

Cross-Shipping Adjustment Request Form

Required Fields***Section 1: Service Description and Form Instructions**

This form can be used to request an adjustment to incorrect charges for service area 6303. All requests must be submitted within the quarter following the settlement date, and must be signed by an individual on the Official Authorized Signer list for your organization. Adjustments do not appear on cross-shipping reports, only on billing statements in the month after the request has been submitted.

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

Send completed forms to the Customer Contact Center at the email address or fax number below.

Federal Reserve Bank
Customer Contact Center
ccc.bankservices@kc.frb.org
Fax: (877) 281-3647

Section 2: Customer Information

Institution Name*			
Identification Number (ABA/RTN)*			
Requesting Contact Name*	<i>First</i>	<i>MI</i>	<i>Last</i>
Title			
Requesting Contact Phone Number*	<i>Country Code</i>	<i>Phone</i>	<i>Extension</i>
Requesting Contact Email Address*			

Section 3: Customer Specific Requests – Adjustment Information

Requested Effective Date*	
Servicing FRB Office* Forms with the "Servicing FRB office" field left blank cannot be processed and will be returned to the customer.	
Dates for Adjustment*	
Summary Statement of Services* Charges Billing Period	

<p>Impact Statement* Describe how you were billed incorrectly under Service Area 6303. (Ex: an approved waiver was not entered timely) Provide all relevant details, including: specific zone(s), denomination(s), and endpoint(s).</p>	
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Section 4: Authorized Approval

From Official Authorization List

Authorized Signer Name*	<i>First</i>	<i>MI</i>	<i>Last</i>
Authorized Signer Title*			
Authorized Signer Email Address*			
Authorized Signer Phone Number*	<i>Country Code</i>	<i>Phone</i>	<i>Extension</i>
Authorized Signature*			
Date*			

This application will not be accepted if the name provided above is not an individual listed on your institution's Official Authorization List (OAL). To complete an OAL for your institution or to add authorized individuals to your institution's OAL, visit [Account Services](#).

<p>Federal Reserve Use Only</p> <p>Date Notified: _____</p> <p>FRB Contact: _____</p> <p>DFI Contact: _____</p>
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