

# FedLine Web<sup>®</sup> Cross Zone Form Instructions

## Section 1: Service Description and Form Instructions

This form is used to inform the Federal Reserve Bank of the intention to use FedLine Web cash services for the branches listed below. These represent branches or endpoints of the institution, or of institutions for which the requestor is authorized to conduct cash business.

For assistance completing this form, please contact your local FedCash<sup>®</sup> 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](mailto:ccc.bankservices@kc.frb.org)  
 Fax: (877) 281-3647

## Section 2: Customer Information

<b>Institution Name</b>	Name of Institution		
<b>Identification Number (ABA/RTN)</b>	9 digit routing number		
<b>Requesting Contact Name</b>	First Name	Middle Initial	Last Name
<b>Requesting Contact Title</b>	Title		
<b>Requesting Contact Phone Number</b>	The phone number including the area code and extension		
<b>Requesting Contact Email Address</b>	If you do not have an email address, write NA		

## Section 3: Customer Service Requests

<b>Date of Request</b>	Today's date
<b>Requested Effective Date</b>	The date the change should be implemented

<b>*Federal Reserve Office</b>	<b>*Customer Branch or Endpoint Name</b>	<b>* Relationship to Requesting Institution</b> Branch Office, Other	<b>*Current Branch Identification</b>		<b>Branch Identification Number Change Request</b> If Applicable	
			<b>*Current Routing Number</b> 9-Digits	<b>*Current Branch Number</b> 4-Digits	<b>Requested Routing Number</b> 9-Digits	<b>Requested Branch Number</b> 4-Digits
Name of the Federal Reserve Bank office from which the endpoint picks up cash and to which it delivers cash.	Name you use to identify the branch or endpoint.	Indicate whether the endpoint is considered a branch or endpoint of your institution, or whether it represents an entity outside your institution for whom you provide services or from whom you receive services	The nine-digit ABA or routing number currently used by the Federal Reserve to identify this endpoint.	The four- digit branch number currently used by the Federal Reserve to identify this endpoint.	The nine-digit ABA or routing number that you would like to use to identify this endpoint as of the effective date of this request. This should be a master account or subaccount for your institution, per the recommendations in the information sheet referred to above.	The four-digit branch number you would like the Federal Reserve to use to identify this endpoint. You do not have to change this number unless you have more than one branch with the same number. The routing number and branch code combinations for your endpoints must be unique.

## Section 4: Authorized Approval

### From Official Authorization List

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