

OFFICIAL AUTHORIZATION LIST

(Non-Depository Institution and/or other Financial or Non-Financial Entities)

Electronic Transaction Identifier (ETI) or
Customer Identification Number (CIN) _____

This supercedes our previous
Official Authorization List:

Page _____ of _____

(Circle:) **YES** or **NO**

If neither is circled, previous list will also remain in effect.

Name of Company:	Effective Date:
Street Address:	Telephone:

To the Federal Reserve Banks: Below are the names, titles, and signatures of the individuals authorized to execute contracts and transact business with you and to issue instructions on behalf of the Company identified above.

<u>Name and Title (printed):</u>	<u>Telephone No. and E-Mail Address:</u>	<u>Signature:</u>	<u>Limitations to Authority:</u> <small>(leave blank if no limitations)</small>

Authorizing Officer (must be certified below by Company's Secretary to have the authority to contractually bind Company and to provide a list of other Company officials who are authorized to execute contracts and transact business with the Federal Reserve Banks and to issue instructions on behalf of the Company):

Signature: _____ _____ <small>(Printed Name and Title of Authorizing Officer)</small> _____ <small>(Telephone)</small> _____ <small>(E-Mail Address)</small>	State of _____) County of _____) Subscribed and sworn to before me on _____, 20____, <small>(Date of Signature)</small> by _____ <small>(Authorizing Officer's Printed Name)</small> _____ Notary Public <small>(Notary Seal)</small>
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Secretary's Certification (REQUIRED):

I, _____, Secretary (or Assistant Secretary) of the above Company, do hereby certify that _____ <small>(Authorizing Officer's Name)</small> is authorized by Company's by-laws and/or board of directors to contractually bind Company and to provide a list of other Company officials who are authorized to execute contracts and transact business with the Federal Reserve Banks and to issue instructions on behalf of Company. Signature: _____	State of _____) County of _____) Subscribed and sworn to before me on _____, 20____, <small>(Date of Signature)</small> by _____ <small>(Secretary's (or Assistant Secretary's) Printed Name)</small> _____ Notary Public <small>(Notary Seal)</small>
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Instructions for Completing the Official Authorization List (Non-Depository Institution and/or other Financial or Non-Financial Entities)

The following provides information for completing the *Official Authorization List (Non-Depository Institution and/or other Financial or Non-Financial Entities)* form:

- Provide the Electronic Transaction Identifier (ETI) (nine digit transit routing number) or Customer Identification Number (CIN) (a nine digit identification number) used to transact business with the Federal Reserve Banks. Also, provide the official name, complete street address and telephone number of your company.
- Provide the date on which the *Official Authorization List* becomes effective.
- Indicate whether the list supersedes or adds to a previously submitted *Official Authorization List* by circling the “Yes” or “No”, as applicable, at the top right-hand corner of the form. (If nothing is indicated, then the previous *Official Authorization List* will also remain in effect).
- The *Official Authorization List* form contains space for listing four individuals. If your organization needs to identify additional authorized individuals, please submit additional form pages. In every case, indicate the page number of each form page and the total number of pages being submitted as a single list (i.e. “Page 1 of 1” or “Page 2 of 4”).
- Print the name and title of each authorized individual. Provide a signature specimen for each individual listed.
- Unless expressly limited in the “Limitations of Authority” box provided on the form, the individuals identified on the *Official Authorization List* will be able to transact business and provide instructions to the Reserve Banks with respect to all Reserve Bank services accessible by your company. It is not necessary to list all of the individuals who will be contacting or dealing with the Reserve Banks on the *Official Authorization List*. What is important is that you identify at least one or two individuals who are authorized by the *Official Authorization List* to transact business for each of the services that you access on behalf of your banking customers. Many of our services require authorization lists specific to that service (for example, off-line funds transfer authorization lists or the End User Authorization Contact form). These specialized authorization lists can only be submitted by an individual who is authorized on this *Official Authorization List*.
- In the “Limitations to Authority” section, specify whether the individual’s authority to transact business with and issue instructions to the Federal Reserve Banks is limited to a particular service(s) (for example, “check and ACH services only”). Authority to designate others on any specialized authorization list (see the bullet point above) will also be limited to that particular service. ***Additionally, authority to use electronic access for the particular service(s) listed will be included.*** (For example, an individual limited to “check and ACH services only” will be authorized to access such services through FedLine® access channels). Please note, other limitations such as dollar amount will not be accepted. If there are no service limitations, please leave the box blank.
- The *Official Authorization List* must be signed by an “Authorized Officer” of your company. The “Authorized Officer” is an officer who must be certified by your company’s corporate Secretary or Assistant Secretary in the “Secretary’s Certification” section of the *Official Authorization List* form as having the authority to submit lists of authorized individuals to the Federal Reserve Banks. Please print the Authorized Officer’s name and title, and provide his/her telephone number and e-mail address. The Authorized Officer’s signature must be notarized. (For multiple-paged *Official Authorization Lists*, each page must be signed by the Authorized Officer, but only the signature on the first page must be notarized).
- The Secretary’s Certification may be made by either the Secretary or an Assistant Secretary of your Company. The Secretary’s (or Assistant Secretary’s) signature must be notarized. (For multiple-paged *Official Authorization Lists*, the Secretary’s Certification must be provided only on the first page).

08/05/11

- Please return the properly completed and signed *Official Authorization List* to your local Federal Reserve Bank's Accounting Department.