

Authorization to Release Information to Accounting Firms (“Authorization Release Form”) Instructions

The Federal Reserve Banks now uses Confirmation[®], a service by Thomson Reuters, to facilitate the electronic processing of confirmation requests for Account Balance, Capital Stock, Discount Window Loan or Collateral, Fedwire[®] Securities Service account holdings, and Treasury Tax and Loan (TT&L) information from Audit Entities. However, the Federal Reserve Banks of Dallas, New York, Richmond, and St. Louis do not accept requests for Discount Window Loan and/or Collateral information through Confirmation.com. If you are not familiar with Confirmation, please go to www.confirmation.com for more information.

Before the Federal Reserve Banks can respond to a confirmation request made by your institution’s audit firm through Confirmation, your institution must have an Authorization Release Form on file with the Federal Reserve Banks. The Authorization Release Form must be signed by an individual on your institution’s Official Authorization List and should only be submitted once; please do not submit an authorization letter each time an audit confirmation is requested.

Send completed forms to Customer Contact Center at:

Email: ccc.bankservices@kc.frb.org

Fax: (877) 281-3647

The signed original should also be sent to the following address: Customer Contact Center at P.O. Box 219416, Kansas City, MO 64121-9416. Questions about completing this form should be directed to the CCC at (888) 333-7010 (Option 3).

Confirmation requests for Discount Window Loan and/or Collateral information from the Federal Reserve Banks of Dallas, New York, Richmond and St. Louis should be sent to the local Reserve Bank.

For assistance completing this form, please find contact information at [Accounting Services Customer Support](#).

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