

FedMail Request Form

How Does FedMail Work?

FedMail, an electronic messaging system used to transmit information from the Federal Reserve to depository institutions, provides an alternate delivery mechanism to paper-based delivery. The service offers same-day delivery of statements and advices from a number of financial service areas. For example, if you receive your monthly statement of service charges (billing statement) via paper, this is an efficient alternative.

Why Convert to FedMail?

FedMail delivery is free*, convenient, safe, fast and dependable! You will receive statements and other documentation more quickly because of the elimination of postal and transportation delays, and you can designate an e-mail address or fax number at your institution.

How Do I Convert to FedMail?

All you need to do to begin receiving your statements faster and more efficiently is to complete and fax your FedMail request form. Changes are typically effective within two weeks. You will receive a fax or e-mail confirmation when your FedMail service is about to begin and your current statement delivery method will be discontinued.

Please fax the completed form to 1-866-281-1060.

Please **select the e-mail or fax option** for documents you'd like to receive via FedMail. If you're currently receiving fax delivery of documents and would like to switch to e-mail delivery, provide the e-mail contact information for the service and your delivery method will be changed. If different recipients are desired for different documents, please complete a separate set of contact information for each service you designate. For example, different contacts can be designated to receive FedACH advices and check adjustment advices. Assigning a **minimum of two** contacts for e-mail receipt is recommended in case someone is ill or on vacation.

	New Service []	Addition []	Deletion []
Monthly Statement of Service Charge	1. _____	_____	_____
	2. _____	_____	_____
	3. _____	_____	_____
Daily Statement of Account Activity	1. _____	_____	_____
	2. _____	_____	_____
	3. _____	_____	_____
Reserve Reports	1. _____	_____	_____
	2. _____	_____	_____
	3. _____	_____	_____
FedACH Advices	1. _____	_____	_____
	2. _____	_____	_____
	3. _____	_____	_____
Check Adjustment Advices	1. _____	_____	_____
	2. _____	_____	_____
	3. _____	_____	_____

ABA: _____ Financial Institution: _____

Phone: _____ Requested effective date: _____

Authorized Signatory Name/Title (Please Print): _____

Authorized Signature: _____

*Charges may apply for dual statement delivery via FedMail and FedLine. Ask your account manager for further details.