THE FEDERAL RESERVE
Financial Services

Check Services Agreement

***Required Fields**

Section 1: Service Description and Form Instructions

Completion of this form is required before a bank may access or use the check services ("Check Services") provided by the Federal Reserve Banks under Operating Circular 3, including sending or receiving from a Federal Reserve Bank any items under Operating Circular 3 ("Items"). The Federal Reserve Bank uses this form to obtain information that is needed to successfully complete a bank's enrollment in and setup for Check Services. A description of the available services can be found at: https://www.frbservices.org/assets/financial-services/check/setup/check21-special-sort-options-guide.pdf. Unless otherwise stated, terms defined in Operating Circular 3 have the same meaning in this agreement.

For additional assistance completing and/or submitting this form, please contact the Support Center at 833-FRS-SVCS (833-377-7827).

Send completed forms to Support Center at: ccc.bankservices@kc.frb.org

Section 2: Bank Information

Bank Name*					
Identification Number (RTN/ETI)*					
Contact Name*	*First*		*MI*	*Last*	
Contact Phone Number*	*Country Code*	*Phone*			*Extension*
Contact Email Address*					

Section 3: Service Information

Designate the Check Services below that are being added, deleted, or modified.

Requested Effective Date* *(Must be received by the Reserve Bank at least ten business days prior to the requested effective date. Actual effective date may vary from requested date.)*	
☐	**Contingency Only** (In the event of a contingency situation, please contact the Support Center for further instructions to institute the contingency process. Check Service Provider Agreement is required if a Service Provider will be set-up to send and/or receive for contingency purposes.)

Service Change Checklist*

Check the appropriate boxes below	Instructions/Requirements
☐	**FedForward® Deposit Services** *Complete pages 1 and 2, and Sections 3.1 and 4.*
☐	**FedReturn® Deposit Services** *Complete pages 1 and 2, and Sections 3.2 and 4.*
☐	**Forward Presentment Services (FedReceipt® Daily, MICR, Paper Delivery)** *Complete pages 1 and 2, and Sections 3.3, 3.3.1 (if applicable) and 4.*
☐	**Return Presentment Services (FedReceipt Daily, Paper Delivery)** *Complete pages 1 and 2, and Sections 3.4, 3.4.1 (if applicable) and 4.*
☐	**Optional Forward Selections (Accelerated Delivery, Reject Repair, FedImage® Services)** *Complete pages 1 and 2, and Sections 3.3.2, 3.3.3 (if applicable) and 4.*
☐	**Optional Return Selections (Accelerated Delivery, Return Reclear)** *Complete pages 1 and 2, and Sections 3.4.2 and 4.*

3.1 Check FedForward Deposit Services

Action	☐ Add ☐ Modify ☐ Delete
FedForward Deposit Options:	☐ Standard ICL ☐ Premium ICL ☐ Deferred ICL ☐ Dollar-Culled ICL ☐ Endpoint-Culled ICL
FedForward Daily Fixed Fee Deposit Options:	☐ Standard Daily Fee – A ☐ Premium Daily Fee – A ☐ Premium Daily Fee – B ☐ Premium Daily Fee – C
FedForward Separately Sorted Government Deposit Options:	☐ Treasury Items ☐ Postal Money Orders ☐ Savings Bonds
Primary Origination RTN *(01 Record in the FedForward file)*	
Files will be transmitted by:	☐ Self ☐ Service Provider *(Service Provider Agreement required and the SP RTN/ETI must be listed in field above.)*

3.2 Check FedReturn Deposit Services

Action	☐ Add ☐ Modify ☐ Delete
FedReturn Deposit Options:	☐ Return Standard ICL
FedReturn Daily Fixed Fee Deposit Option:	☐ Return Premium Daily Fee - A
Primary Origination RTN *(01 Record in the FedReturn file)*	
Files will be transmitted by:	☐ Self ☐ Service Provider *(Service Provider Agreement required and the SP RTN/ETI must be listed in field above.)*

3.3 Check Forward Presentment Services

Action	☐ Add ☐ Modify ☐ Delete
Receipt Options *Select ONE option.*	☐ FedReceipt® Daily Forward ☐ Electronic Receivers via x9.37-2003 MICR Only file with FedImage Archive *(Receivers must subscribe to 7+ years Archive.)*
Primary Destination RTN *(01 Record in the ICL file.)*	
Files will be transmitted to:	☐ Self ☐ Service Provider *(Service Provider Agreement required and the SP RTN/ETI must be listed in field above.)*
Delivery Options *Select ONE option.*	☐ Normal Delivery - multiple files per day *(Final file by 2PM local)* ☐ Super Premium Delivery 8AM ET *(Target - 8AM ET)* ☐ Premium Delivery 10AM *(Target - 10AM local)* ☐ Premium Delivery Noon *(Target - 12PM local)*

3.3.1 Delivery Instructions for Forward Paper Check Items

Forward item paper cash letters (in-clearings) including exception items that cannot be imaged	☐ Self ☐ Service Provider *(Service Provider Agreement required)*
Bank Name or Service Provider Name	
Address	
City	**State** **Zip Code**
Attention *(Department name only)*	

Additional RTN(s) for Check Activity
List any additional RTN(s) that should be set up for Forward Presentment.

Special Instructions/Comments

3.3.2 Optional Forward Presentment Selections *(Applicable Only for FedReceipt Daily Forward service.)*

Forward Only Option ☐ Add ☐ Modify ☐ Delete	☐ Accelerated Forward Delivery Select Delivery Time(s): ☐7PM ☐8PM ☐9PM ☐10PM ☐11PM local
Forward Only Option ☐ Add ☐ Modify ☐ Delete	☐ Supplemental MICR file(s) only followed by corresponding ICL(s) at a later time.
Same Day Settlement (SDS) Options ☐ Add ☐ Modify ☐ Delete	☐ SDS Settlement and Adjustment Services – Basic ☐ SDS Settlement and Adjustment Services – Premium
Electronic Reject Repair Options *Select ONE option.* ☐ Add ☐ Modify ☐ Delete	☐ Option #1 – Account required and all on-us fields validated only ☐ Option #2 – Account required and any on-us field required ☐ Option #3 – Account and Tran Code (Field #2) required/validated ☐ Option #4 – Account and Optional # (Field #4) required/validated ☐ Option #5 – Account and Serial Number (Field #7) required/validated *(Electronic Reject Repair is included with subscription to FedReceipt Daily Returns.)*

3.3.3 FedImage Services *(Applicable Only for FedReceipt Daily Forward service.)*

Action	☐ Add ☐ Modify ☐ Delete
FedImage Archive Options	Archive Storage Options *Select ONE option.* ☐ 30 business days ☐ 60 business days ☐ 7 years (includes 60 business days on disk) ☐ 11 years[1] (includes 60 business days on disk)
	Extended DISK (RAID) Storage Options *Select ONE option.* ☐ 61 days to 6 months on disk - 7 years on tape ☐ 61 days to 12 months on disk - 7 years on tape ☐ 61 days to 24 months on disk - 7 years on tape
FedImage Retrieval *(Only complete to opt-out of Subscription Retrievals.)*	Subscription Retrievals – Per item fee based on all archived items ☐ Opt-out Subscriptions Retrievals – Manual Retrieval Fees will be assessed *(Available to active FedImage Archive customers only.)*
FedImage Derived Returns	☐ FedImage Derived Returns via FedLine *(Available to active FedImage Archive customers only.)* Derived Return Options: ☐ Derived Returns Qualified – FLWeb via Image on Demand ☐ Derived Returns Unqualified (upload) – FLWeb via Check Send/Receive files *(Will also include FedReturn Standard ICL Deposit.)*
Other FedImage Service Options	☐ Back File Conversion ☐ Electronic On-Us Service

[1] Only available in states per legal requirements. Contact your Relationship Manager.

3.4 Check Return Presentment Services

Action	☐ Add ☐ Modify ☐ Delete
Return Receipt Option *Select ONE option.*	☐ FedReceipt® Daily Return
Primary Destination RTN *(01 Record in the ICL file)*	
Files will be transmitted to:	☐ Self ☐ Service Provider *(Service Provider Agreement required and the SP RTN/ETI must be listed in field above.)*

3.4.1 Delivery Instructions for Return Paper Check Items

Return item paper cash letters (chargebacks) including exception items that cannot be imaged	☐ Same address as Forward ☐ Self ☐ Service Provider (*Service Provider Agreement required)*
Bank Name or Service Provider Name	
Address	
City	**State** **Zip Code**
Attention *(Department name only)*	

Additional RTN(s) for Return Check Activity

List any additional RTN(s) that should be included in Return Cash Letter Presentment.

Special Instructions/Comments

3.4.2 Optional Return Presentment Selections *(Applicable Only for FedReceipt Daily Return service.)*

Returns Only Option ☐ Add ☐ Modify ☐ Delete	*Select ONE option.* ☐ Level 1 Standard Accelerated Returns Delivery ☐ Level 2 Standard Accelerated Returns Delivery Select Delivery Time(s): *All times are ET Time* ☐7PM ☐8PM ☐9PM ☐10PM ☐11PM ☐Midnight ☐1AM
	Select ONE option. ☐ Level 1 Premium Accelerated Returns Delivery ☐ Level 2 Premium Accelerated Returns Delivery Select Delivery Time(s): *All times are ET Time* ☐4PM ☐5PM ☐6PM
Return Item Reclear Service *Select ONE option.* ☐ Add ☐ Modify ☐ Delete	*Select ONE option.* ☐ Level 1 (Items valued up to $100) ☐ Level 2 (Items valued up to $250) ☐ Level 3 (Items valued up to $500) ☐ Level 4 (Items valued up to $1,000)

Section 4: Authorized Approval

We, the bank identified in section 2, agrees to the provisions of Operating Circular 3, including the appendixes thereto. We agree that we will not send any items covered by a service change request until the Federal Reserve Banks have agreed to the service change.

The undersigned is signing this agreement on behalf of the financial institution identified in section 2.

Authorized Signer Name*	*First*	*MI*	*Last*
Authorized Signature* *(The signer must appear as an authorized individual on the bank's OAL currently on file with the Federal Reserve Banks.)*			
Date*			

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