



# Fedwire® Funds Service Authorization Form

## \*Required Fields

### Section 1: Service Description and Form Instructions

The Fedwire Funds Service Authorization Form is used by financial institutions to give individuals authority to process offline Fedwire Funds Service transactions, request copies of transactions or statements, perform account inquiries, and request changes to the Fedwire Funds Service profile.

- Use "Section 3: Service Specific 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.
- 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).
- It is recommended that your financial institution also provide a contingency contact telephone number for each authorized individual. An authorized individual will be contacted via the contingency contact telephone number in the event that the individual cannot be reached via the primary telephone number and extension provided on this form.
- Your financial institution must indicate the function that each individual is authorized to perform for processing offline transactions by entering a 'Y' or 'N' in one or more of the appropriate boxes. These functions are (i) Orig – may originate a Fedwire Funds Service transaction; (ii) Ver – may verify a Fedwire Funds Service transaction; (iii) Adv – may be advised of an incoming Fedwire Funds Service transaction; (iv) Con – may confirm an incoming Fedwire Funds Service transaction<sup>1</sup>; and (v) Off-hours Ops Sup – authorized individual(s) who 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 standard legal holidays observed by the Federal Reserve Bank listed in Appendix B to Operating Circular 6)) who may be contacted by a member of the Federal Reserve Bank in the event of an issue where immediate attention is required. An individual may only perform the specific function(s) that he or she is identified as authorized to perform. For example, an individual identified as authorized to provide operational support in the Off-hours Ops Sup column is not authorized to originate a transaction unless identified as authorized to do so in the Orig column.
- The form must be ink signed by an individual listed on your organization's Official Authorization List (OAL). The Federal Reserve Bank will not accept a form that is signed with an electronically-generated signature.
- Please retain a copy of the completed form for your records; the Federal Reserve Bank does not disclose who appears on the authorization form to others, including others at your financial institution.

<sup>1</sup> Although an individual can be authorized to originate, verify, receive advisements for, and confirm Fedwire Funds Service transactions, an individual is *not* allowed to both originate and verify a particular outgoing transaction or to both receive the advisement for and confirm a particular incoming transaction. Your financial institution should consider these restrictions when deciding the number of individuals authorized to perform each function.

- Any form that is incomplete will be returned to the sender.

For assistance completing this form, please contact Wholesale Operations Site at (800) 327-0147, option 2 or (800) 333-2448, option 2.

Send completed forms to the Federal Reserve Banks' Customer Contact Center at:

Customer Contact Center  
Federal Reserve Bank of Kansas City  
P.O. Box 219416  
Kansas City, MO 64121-9416  
or  
Email: [ccc.bankservices@kc.frb.org](mailto:ccc.bankservices@kc.frb.org)

## Section 2: Customer Information

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

## Section 3: Service Specific Information

Caller ID	Name	Telephone Number and Extension	Contingency Telephone Number (optional)	Email Address	Functions:				
					Orig	Ver	Adv	Con	Off-hours Ops Sup

Caller ID	Name	Telephone Number and Extension	Contingency Telephone Number (optional)	Email Address	Functions:				
					Orig	Ver	Adv	Con	Off-hours Ops Sup
Please enter the TOTAL number of authorized individuals appearing above:									

## Section 4: Authorization

The individuals listed above in section 3 are authorized to conduct offline funds transactions, 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 Bank has received an updated Fedwire Funds Service Authorization Form and has 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.*

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

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