

UCAP Designation Change Request Form Instructions

Section 1: Service Description and Form Instructions

The FedCash® Services UCAP Change Request form can be used to designate endpoints as free or charged. The Uniform Cash Access Policy (UCAP) provides financial institutions a basic level of free access to cash orders and deposits. Service beyond the basic level may be subject to an access fee depending on volume and frequency of service. Refer to the Federal Reserve UCAP policy.

For assistance completing this form, please contact your local FedCash Services [contact](#).

Send completed forms to the Customer Contact Center at the email address or fax number below.

Federal Reserve Bank
Customer Contact Center
ccc.bankservices@kc.frb.org
Fax: (877) 281-3647

Section 2: Customer Information

Provide all requested information for your financial institution.

Section 3: Customer Specific Requests

For new customers, select and enter up to 10 endpoints, each of which has access to one deposit and one order per week free of charge. Check the Add box for each of the selected endpoints to be designated free. Note: High volume endpoints must be designated as free before lower volume endpoints. Be sure to enter complete ABA and branch numbers.

For customers changing the status of an endpoint, only enter the affected endpoint number(s) and select Add or Delete as appropriate. Selecting Add will designate an endpoint as free. Selecting Delete will designate a previously free endpoint as chargeable.

Section 4: Authorized Approval

From Official Authorization List

Complete all requested information in the Authorized Signature section. This form must be signed by an individual authorized to act on behalf of your institution

FRB staff will verify the authorization of the requestor prior to implementing the changes. Changes will be effective within 5 days after receipt of the form by the local FRB office.