

# THE **FEDERAL RESERVE**

 Financial Services

## Accounting Information Services Subscription Form 1 – Daily Statement of Account and Monthly Statement of Service Charges Delivery Options

---

### \*Required Fields

### Section 1: Service Description and [Form Instructions](#)

A Daily Statement of Account and a Monthly Statement of Service Charges are automatically available for all Master Account holders in PDF format via the FedLine Web Account Management Information (AMI) application. Statements can be available in AMI for Respondents and Secondary RTNs (Subaccount RTNs and Other Secondary RTNs) by completing section 3 of the form. Section 3.1 enables Master Account Holders to subscribe to the Financial Institution Reconciliation Data (FIRD) and /or Statement of Account Spreadsheet Format (SASF). Section 3.2 also enables Master Account Holders to subscribe to the monthly Service Charge Reconciliation Data (SCRD) file.

The daily Statement of Account and monthly Statement of Service Charges are also available in text format via FedMail by completing the [FedMail Service Request Form](#).

Retrieving information from the Account Management Information (AMI) application requires FedLine Web® or FedLine Advantage<sup>SM</sup> access and applicable credential access. To obtain credentials for Subscribers, an End User Authorization Contact (EUAC) must submit a Subscriber request via the EUAC Center within [FedLine® Home](#) for each individual who will be authorized to access the service. For applicable [Service Fees](#) information regarding Access Solutions and Account Services, go to the [Federal Reserve's Financial Services](#) website.

For assistance completing this form, please contact [Account Services Customer Support](#) located at [frbservices.org](#) under the contact us section.

Send completed forms to Customer Contact Center via:

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

Fax: (877) 281-3647

### Section 2: Customer Information

<b>Institution Name*</b>			
<b>Identification Number (RTN/CIN)*</b>			
<b>Daytime Technical Contact*</b>	<i>First</i>	<i>MI</i>	<i>Last</i>
<b>Daytime Contact Phone Number*</b>	<i>Country Code</i>	<i>Phone</i>	<i>Extension</i>
<b>Daytime Contact Email Address*</b>			
<b>Evening Technical Contact*</b>	<i>First</i>	<i>MI</i>	<i>Last</i>
<b>Evening Contact Phone Number*</b>	<i>Country Code</i>	<i>Phone</i>	<i>Extension</i>
<b>Evening Contact Email Address*</b>			

**Section 3: Service Specific Information / Customer Specific Requests**

Please select applicable boxes below for Statement Type:

<b>Requested Effective Date* :</b> <i>(Actual effective date may vary. Please allow 5-7 business days for processing.)</i>			
<b>Accounting Statement (End- of- day):</b> <b>Select one option:</b>	<input type="checkbox"/> Add	<input type="checkbox"/> Change	<input type="checkbox"/> Delete
<b>Select Statement Type:</b>			
Master Accounts	*Automatically generated in Adobe Acrobat PDF format in AMI		
Respondents/ Secondary RTNs(Subaccounts and Other Secondary RTNs [OSRTNs])	<input type="checkbox"/> Daily Statement of Account: Items Through Your Correspondent or Master Account	This statement is available via AMI for a Respondent that is settling debit and credit transaction activity to a Correspondent or for secondary RTNs (Subaccount RTNs and Other Secondary RTNs) reporting debit and credit transaction activity to its Master/Parent RTN.	
<b>Billing Statement (Monthly):</b> <b>Select one option:</b>			
Master Accounts	*Automatically generated in Adobe Acrobat PDF format in AMI		
Respondents/ Secondary RTNs: (Subaccounts and Other Secondary RTNs [OSRTNs])	<input type="checkbox"/> Monthly Statement of Service Charges: Items through your Correspondent or Master Account	This statement is available via AMI for a Respondent that is settling service charges to a Correspondent or for secondary RTNs (Subaccount RTNs and Other Secondary RTNs) reporting service charges to its Master/Parent RTN.	

**Section 3.1: Service Specific Information/Customer Specific Requests**

Please select the applicable boxes below for End- of- Day/Monthly Premium Service Data Files

File Type	File Delivery method	Fedwire Details	
<b>Data File:</b>	<input type="checkbox"/> Add	<input type="checkbox"/> Change	<input type="checkbox"/> Delete
<input type="checkbox"/> Machine Readable Financial Institution Reconciliation Data (FIRD) *End of Day (Master Accounts)	<input type="checkbox"/> AMI Application(Default) <input type="checkbox"/> FedLine Direct or FedLine Command. Please Specify Routing Transit Number if delivery location is different from subscribing RTN.  (RTN#)_____	If you choose either FIRD and/or SASF select an option below:  <input type="checkbox"/> Include Fedwire Details  <input type="checkbox"/> Exclude Fedwire Details	
<input type="checkbox"/> Statement of Account Spreadsheet File (SASF) *End of Day (Master Accounts)	AMI Application only		
<input type="checkbox"/> Machine Readable Service Charge Reconciliation Data (SCRD) *Monthly (Master Accounts)	<input type="checkbox"/> AMI Application(Default) <input type="checkbox"/> FedLine Direct or FedLine Command. Please Specify Routing Transit Number if delivery location is different from subscribing RTN.  (RTN#)_____		

**Section 4: Authorized Approval***The authorized signer must be listed on the Customer's Official Authorization List (OAL).*

<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 Signature*</b>			

The Financial Services logo, "FedLine Web," "FedLine Advantage," "FedLine" and "FedMail", "FedLine Direct", and "FedLine Command" are either registered or unregistered trademarks or service marks of the Federal Reserve Banks. A list of marks related to financial services products that are offered to financial institutions by the Federal Reserve Banks is available at [FRBservices.org](http://FRBservices.org)<sup>®</sup>.

Last updated: March 2021  
Version 1