

## Forward Not Our Item Cash Letter Form Instructions

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### When to use this Cash Letter Form

The Forward Not Our Item cash letter form is used to deposit items charged in a Forward cash letter (inclearings) which does not bear the receiving institution's routing number in the Magnetic Ink Character Recognition (MICR) line of the physical item, image or in the associated MICR record for items received electronically.

This does not apply to "mismatched items" - items involving substitute checks (or images in an ANSI X9.37 image cash/return letter) where the routing number on the MICR line (or in the file) does not match the routing number on the imaged item. Refer to the [Non-Cash Item](#) (NCH) investigation type, in the [Check Adjustments Quick Reference Guide](#), for this type of error.

### Cash Letter Forms

Standardized cash letter forms are offered via the Federal Reserve Financial Services web site for your institution's use when sending paper cash letters to the Federal Reserve Bank of Atlanta at the address noted on the forms. The forms have been standardized, and the layout and information required should be familiar to all experienced users.

The cash letter forms are documents that open as fillable PDFs for your use. These forms can be completed, when opened from the website, or saved to your computer for later use. If you have questions about submitting cash letters or cash items, please refer to [Operating Circular #3](#).

### Using a Cash Letter Form

The cash letter forms are accessible on [FRBservices.org](http://FRBservices.org). Click the "Forms" link in the toolbar, located across the top of the page, and select "Check" to locate the "Cash Letter Forms" section. After selecting the type of cash letter you need, the system will present the options to "Open" or "Save" the form.

**"Open"** - The selected form will open in a new browser window.

**"Save"** - This option will allow you to save the form to your hard drive so that you can use it more than once.

### Cash Letter Field Description

The Depository institution's routing number (RT), name and address, and preparer information sections are text and/or numeric fields. All required fields, noted with an asterisk, should be entered on the form before it is printed. This allows you to have forms that can be easily read when they reach the Federal Reserve Bank.

