

FedCash[®] Services Request Form Instructions

Section 1: Service Description and Form Instructions

This FedCash Services Request form is used to establish services for a new endpoint, change, add or cancel services for an existing endpoint, or if you are changing the armored carrier that provides your Cash transportation services to/from the FRB dock. In order to use this form to set up FedLine Web[®] or FedMail[®] Services, you must already have a Master Account Agreement or Transaction and Service Fee Settlement Authorization form on file.

Send completed forms to the Support Center at

Federal Reserve Bank
Support Center
ccc.bankservices@kc.frb.org

For assistance completing this form, please consult your local FedCash Services [contact](#).

Section 3: Customer Service Requests

The Federal Reserve requires a minimum five (5) day advance notice to process these requests. Be sure to enter the requested effective date on the top of the form.

Select the applicable type of request.

Select the service you are requesting to be added or cancelled. If you request "Currency Deposits" or "Coin Deposits," you must also obtain access to FedLine Web or FedMail in order to receive deposit differences electronically. Follow the hyperlink at the top of the form for FedLine Web and FedMail access information.

Complete new or current branch information including ship to and administrative addresses. For changes to existing service, enter only the information to be changed in the "Change To" section.

Armored Carrier - Instructions can be found in the "Carrier Name" fields in this section if you are changing the armored carrier that provides your Cash transportation services to/from the FRB dock.

Note: If you have an outsourced vault, and your armored carrier provides your cash vault services, list the carrier name on the "branch name" line and use the carrier's address for the street address.

Section 4: Authorized Approval

From Official Authorization List

Complete all requested information in the Authorized Signature section. The form must be signed by an officer on your Official Authorization List (OAL).

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