



## Fedwire<sup>®</sup> Services Form Instructions Completing the Audit Confirmation Form

**NOTE:** Effective December 15th, 2010, the Federal Reserve Banks began using [Confirmation.com](http://Confirmation.com), a service by Capital Confirmation, Inc. to facilitate the electronic processing of audit confirmation requests for Fedwire<sup>®</sup> Securities Service account holdings information. **To take advantage of this electronic and faster approach, please have confirmation requests for this service submitted via Confirmation.com, in place of mailing/faxing a paper form. In using Confirmation.com to submit requests, the paper Audit Confirmation Form associated with the instructions below DOES NOT need to be completed.** This electronic processing service is also used to request balance confirmations for other Federal Reserve Bank services, including Account Balance, Capital Stock, Treasury Tax & Loan (TT&L), and Discount Window Loan or Collateral information. Confirmation.com is now the preferred method to respond to audit confirmation requests for all Federal Reserve Bank business lines. However, the Federal Reserve Banks of Dallas, New York, Richmond, and St. Louis will not accept requests for Discount Window Loan or Collateral information through Confirmation.com.

Before the Federal Reserve can respond to a confirmation request for your institution through Confirmation.com, you must have an [Information Release Form](#) on file with the Federal Reserve. The Release form must be signed by an individual on your institution's Official Authorization List (OAL) and should only be submitted once rather than the current practice of submitting an authorization letter each time an audit confirmation is requested. Click [here](#) to access the form, or go to [FRBservices.org/forms](http://FRBservices.org/forms), select Account Services, and then Authorization to Release Information to Accounting Firms (Information Release Form).

The Audit Confirmation Request Form can be used by financial institutions, audit firms or their regulators to make audit requests. In order to use this form to make audit requests, you must be a participant, or acting on behalf of a participant, of the Fedwire Securities Service.

Instructions for completing the form:

**Section 1:** Complete all requested information in the Financial Institution Information box.

**Section 2:** Provide any additional comments.

**Section 3:** Complete all requested information in the Authorized Individual box. An authorized individual from your financial institution's Official Authorization List (OAL) or Fedwire<sup>®</sup> Securities Authorization Form must sign the form if the request is being mailed to an address other than the address on record with the Wholesale Operations Site. Generally, an authorized signer can be an officer or other individual authorized to act on behalf of your institution.

**Submission:** The completed form should be mailed or faxed to the Wholesale Operations Site for your District:

Federal Reserve Bank of Boston	Federal Reserve Bank of Kansas City
Wholesale Operations Site Audit Confirmations – B1 P.O. Box 55882 Boston, MA 02205  Fax: (877) 973-8971 Telephone: (800) 327-0147  Districts: Boston, New York, Philadelphia, Cleveland, St. Louis and Dallas	Wholesale Operations Site Audit Confirmations P.O. Box 419033 Kansas City, MO 64141-6033  Fax: (800) 333-2835 Telephone: (800) 333-2448  Districts: Richmond, Atlanta, Chicago, Minneapolis, Kansas City and San Francisco

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