



FedCash[®] Services Request Form

Section 1: Service Description and Form Instructions

This form is used to establish service for a new endpoint, change, add or cancel service for an existing endpoint, authorize your designated armored carrier to initiate deposits on behalf of your institution by providing deposit data details via a What to Expect (WTE)¹ file, or to process changes to the armored carrier that provides your Cash transportation services to/from the Federal Reserve Bank dock. The Federal Reserve requires five business days' notice for any of these requests. For additional requirements regarding your armored carrier, please refer to Section 7.1 of the Cash Services Manual of Procedures (CSMOP). This form cannot be used to request access to the FedLine Web[®] Solution. FedLine Web access information is available at [Service and Access Setup](#).

For assistance completing this form, please contact your local FedCash Services [contact](#).

Send completed forms to the Support Center at:

ccc.bankservices@kc.frb.org

Required Fields*

Required Fields — Only applicable for FedCash[®] E-Manifest Service**

Section 2: Customer Information

Institution Name*			
Identification Number (ABA/RTN)*			
Requesting Contact Name*	<i>First</i>	<i>MI</i>	<i>Last</i>
Requesting Contact Title*			
Requesting Contact Phone Number*	<i>Country Code</i>	<i>Phone</i>	<i>Extension</i>
Requesting Contact Email Address*			

¹ What to Expect file: A Reserve Bank may rely on deposit authorizations and information purporting to be issued by an authorized armored carrier, whether by written or electronic means, that the Reserve Bank reasonably believes to be authorized by the financial institution, and may continue to rely on such deposit authorizations and information until the authorization of the armored carrier is revoked by the financial institution.

Section 3: Service Specific Information / Customer Specific Requests

Requested Effective Date* <i>Actual effective date may vary.</i>	
Servicing Federal Reserve Bank Office* <i>Forms with the "Servicing Federal Reserve Bank Office" field left blank cannot be processed and will be returned to the customer.</i>	
Service Request	☐ New Branch Setup ☐ Change Current Branch Information ☐ Cancel Branch Services ☐ Change Armored Carrier Information ☐ Enable the FedCash E-Manifest Service: Allow Armored Carrier Authorization — Add Transmission of Deposit and Order Details via What to Expect (WTE) File
Service Types	☐ Currency Orders ☐ Currency Deposits ☐ Coin Orders ☐ Coin Deposits <i>(Requires FedLine Web access to receive Deposit Differences.)</i>

3.1 Current/New Branch and Carrier Information (all fields must be completed)

If an armored carrier or other third party provides cash vault services for your institution, please list the carrier name as the branch name along with their assigned branch number, and use the carrier's address for the street address.

☐ **Authorize Armored Carrier to Provide Deposit and Order Details via WTE File.****

Branch Name*			
Branch Number*			
Street Address* <i>For currency and coin shipments</i>			
City*			
State*			
Zip Code*			
Financial Institution GLN^{2**}			
Contact Name* <i>If different from requestor.</i>	<i>First</i>	<i>MI</i>	<i>Last</i>
Telephone*	<i>Country Code</i>	<i>Phone</i>	<i>Extension</i>
Email Address*			
Carrier Name* <i>And carrier run, if applicable. If changing armored carrier, list your current carrier here. Then in the "3.2 Change To" section below, complete the "Carrier Name" field.</i>			
Carrier GLN**			
FRB Ship Date <i>Check all that apply.</i>	☐ Monday ☐ Wednesday ☐ Friday	☐ Tuesday ☐ Thursday	☐ Daily***

***When available in your servicing Federal Reserve Bank office.

² Global Location Number: Unique 13-digit number used to identify a location for use in the supply chain.

3.2 Change To

Complete only applicable sections. If changing armored carrier(s), complete the "Carrier Name" and "Carrier GLN" fields ONLY.

☐ **Authorize Armored Carrier to Provide Deposit and Order Details via WTE File.****

Branch Name				
Branch Number				
Street Address <i>For currency and coin shipments.</i>				
City				
State				
Zip Code				
Financial Institution GLN**				
Contact Name <i>If different from requestor.</i>	<i>First</i>	<i>MI</i>	<i>Last</i>	
Telephone	<i>Country Code</i>	<i>Phone</i>		<i>Extension</i>
Email Address				
Carrier Name <i>And carrier run, if applicable. If changing armored carrier, list new carrier name here.</i>				
Carrier GLN**				
FRB Ship Date <i>Check all that apply.</i>	☐ Monday ☐ Tuesday ☐ Daily*** ☐ Wednesday ☐ Thursday ☐ Friday			

3.3 Mailing Address

For notices, correspondence, mailings, and circulars.

Street Address				
City				
State				
Zip Code				
Contact Name <i>If different from requestor.</i>	<i>First</i>	<i>MI</i>	<i>Last</i>	
Title				
Telephone	<i>Country Code</i>	<i>Phone</i>		<i>Extension</i>
Email Address				

3.4 Administrative Address

For adjustments.

Street Address	
City	
State	
Zip Code	
Email	

Section 4: Authorized Approval

From Official Authorization List.

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

This application will not be accepted if the name provided above is not an individual listed on your institution's Official Authorization List (OAL). To complete an OAL for your institution or to add authorized individuals to your institution's OAL, visit [Accounting Services](#).

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