



Fedwire® Securities Service Authorization Form Instructions

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

- **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.

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- **Account Authority:**

Indicate the account authority each individual has been given by placing an 'X' in the appropriate box.

N (Non-trust accounts): Individuals with this authority will have access to call in instructions to our offline service for all Restricted Securities Account and Unrestricted Securities Accounts (as those terms are defined in Operating Circular 7) with the exception of the 1050 trust account.

T (Trust account): Individuals with this authority will have access to call in offline instructions for the 1050 trust account only. The 1050 trust account in an Unrestricted Securities Account. All book-entry securities in Unrestricted Securities Accounts are held by a Reserve Bank for, and subject to, the sole order of the Participant.

Both: Individuals with this authority will have access to call in offline instructions for all accounts (i.e., trust accounts, as well as non-trust accounts).

Please note: Unless otherwise directed, the Federal Reserve Banks will permit all authorized individuals to originate and verify Fedwire Securities Service transactions, and those individuals may be advised of and confirm incoming transactions. Consistent with paragraph 8.2 of Operating Circular 7, a single authorized individual may only perform one of those functions for a given transaction, however.

- **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 Securities 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
Fax: (877) 281-3647