



# Check 21 Services Agreement FedPayments® Reporter - Service Request Form

## \*Required Fields

### Section 1: Service Description and Form Instructions

This Agreement sets forth the terms of our FedPayments Reporter Service for Check.

Completion of this Agreement is required before a financial institution may receive check reports from a Federal Reserve Bank via the FedPayments Reporter for Check Service; under Appendix H FedPayments Reporter Service of Federal Reserve Bank Operating Circular 3. The Federal Reserve Bank uses this form to obtain information that is needed to successfully complete enrollment of the FedPayments Reporter Service for Check and set-up processes.<sup>1</sup>

When you submit this form, the submitted form supersedes any previous versions of the same form.

**For additional assistance completing and/or submitting this form, please contact Federal Reserve Bank Sales Support at 800-257-6701.**

Send completed forms to Customer Contact Center at: [ccc.bankservices@kc.frb.org](mailto:ccc.bankservices@kc.frb.org).

### Section 2: Customer Information

<b>Financial Institution Name*</b>			
<b>Identification Number (RTN/ETI)*</b>			
<b>Contact Name*</b>	<i>First</i>	<i>MI</i>	<i>Last</i>
<b>Contact Phone Number*</b>	<i>Country Code</i>	<i>Phone</i>	<i>Extension</i>
<b>Contact Email Address*</b>			

### Section 3: Service Specific Information / Customer Specific Report Requests

<b>Requested Effective Date*</b> <i>(Must be received by the Reserve Bank at least ten business days prior to the requested effective date. Actual effective date may vary from requested date.)</i>	
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<sup>1</sup> The Advance Notice Return Reports and Advance Notice Payor Reports are transmitted via FedMail. Please ensure your institution has the [Check 21: FedPayments® Reporter \(CREP\) FedMail](#) content type set-up.  
[www.FRBservices.org](http://www.FRBservices.org)

**Section 3.1 Advanced Notice Return Reporting<sup>2</sup>**

<p><b>Action*</b> <i>Select one option</i></p>	<input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Delete
<p><b>Billing RTN<sup>3,4</sup></b></p>	<input type="checkbox"/> Select this option only if billing should be directed to the financial institution listed in section 2 on this form. Not checking this box will result in billing being applied per the billing RTN footnotes.
<p><b>Report Dollar Threshold</b> <i>Specify a dollar value (default is \$0.00) to be used to report only on items above the specified value. Note that the return items will always be listed in descending dollar value down to the specified threshold, if any is specified.</i></p>	\$ _____
<input type="checkbox"/> <b>Report Format Without Images (Excel / .XLS)<sup>5</sup></b> <i>This Advanced Notice Return Report format will NOT include copies of the return items check images</i>	
<p><b>Weekday Report Time(s)*</b> <i>List the time(s) of the day (ET) that the report should be created (time(s) selected must be any of the following: 4:30PM, 5:30PM, on the hour between 4PM and midnight, and/or midnight and 2PM ET). Reports will be created on non FRB holidays (Monday through Friday).</i></p>	
<p><b>Saturday Reporting</b></p>	<input type="checkbox"/> Select this option if you also wish to receive the report weekly on Saturday morning at 6AM ET.
<input type="checkbox"/> <b>Report Format With Images (.PDF)<sup>5</sup></b> <i>This Advanced Notice Return Report format will include copies of the return items check images</i>	
<p><b>Weekday Report Time(s)*</b> <i>List the time(s) of the day (ET) that the report should be created (time(s) selected must be any of the following: 4:30PM, 5:30PM, on the hour between 4PM and midnight, and/or midnight and 2PM). Reports will be created on non FRB holidays (Monday through Friday).</i></p>	
<p><b>Saturday Reporting</b></p>	<input type="checkbox"/> Select this option if you also wish to receive the report weekly on Saturday morning at 6AM ET.

**Section 3.1.1 Additional RTN(s)**

List any additional RTN(s) that should be set up for the FedPayments Report Service for Check return reporting. Only RTN(s) of the requesting financial institution that either send or receive Image Cash Letters to or from a Federal Reserve Banks that are subscribing to use the FedPayments Reporter Service for Check can be listed.


<sup>2</sup> Reports are generated from the return items to be delivered to the financial institution identified as the Cash Letter 'destination RT' in the return file sent by the FRB. Only financial institutions whose returns are separately sorted (each return cash letter contains items drawn on only one institution) electronic cash letters (FedReceipt or PDF) are eligible to receive the report.

<sup>3</sup> FedReceipt customers will be billed to the authorized RTN for billing as specified in the Check21 Services Agreement, section 3.4 that we already have on file for your institution.

<sup>4</sup> PDF customers will be billed to the authorized RTN for billing as specified in the PDF Check Presentation and Returns Service Agreement, section 3.1 that have on file for your institution.

<sup>5</sup> Report Item limits exist for each format type. Please visit our [FRBservices.org](http://www.FRBservices.org) site for more details.

**Section 3.2 Advanced Notice Payor / Inclearing Reporting<sup>6</sup>**

<p><b>Action*</b> <i>Select one option</i></p>	<p><input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Delete</p>
<p><b>Billing RTN<sup>3,4</sup></b></p>	<p><input type="checkbox"/> Select this option only if billing should be directed to the financial institution listed in section 2 on this form. Not checking this box will result in billing being applied per the billing RTN footnotes.</p>
<p><b>Report Dollar Threshold</b> <i>Specify a dollar value (default is \$0.00) to be used to report only on items above the specified value. Note that the Payor/Inclearing items will always be listed in descending dollar value down to the specified threshold, if any is specified.</i></p>	<p>\$ _____</p>
<p><input type="checkbox"/> <b>Report Format Without Images (Excel / .XLS)<sup>5</sup></b> <i>This Advanced Notice Payor Report format will NOT include copies of the forward items check images</i></p>	
<p><b>Weekday Report Time(s)*</b> <i>List the time(s) of the day (ET) that the report should be created (time(s) selected must be any of the following: 4:30PM, 5:30PM, on the hour between 4PM and midnight, and/or midnight and 2PM). Reports will be created on non FRB holidays (Monday through Friday).</i></p>	
<p><b>Saturday Reporting</b></p>	<p><input type="checkbox"/> Select this option if you wish to receive the report weekly on Saturday morning at 6AM ET.</p>
<p><input type="checkbox"/> <b>Report Format With Images (.PDF)<sup>5</sup></b> <i>This Advanced Notice Payor Report format will include copies of the forward items check images</i></p>	
<p><b>Weekday Report Time(s)*</b> <i>List the time(s) of the day (ET) that the report should be created (time(s) selected must be any of the following: 4:30PM, 5:30PM, on the hour between 4PM and midnight, and/or midnight and 2PM). Reports will be created on non FRB holidays (Monday through Friday).</i></p>	
<p><b>Saturday Reporting</b></p>	<p><input type="checkbox"/> Select this option if you wish to receive the report weekly on Saturday morning at 6AM ET.</p>

**Section 3.2.1 Additional RTN(s)**

List any additional RTN(s) that should be set up for the FedPayments Report Service for Check Payor/inclearing reporting. Only RTN(s) of the requesting financial institution that either send or receive Image Cash Letters to or from a Federal Reserve Banks that are subscribing to use the FedPayments Reporter Service for Check can be listed.


<sup>6</sup> Reports are generated from the forward items to be delivered to the financial institution identified as the Cash Letter 'destination RT' in the forward file sent by the FRB. Only financial institutions whose forward items are separately sorted (each forward cash letter contains items drawn on only one institution) electronic cash letters (FedReceipt or PDF) are eligible to receive the report.

**Section 3.3 Check Corporate Reporting<sup>5,7</sup>**

<b>Action*</b> <i>Select one option</i>	<input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Delete
<b>Billing RTN<sup>3, 4</sup></b>	<input type="checkbox"/> Select this option only if billing should be directed to the financial institution listed in section 2 on this form. Not checking this box will result in billing being applied per the billing RTN footnotes.

**Section 3.3.1 Additional RTN(s)**

List any additional RTN(s) that should be set up for the FedPayments Report Service for Check corporate reporting. Only RTN(s) of the requesting financial institution that either send or receive Image Cash Letters to or from a Federal Reserve Banks that are subscribing to use the FedPayments Reporter Service for Check can be listed.


**Section 4: Authorized Approval**

The undersigned financial institution agrees to the terms and conditions of Operating Circular Number 3 and appendix H thereto. The Reserve Bank will provide the service according to its published fee schedules, as amended from time to time.

<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>			
<b>Authorized Signer Title*</b>			
<b>Authorized Signature*</b> <i>(Authorized Check signer must be listed on Official Authorization List filed with the Federal Reserve Bank.)</i>			
<b>Date*</b>			

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<sup>7</sup> Corporate Reporting is self-administered through FedLine Web/FedLine Advantage by subscribers to the FedPayments Reporter for ACH Service. Reports are generated from the items to be delivered to the financial institution identified as the Cash Letter 'destination RT' in the file sent by the FRB