

## Bank's Claim of Late Return Form Instructions

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### When to use this Form

The [Bank's Claim of Late Return Form](#) is the **required** supporting documentation used for a [Late Return Claim](#) (LC). Use this form when you submit a LC.

Refer to the [Check Adjustments Quick Reference Guide](#) for details on submitting a Late Return Claim and all other investigation types.

## Bank's Claim of Late Return Form Field Description



Reference the returned check described below:

Amount ( <i>must be \$100 or more</i> )	The amount of the item that was returned.
Dated	The date of the check.
Paying Bank	The institution where the check is made payable.
Paying Bank 9 Digit Routing Number	The paying bank's routing number.
Paying Bank Location	The location of the paying bank.
Drawn By (drawer)	The person or business that wrote the check.
Payable To (payee)	The person or business to whom the check is made payable.
Check Number	The sequential number assigned to the check.

We sent this item to:

Bank Name	The name of the bank you deposited the item with.		
Cash Letter Date	The date the cash letter deposit was made.		
Cash Letter Total	The total dollar amount of the bundles in the cash letter.		
Tape total	The total dollar amount of the items in the bundle.		
Listed between items	The dollar amount before.	and	The dollar amount after.

We received the check from:

Bank Name	The name of the bank you received the return item from.		
Received Date	The date you received the return item.		
Return Letter / Advice Date <sup>1</sup>	The date of the return letter / advice.		
Return Letter / Advice Total	The total dollar amount of the bundles in the return letter / total dollar amount of the advice.		
Tape total	The total dollar amount of the items in the bundle.		
Listed between items	The dollar amount before.	and	The dollar amount after.
Sequence number (if applicable)	The identification number associated with the item.		

<sup>1</sup> If the Reserve Bank does not receive all of the information requested within two (2) calendar months after the date listed, the Reserve Bank will not accept the claim and the requester will have to deal directly with the paying bank. In addition, the item must have been collected and/or returned through the Federal Reserve check collection system. Knowingly making false statements to influence the action of a Federal Reserve Bank may subject the signing party to criminal penalties under federal and/or state law.

## Bank's Claim of Late Return Form Field Description

### Federal Reserve Bank Bank's Claim of Late Return

We claim that, according to our records and the data associated with the check, the paying bank did not take all action necessary to recover its payment within the deadline in Regulations J and CC, and we verify that, as to notice of non-payment of the check we received: (CHECK ONE)

<input type="checkbox"/> Advice by <b>Check if notification was given; include the method and date of notification.</b>	Method:	Date:
<input type="checkbox"/> No advice other than the returned check <b>Check if no notification was given.</b>		

Please provisionally credit our account and advise.

Bank Name	<b>Your institution's name.</b>
9 Digit Routing Number	<b>Your institution's routing number.</b>
Name of Bank Contact <sup>2</sup>	<b>The point of contact, at your institution, for the claim.</b>
Phone Number of Bank Contact <sup>2</sup>	<b>The telephone number of the contact person.</b>
Authorized Signature	<b>The person authorized, by your institution, to sign the form; requires a written representation of a person's name.</b>
Date	<b>The date you are submitting the adjustment request.</b>

<sup>2</sup> For Payor Bank to request original form and/or original check or original photocopy of check if needed.