



# Federal Reserve Bank Federal Reserve Account Structure Guide, Attachment A Subaccount Designations

[FRBservices.org](http://FRBservices.org)

## Section 1 – Financial Institution Information

We designate the routing (ABA) number(s) in Section 2 to be a Subaccount(s) of our Master Account.

(Attach additional sheets as needed.)

**All Fields Are Required**

Routing (ABA) Number			
Financial Institution (Master Account) Name			
Street Address			
City			
State & Zip Code	State	Zip Code	
Official Signature*			
Name	First	Middle Initial	Last
Title			
Telephone	Phone	Extension	
Requested Effective Date			
Date			

## Section 2 – Subaccount Information

### Subaccount 1

**All Fields Are Required**

Please select the applicable option	<input type="checkbox"/> Add	<input type="checkbox"/> Convert to Other Secondary RTN	<input type="checkbox"/> Delete, with the intent to retire with Accuity
Used for Funds Transfers?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Secondary RTN (ABA)			
Subaccount Name			
Street Address			
City			
State & Zip Code	State	Zip Code	
Contact Name	First	Middle Initial	Last
Title			
Telephone Number	Phone	Extension	

\* Official signature must be a signer designated on your institution's *Official Authorization List*.

Processing may take 5-7 business days. The completed form can be e-mailed to [ccc.bankservices@kc.frb.org](mailto:ccc.bankservices@kc.frb.org), faxed to (877) 281-3647, or mailed to the Federal Reserve's Customer Contact Center at P.O. Box 219416, Kansas City, MO 64121-9416. Please contact the Federal Reserve Bank Account Services Customer Support contact, located on [frbervices.org](http://frbervices.org) via the My FedDirectory tool, to confirm the date that the changes will go into effect.

# Federal Reserve Account Structure Guide, Attachment A – Subaccount Designation Form

## Section 2 – Subaccount Information Continued

### Subaccount 2

**Optional**

Please Indicate if this is an Add, Change or Delete	<input type="checkbox"/> Add	<input type="checkbox"/> Convert to Other Secondary RTN	<input type="checkbox"/> Delete, with the intent to retire with Accuity
Used for Funds Transfers?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Secondary RTN (ABA)			
Subaccount Name			
Street Address			
City			
State & Zip Code	<i>State</i>		<i>Zip Code</i>
Contact Name	<i>First</i>	<i>Middle Initial</i>	<i>Last</i>
Title			
Telephone Number	<i>Phone</i>		<i>Extension</i>

### Subaccount 3

**Optional**

Please Indicate if this is an Add, Change or Delete	<input type="checkbox"/> Add	<input type="checkbox"/> Convert to Other Secondary RTN	<input type="checkbox"/> Delete, with the intent to retire with Accuity
Used for Funds Transfers?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Secondary RTN (ABA)			
Subaccount Name			
Street Address			
City			
State & Zip Code	<i>State</i>		<i>Zip Code</i>
Contact Name	<i>First</i>	<i>Middle Initial</i>	<i>Last</i>
Title			
Telephone Number	<i>Phone</i>		<i>Extension</i>

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