THE FEDERAL RESERVE
Financial Services

Fedwire® Funds Service Authorization Form

***Required Fields**

Section 1: Service Description and Form Instructions

The Fedwire Funds Service Authorization Form is used by a financial institution to give individuals authority to transact business with a Federal Reserve Bank through the Fedwire Funds Service, including to process Fedwire Funds Service messages in contingency situations,[1] request copies of transactions or statements, perform account inquiries, and request changes to your financial institution's Fedwire Funds Service profile.

- Use "Section 3: Service Authorization Information" to add individuals authorized to transact business with a Federal Reserve Bank through the Fedwire Funds Service.
- List the name, telephone number and email address of at least five authorized individuals. Please note: the order in which individuals are listed on the form will not necessarily correspond to the order in which these individuals will be contacted by Federal Reserve Financial Services (FRFS) staff.
- Your financial institution must assign a caller ID to each authorized individual.
    - The caller ID must be a four-character ID (consisting of any combination of alpha and/or numeric characters) and must be unique for each authorized individual.
    - Duplicate caller IDs are not permitted for an institution, even if the individuals are working in different business areas (e.g., wire transfer and securities departments).
    - Each authorized individual must know their caller ID when calling or receiving calls from FRFS. FRFS staff will not provide caller IDs to anyone, even if they are listed as an authorized individual on this form.
- Your financial institution must also provide an alternative contact telephone number for each authorized individual. An authorized individual will be contacted via the alternative contact telephone number if the individual cannot be reached via the primary telephone number provided on this form.
- Your financial institution must indicate which authorized individuals provide operational support for your financial institution and are available **outside of core business operating hours** (which are typically 8:30 a.m. to 7:00 p.m. Eastern Time Monday through Friday (excluding the holidays observed by the Federal Reserve Banks for the Fedwire Funds Service listed on the FRBservices.org® website)) and may be contacted by FRFS in the event of an issue where immediate attention is required. Your financial institution must identify at least one individual who provides operational support outside of core business operating hours and is strongly encouraged to identify at least two such individuals.
- Your financial institution is responsible for ensuring that this form remains current at all times, including to reflect any changes to employment, staffing, and contact information. In accordance with Operating Circular 6, the Federal Reserve Banks assume no responsibility or liability for your financial institution's failure to keep this form current or otherwise to comply with its requirements.
- In accordance with Operating Circular 5, (i) your financial institution is responsible for preventing disclosure of this completed form, except on a need-to-know basis, and (ii) if the confidentiality of the completed form is compromised, you must notify FRFS immediately and act to prevent further compromise of the form.
- The form must be ink signed by an individual listed on your institution's Official Authorization List (OAL). The Federal Reserve Banks will not accept a form that is signed with an electronically-generated signature.

[1] The authorized individuals listed on this form may originate, verify, confirm, or receive advices for Fedwire Funds Service messages in contingency situations.

- Please retain a copy of the completed form for your records; the Federal Reserve Banks do not disclose who appears on the authorization form to anyone not listed on this form, including other individuals at your financial institution. If you are unable to find your completed form, an individual on your institution's OAL must request a copy of the form from the FRFS Support Center.
- Any form that is incomplete will be returned to the sender.

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

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

Section 2: Customer Information

Institution Name*			
Identification Number (ABA/RTN)*			
Street Address*			
City*			
State*			
Zip Code*			
Main Phone Number	*Country Code*	*Phone*	*Extension*

Section 3: Service Authorization Information

Caller ID				Name	Telephone Number (including Extension)	Alternative Telephone Number	Email Address	Off-hours Ops Support

Please enter the TOTAL number of authorized individuals appearing above:								

Section 4: Authorization

The individuals listed above in section 3 are authorized to transact business with a Federal Reserve Bank through the Fedwire Funds Service, including to process Fedwire Funds Service messages in contingency situations, request copies of transactions or statements, perform account inquiries, and request changes to your institution's Fedwire Funds Service profile. These authorizations will remain in effect until the Federal Reserve Banks have received an updated Fedwire Funds Service Authorization Form and have had a reasonable opportunity to process it.

The signer of this form must appear as an authorized individual on your financial institution's Official Authorization List currently on file with the Federal Reserve Banks.

Authorized Signer Name*	*First*		*MI*	*Last*
Authorized Signer Email Address*				
Authorized Signer Phone Number*	*Country Code*	*Phone*		*Extension*
Authorized Signature*				*Date Signed*

Federal Reserve Use Only

The Financial Services logo, "Fedwire," and "FRBservices.org" are registered service marks of the Federal Reserve Banks. A list of marks related to financial services products that are offered to financial institutions by the Federal Reserve Banks is available at FRBservices.org.

Last updated: {February 2025}