

FedCash[®] Services Request Form Instructions

Section 1: Service Description and Form Instructions

The FedCash Services Request form is used to establish service for a new endpoint, change, add or cancel service for an existing endpoint, enroll in the FedCash E-Manifest Service (via authorizing your designated armored carrier to transmit deposit and order details via a What to Expect (WTE) 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 consult your local FedCash Services [contact](#).

Send completed forms to the Support Center at:

ccc.bankservices@kc.frb.org

Section 3: Service Specific Information / Customer Specific Requests

- Enter the requested effective date on the top of the page. The Federal Reserve requires a minimum of five business days' notice to process these requests.
- Select the applicable type of request.
- Select the service you are requesting to be added or cancelled.
Note: If you request "Currency Deposits" or "Coin Deposits," you must also obtain access to the FedLine Web Solution in order to receive deposit differences electronically. Follow the hyperlink at the top of the form for FedLine Web Solution access information.
- Complete all required fields of **Section 3.1, "Current/New Branch and Carrier Information."**
Note: If you have an outsourced vault, and your armored carrier provides your cash vault services, list the carrier name on the "Branch Name" line and use the carrier's address for the street address.
- Complete **Section 3.2, "Change To" *only*** for changes to existing service or branch information, including changes to the armored carrier that provides your cash transportation services to/from the Federal Reserve Bank dock.

How to Enroll in the FedCash E-Manifest Service

Check the box for "Enable the FedCash E-Manifest Service" under "Service Request" in **Section 3: Service Specific Information / Customer Specific Requests**.

To set up a new branch with the E-Manifest Service:

- Check the box for "Authorize Armored Carrier to Provide Deposit Details via WTE File" in **Section 3.1**
- Complete the "Financial Institution GLN" and "Carrier GLN" fields along with the other required information noted with * in **Section 3.1**

To set up a current branch with the E-Manifest Service:

- Provide existing Branch Information noted with * in **Section 3.1**
- Check the box for "Authorize Armored Carrier to Provide Deposit Details via WTE File" in **Section 3.2**
- Complete the "Financial Institution GLN" and "Carrier GLN" fields in **Section 3.2**

Section 4: Authorized Approval

Complete all requested information in the Authorized Signature section. The form must be signed by an officer on your Official Authorization List (OAL).

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