



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.¹

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.

Section 2: Customer Information

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

Section 3: Service Specific Information / Customer Specific Report Requests

Requested Effective Date* <i>(Must be received by the Reserve Bank at least ten business days prior to the requested effective date.)</i>	
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¹ The Advance Notice Return Reports and Advance Notice Payor Reports for separately sorted cash letters are transmitted via FedMail. Please ensure that your institution has the [Check 21: FedPayments® Reporter \(CREP\) FedMail](#) content type set-up.

Section 3.1 Check Advanced Notice Return Report²

<p>Action* <i>Select one option</i></p>	<p><input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Delete</p>
<p>Billing RTN</p>	<p>Billing for this service defaults to the institution(s) identified in Section 2 and Section 3.1.1 of this form.</p>
<p>Report Dollar Threshold <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>	<p>\$ _____</p>
<p><input type="checkbox"/> Report Format Without Images (Excel / .XLS)³ <i>This Advanced Notice Return Report format will NOT include copies of the return items check images</i></p>	
<p>Weekday Report Time(s)* <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>Saturday Report</p>	<p><input type="checkbox"/> Select this option if you also wish to receive the report weekly on Saturday morning at 6AM ET.</p>
<p><input type="checkbox"/> Report Format With Images (.PDF)³ <i>This Advanced Notice Return Report format will include copies of the return items check images</i></p>	
<p>Weekday Report Time(s)* <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>Saturday Report</p>	<p><input type="checkbox"/> Select this option if you also wish to receive the report weekly on Saturday morning at 6AM ET.</p>

Section 3.1.1 Additional RTN(s)⁴

List any additional RTN(s) that should be set up for the Check Advanced Notice Return Report. Only RTN(s) of the requesting financial institution can be listed.

² For those financial institutions receiving returns in cash letters that are separately sorted (each return cash letter contains items drawn on only one institution) reports are generated from the Cash Letter 'destination RT' in the return file sent by the Federal Reserve Banks. All other financial institutions will receive reports generated using the 'Return Location RT' included in the return addenda record. Only financial institutions whose returns are delivered in electronic cash letters (FedReceipt or PDF) are eligible to receive the report.

³ Report Item limits exist for each format type. Please visit our FRBservices.org site for more details.

⁴ For those financial institutions that are not receiving returns in cash letters that are separately sorted (i.e., return cash letters contain items drawn on more than one institution), secondary RTN(s) of the financial institution can be listed and billing will apply to each RTN subscribed for the Check Advanced Notice Return Report.

Section 3.1.2: Email Recipients of the Check Advanced Notice Return Report for Commingled Cash Letters⁵

If your financial institution is not receiving its electronic returns (FedReceipt or PDF) in a separately sorted cash letter, please provide up to four email addresses to receive the Check Advanced Notice Return Report. This list replaces the prior email addresses on file for your organization.

Email	
Additional Email	
Additional Email	
Additional Email	

Section 3.2 Check Advanced Notice Payor Report⁶

Action* <i>Select one option</i>	<input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Delete
Billing RTN	Billing for this service defaults to the institution(s) identified in Section 2 and Section 3.1.1 of this form.
Report Dollar Threshold <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 items will always be listed in descending dollar value down to the specified threshold, if any is specified.</i>	\$ _____
<input type="checkbox"/> Report Format Without Images (Excel / .XLS)³ <i>This Advanced Notice Return Report format will NOT include copies of the return items check images</i>	
Weekday Report Time(s)* <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>	
Saturday Report	<input type="checkbox"/> Select this option if you also wish to receive the report weekly on Saturday morning at 6AM ET.
<input type="checkbox"/> Report Format With Images (.PDF)³ <i>This Advanced Notice Return Report format will include copies of the return items check images</i>	
Weekday Report Time(s)* <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>	
Saturday Report	<input type="checkbox"/> Select this option if you also wish to receive the report weekly on Saturday morning at 6AM ET.

⁵ If your financial institution receives its electronic returns in a separately sorted cash letter, please ensure that your institution has the [Check 21: FedPayments® Reporter \(CREP\) FedMail](#) content type set-up.

⁶ For those financial institutions receiving payor items in cash letters that are separately sorted (each cash letter contains items drawn on only one institution), reports are generated from the Cash Letter 'destination RT' in the file sent by the Federal Reserve Banks. All other financial institutions will receive reports generated using the 'Payor Bank RT' included in the ICL detail record. Only financial institutions whose items are delivered in electronic cash letters (FedReceipt or PDF) are eligible to receive the report.

Section 3.2.1: Additional RTN(s)⁷

List any additional RTN(s) that should be set up for the Check Advanced Notice Payor/ Report. Only RTNs of the requesting financial institution can be listed.

Section 3.2.2: Email Recipients of the Check Advanced Notice Payor Report for Commingled Cash Letters⁸

If your financial institution is not receiving its electronic payor items (FedReceipt or PDF) in a separately sorted cash letter, please provide up to four email addresses to receive the Check Advanced Notice Payor Report. This list replaces the prior email addresses on file for your organization.

Email	
Additional Email	
Additional Email	
Additional Email	

Section 3.3 Check Corporate Report^{3,9}

Action* <i>Select one option</i>	<input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Delete
Billing RTN^{2, 3}	Billing for this service defaults to the institution(s) identified in Section 2 and Section 3.1.1 of this form.

Section 3.3.1: Additional RTN(s)

List any additional RTN(s) that should be set up for the Check Corporate Report. Only RTN(s) of the requesting financial institution whose items are delivered in electronic cash letters (FedReceipt or PDF) are eligible to receive the report.

⁷ For those financial institutions that are not receiving their payor items in cash letters that are separately sorted (i.e., cash letters contain items drawn on more than one institution), secondary RTN(s) of the financial institution can be listed and billing will apply to each RTN subscribed for the Check Advanced Notice Payor Report.

⁸ If your financial institution receives its electronic payor items in a separately sorted cash letter, please ensure that your institution has the [Check 21: FedPayments® Reporter \(CREP\) FedMail](#) content type set-up.

⁹The Check Corporate Report 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.

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.

Authorized Signer Name*	<i>First</i>	<i>MI</i>	<i>Last</i>
Authorized Signer Email Address*			
Authorized Signer Phone Number*	<i>Country Code</i>	<i>Phone</i>	<i>Extension</i>
Authorized Signer Title*			
Authorized Signature* <i>(Authorized Check signer must be listed on Official Authorization List filed with the Federal Reserve Bank.)</i>			
Date*			

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