

## Instructions for Completing the Federal Reserve Bank Reporting Central FedLine<sup>®</sup> Access Authorization List

The *Federal Reserve Bank Reporting Central FedLine<sup>®</sup> Access Authorization List* (Authorization List) serves as confirmation of your organization's authority to establish an electronic connection with the Federal Reserve Banks and identifies the individuals who have the authority to take actions that bind your organization as they relate to your use of the electronic connection to submit reports and other data to the Federal Reserve Banks. The individuals identified on the Authorization List will be able to transact business related to the Reporting Central function and provide instructions to the Reserve Banks related to the use of FedLine access solutions, and must be authorized to agree to the electronic access terms and conditions contained in Operating Circular 5. It is not necessary to list all of the individuals who will be contacting or dealing with the Reserve Banks on the *Authorization List*.

- Provide the RSSD-ID number.
  - If your organization has a nine-digit ABA Routing Number (RTN) or Customer Identification Number (CIN), this *Authorization List* may not be used. An [Official Authorization List](#) or [Official Authorization List \(Non-Depository Institution and/or other Financial or Non-Financial Entities Official Authorization List\)](#) must be submitted.
- The form contains space for listing four individuals. If your organization needs to identify additional authorized individuals, please submit additional form pages. 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").
- Indicate whether the list supersedes or adds to a previously submitted authorization list by circling "YES" or "NO" as applicable.
  - Circle "YES" if the previous authorization list is null and void.
  - Circle "NO" if the previous authorization list should remain in effect.
  - If nothing is indicated, the previous authorization list will remain in effect.
- Provide your organization's official name.
- Provide the date on which the authorization list becomes effective.
- Provide your organization's address (street, city, state, country, zip code) and telephone (including area code).

### Authorized Individuals

- Print the name, title, telephone and email address of each authorized individual.
- Provide an original signature specimen for each individual listed. Facsimiles are not accepted.

### Authorizing Officer

- The authorization list must be signed by an "Authorizing Officer" of your organization.
- Print the Authorizing Officer's name and title.
- Provide the Authorizing Officer's telephone and email address.
- The Authorizing Officer's signature must be notarized. For multiple-paged authorization lists, each page must be signed by the Authorizing Officer, but only the signature on the first page must be notarized.

### Secretary's Certification

- The Authorizing Officer must be certified by your organization's corporate Secretary or Assistant Secretary in the "Secretary's Certification" section of the form as having the authority to submit lists of authorized individuals to the Federal Reserve Banks. The Secretary's Certification may be made by either the Secretary or an Assistant Secretary of your organization.
- The Secretary's (or Assistant Secretary's) signature must be notarized. For multiple-paged authorization lists, the Secretary's Certification must be provided only on the first page.

Please mail the completed and signed original paper version of the form to:  
Customer Contact Center  
P.O. Box 219416  
Kansas City, MO 64121-19416

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