'N' in the appropriate boxes.  
  
**Orig** - can originate a Fedwire Funds Service transaction  
**Ver** - can verify a Fedwire Funds Service transaction  
**Adv** - can be advised of an incoming Fedwire Funds Service transaction  
**Con** - can confirm an incoming Fedwire Funds Service transaction
  
- **Contingency Contact Information (three designated lines):**  
It is strongly recommended that you provide a contingency phone number for a select group of your institution's authorized individuals. Should you need to add additional authorized individuals, please fill out one or more additional Fedwire Funds Service Authorization Forms and indicate the appropriate page numbers at the top left of each form.
  
- **Circle the Number of Individuals Whose Names Appear on the Form:**  
This helps to ensure that no additions or deletions are made after the form has been signed and authorized. This number should reflect the total number of names listed on each page being submitted. If an individual is listed for both normal and contingency processing, his or her name should be counted twice.
  
- **Authorized Signature, Printed Name, and Title of the Individual Who Is Authorized to Designate the Listed Individuals:**  
The signer must appear as an authorized individual on your financial institution's Official Authorization List currently on file with the Federal Reserve District servicing your Master Account.
  
- **Submission:** Please submit the completed form to the Customer Contact Center at:

**Customer Contact Center**  
**Federal Reserve Bank of Kansas City**  
P.O. Box 219416  
Kansas City, MO 64121-9416

Email: [ccc.bankservices@kc.frb.org](mailto:ccc.bankservices@kc.frb.org)  
Fax: (877) 281-3647