



# Check 21 Services Agreement FedPayments<sup>®</sup> Reporter - Service Request Form

## \*Required Fields

### Section 1: Service Description and Form Instructions

This Agreement sets forth the terms of our FedPayments Reporter Service for Check.

Completion of this form is required before a financial institution may receive check reports from a Federal Reserve Bank via the FedPayments Reporter for Check Service; under Appendix J FedPayments Reporter Service of Federal Reserve Bank Operating Circular 3. The Federal Reserve Bank uses this form to obtain information that is needed to successfully complete enrollment of the FedPayments Reporter Service for Check and set-up processes.

When you submit this form, the submitted form supersedes any previous versions of the same form.

**For additional assistance completing and/or submitting this form, please contact Federal Reserve Bank Sales Support at 800-257-6701.**

Send completed forms to Customer Contact Center at:

[ccc.bankservices@kc.frb.org](mailto:ccc.bankservices@kc.frb.org)

### Section 2: Customer Information

<b>Financial Institution Name*</b>			
<b>Identification Number (RTN/ETI)*</b>			
<b>Contact Name*</b>	<i>First</i>	<i>MI</i>	<i>Last</i>
<b>Contact Phone Number*</b>	<i>Country Code</i>	<i>Phone</i>	<i>Extension</i>
<b>Contact Email Address*</b>			

### Section 3: Service Specific Information / Customer Specific Report Requests

#### Section 3.1: Advanced Notice Return Reporting<sup>1,2,3</sup>

<p><b>Requested Effective Date* (Check Processing Date)</b> <i>(Must be received by the Reserve Bank at least ten business days prior to the requested effective date. Actual effective date may vary from requested date.)</i></p>	
<p><b>Action*</b> <i>Select one option</i></p>	<p><input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Delete</p>
<p><b>Report Dollar Threshold</b> <i>Specify a dollar value (default is \$0.00) to be used to report only on items above the specified value. Note that the return items will always be listed in descending dollar value order up to any limit specified at the service level for the report.</i></p>	<p>\$ _____</p>
<p><input type="checkbox"/> <b>Report Format Without Images (Excel / .XLS)</b> <i>This Advanced Notice Return Report format will NOT include copies of the return items check images</i></p>	
<p><b>Weekday Report Time(s)</b> <i>List the time(s) of the day (ET) that the report should be created (times must be on the hour between 4PM and midnight, and/or midnight and 2PM ET). Reports will be created on non FRB holidays (Monday through Friday)</i></p>	
<p><input type="checkbox"/> <b>Report Format With Images (.PDF)</b> <i>This Advanced Notice Return Report format will include copies of the return items check images</i></p>	
<p><b>Weekday Report Time(s)</b> <i>List the time(s) of the day (ET) that the report should be created (times must be on the hour between 4PM and midnight, and/or midnight and 2PM ET). Reports will be created on non FRB holidays (Monday through Friday)</i></p>	

#### Section 3.2: Additional RTN(s)

List any additional RTN(s) that should be set up for the FedPayments Report Service for Check. Only RTN's of the requesting financial institution that either send or receive Image Cash Letters to or from a Federal Reserve Banks that are subscribing to use the FedPayments Reporter Service for Check can be listed.


<sup>1</sup> Reports are generated from the return items to be delivered to the financial institution identified as the 'destination RT' in the return cash letter sent by the FRB. Only financial institutions that receive separately sorted (each return cash letter contains items drawn on only one institution) electronic cash letters (FedReceipt or PDF) are eligible to receive the report.

<sup>2</sup> FedReceipt customers will be billed to the authorized RTN for billing as specified in the Check21 Services Agreement, section 3.4.

<sup>3</sup> PDF customers will be billed to the authorized RTN for billing as specified in the PDF Check Presentment and Returns Service Agreement, section 3.1.

### Section 4: Authorized Approval

The undersigned financial institution agrees to the terms and conditions of Operating Circular Number 3 and appendix J thereto. The Reserve Bank will provide the service according to its published fee schedules, as amended from time to time.

<b>Authorized Signer Name*</b>	<i>First</i>	<i>MI</i>	<i>Last</i>
<b>Authorized Signer Email Address*</b>			
<b>Authorized Signer Phone Number*</b>	<i>Country Code</i>	<i>Phone</i>	<i>Extension</i>
<b>Authorized Signer Title*</b>			
<b>Authorized Signature*</b> <i>(Authorized Check signer must be listed on Official Authorization List filed with the Federal Reserve Bank.)</i>			
<b>Date*</b>			

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