Instructions for Completing the Official Authorization List (Non-Accountholder)

The following provides information for completing the *Official Authorization List* form:

- Provide the transit routing (ABA) number, the official name, complete street address and telephone number
 of your institution.
- Provide the date on which the Official Authorization List becomes effective.
- Indicate whether the list supercedes or adds to a previously submitted *Official Authorization List* by circling the "Yes" or "No", as applicable, at the top right-hand corner of the form. (If nothing is indicated, then the previous *Official Authorization List* will also remain in effect).
- The Official Authorization List form contains space for listing six individuals. If your organization needs to identify additional authorized individuals, please submit additional form pages. In every case, indicate the page number of each form page and the total number of pages being submitted as a single list (i.e. "Page 1 of 1" or "Page 2 of 4").
- Print the name and title of each authorized individual. Provide a signature specimen for each individual listed.
- Unless expressly limited in the "Limitations of Authority" box provided on the form, the individuals identified on the Official Authorization List will be able to transact business and provide instructions to the Reserve Banks with respect to all Reserve Bank services except for Discount Window transactions under Operating Circular 10 (there are borrowing resolutions that must be submitted for those transactions). It is not necessary to list all of the individuals who will be contacting or dealing with the Reserve Banks on the Official Authorization List. What is important is that you identify at least one or two individuals who are authorized by the Official Authorization List to transact business for each of the services that you receive from the Reserve Banks. Many of our services require authorization lists specific to that service (for example, off-line funds transfer authorization lists or the End User Authorization Contact form). These specialized authorization lists can only be submitted by an individual who is authorized on this Official Authorization List.
- In the "Limitations to Authority" section, specify whether the individual's authority to transact business with and issue instructions to the Federal Reserve Banks is limited to a particular service(s) (for example, "check and ACH services only"). Authority to designate others on any specialized authorization list (see the first bullet point above) will also be limited to that particular service. Additionally, authority to use electronic access for the particular service(s) listed will be included. (For example, an individual limited to "check and ACH services only" will be authorized to access such services through FedLine® access channels). Please note, other limitations such as dollar amount will not be accepted. If there are no service limitations, please leave the box blank.
- The Official Authorization List must be signed by an "Authorized Officer" of your institution. The "Authorized Officer" is an officer who has been identified in Paragraph 2 of your institution's Resolutions Authorizing a Non-Accountholder to Use Services as having the authority to submit lists of authorized individuals to the Federal Reserve Banks. Please print the Authorized Officer's name and title, and provide his/her telephone number and e-mail address. The Authorized Officer's signature must be notarized. (For multiple-paged Official Authorization Lists, each page must be signed by the Authorized Officer, but only the signature on the first page must be notarized).
- If your institution has identified its Authorized Officers by title only in Paragraph 2 of its Resolutions Authorizing an Institution to Open and Maintain Accounts and Use Services, then you must also provide a "Secretary's Certification" at the bottom of the form. This certification indicates that the Authorizing Officer currently holds one of the authorized titles identified in Paragraph 2 of the Resolutions. This certification may be made by either the Secretary or an Assistant Secretary of your Institution. The Secretary's (or Assistant Secretary's) signature must be notarized. (For multiple-paged Official Authorization Lists, the Secretary's Certification must be provided only on the first page).
- Please return the properly completed and signed *Official Authorization List* to your local Federal Reserve Bank's Accounting Department.

OFFICIAL AUTHORIZATION LIST (NON-ACCOUNTHOLDERS)

| Routing (ABA) No | Official Authorization List: | | | |
|--|--|--|---|--|
| Page of | | (Circle:) YES or NO | | |
| | | If neither is circled | l, previous list will also remain in effec | |
| Name of Institution: | | Effective Date: Telephone: | | |
| Street Address: | | | | |
| To the Federal Reserve Banks: Below are the names, titles and issue instructions (except for Discount Window (Operating Ci | | | | |
| Name and Title (printed): Telephone No. and E-Mail Addre | _ | nature: | Limitations to Authority: (leave blank if no limitations) | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Authorizing Officer (must be identified by name or title in Pa | ragraph 2 of ye | our Institution's aut | horizing Resolutions): | |
| | State of | | _) | |
| Signature: | County of) Subscribed and sworn to before me on, 20, | | | |
| | by | | | |
| (Printed Name and Title of Authorizing Officer) | | (Authorizing Officer's Prir | nted Name) | |
| (Telephone) | Notary Pub | lic | | |
| | (Notary Seal) | | | |
| (E-Mail Address) | | | | |
| Secretary's Certification (must be completed if Par. 2 of your Ins | stitution's author | rizing Resolutions ide | ntify Authorized Officers by title only): | |
| | State of | | _) | |
| I,, Secretary | | County of) Subscribed and sworn to before me on, 20, | | |
| (or Assistant Secretary) of the above Institution, do hereby certify that is a | | | (Date of Signature) | |
| (Authorizing Officer's Name) of such Institution. | ~y | (Secretary's (or Assistant | Secretary's) Printed Name) | |
| (Title of Authorizing Officer) | Notary Pub | lic . | | |
| Signature: | | IIC | | |
| | (Notary Seal) | | | |

Instructions for Completing Resolutions Authorizing an Institution to Open and Maintain Accounts and Use Services

The following provides information for completing the Resolutions Authorizing an Institution to Open and Maintain Accounts and Use Services:

- Please provide the date on which these resolutions were adopted.
- Provide the official name of your institution. Also, if the term "banking organization" does not apply to your organization, please provide the applicable description (i.e. "credit union", "trust company", etc.).
- Identify whether your institution is established under State (specify which State) or U.S. law.
- Provide the complete address of your institution's head office.
- Identify which officials at your institution will have authority to execute agreements (including the account agreement) and transact business with the Federal Reserve Banks on behalf of your institution, and submit an Official Authorization List which identifies others with such authority. You may list titles only in Paragraph 2 or specify individuals by both name and title. Please keep in mind that if you list only titles, then a secretary's certificate of incumbency (i.e. a certification that a particular individual currently holds the authorized title) will need to be provided with any document signed by the individual. However, if you identify individuals by name and title, then your institution will likely have to submit updated resolutions more frequently as named individuals retire or are otherwise no longer employed or authorized by your institution.
- The Resolutions must be certified by your institution's Secretary or Assistant Secretary or another official of similar or higher rank with the authority to certify the statements in the Resolutions. <u>Please note that the official certifying the Resolutions cannot be one of the authorized individuals identified in Paragraph 2.</u>
- Please return the properly completed and signed Official Authorization List to your local Federal Reserve Bank.*

* Please see list of District contacts and mailing addresses on the last two pages of this document.

Resolutions Authorizing an Institution to Use Services

| | adopted on | t the following are correct and complete copies of the resolutions by the board of directors of | | |
|-------|---|--|--|--|
| | (date) | ("Institution"), a banking corporation | | |
| | (official name of banking institution) | | | |
| duly | established and operating under the laws of | · | | |
| and a | | , in accordance with applicable law and tify that such resolutions have not been modified, remain in effect, nstitution's certificate of incorporation, by-laws, or chartering | | |
| 1. | | ized to obtain services from any Federal Reserve Bank, and to ral Reserve Banks' operating circulars covering such services. | | |
| 2. | RESOLVED, that the President, the Chief | f Financial Officer, Cashier, and | | |
| | (exact titles of officials, or if Institution chooses to a | authorize specific individuals, insert names and titles of such individuals) | | |
| | transmit to the Federal Reserve Banks a recognized as authorized to execute agre | ssors in office, are each hereby authorized and directed to list of the names, titles and signatures of persons to be ements relating to any Federal Reserve Bank services, issue any Federal Reserve Bank, and transact business on the | | |
| 3. | RESOLVED, that the officials designated in the foregoing resolutions are each hereby authorized to do any and all acts that may be necessary or incidental to any transaction authorized by the relevant resolution, or that may be designed to carry out the purpose of such resolution; and that such resolution and all the powers hereby granted shall continue in full force until written notice of revocation has been received by the Federal Reserve Bank of the District in which the Institution is located and such Federal Reserve Bank has had reasonable time to act on such notice. | | | |
| 4. | | RESOLVED that all prior resolutions regarding the use of Federal Reserve Bank services (other than esolutions authorizing the Institution to borrow from and pledge collateral to a Federal Reserve Bank) are ereby revoked. | | |
| | | | | |
| | | (Signature of certifying official)* | | |
| | | (Name and Title) | | |
| | | (Date) | | |

^{*} The certifying official must be the Secretary or Assistant Secretary of the Institution or another officer of similar or higher rank. The official also must have the authority to certify the statements in this document and may not be a person authorized in Paragraph 2.

District Contacts for Board Resolution/ Official Authorization List Documents

(Effective April 29, 2009)

| Federal Reserve District/Bank | Return completed documents to: | Contact if any questions: |
|----------------------------------|---|--|
| 1- FRB Boston | Arlene Lalli, Accounting Dept. Federal Reserve Bank of Boston P. O. Box 55882 Boston, MA 02205 | Arlene Lalli (617) 973-3083 Sowmeia Venkataramani (617) 973-3426 |
| 2- FRB New York | Christopher Grandich Federal Reserve Bank of New York Accounting Department – 1st Floor 100 Orchard Street East Rutherford, NJ 07073 | Mike Ludwig (201) 531-3613 Bart Zyta (201) 531-3056 |
| 3- FRB Philadelphia | Jim Brigandi Accounting Department Federal Reserve Bank of Philadelphia Ten Independence Mall Philadelphia, PA 19106 | Jim Brigandi (215) 574-6137 Carmella Bailey (215) 574-3999 |
| 4- FRB Cleveland | Elisabeth Hilton, Accounting Dept. Federal Reserve Bank of Cleveland P. O. Box 6387 Cleveland, OH 44101-1387 | Elisabeth Hilton (216) 579-2108 Christine Dorsey (216) 579-2350 |
| 5- FRB Richmond | Master accounts in VA, WV, MD and DC: Reserve Accounts Department Federal Reserve Bank of Richmond P. O. Box 27622 Richmond, Virginia 23261 | Reserve Accounts (800) 322-0580 |
| | Master accounts in NC and SC: Reserve Accounts Department FRB Richmond - Charlotte Office P. O. Box 30248 Charlotte, North Carolina 28230 | Reserve Accounts (888) 315-6250 |
| 6- FRB Atlanta | Return completed documents to: Depository Institution Customer Support Federal Reserve Bank of San Francisco Attn: Account Management Services/Mail Stop 553 PO Box 7702 San Francisco, CA 94120-7702 | 1-800-309-6156 |

District Contacts for Board Resolution/ Official Authorization List Documents

(Effective April 29, 2009)

| 7- FRB Chicago | Federal Reserve Bank of Chicago Susan Kinney Payment System Risk - 12 230 S. LaSalle St. Chicago, IL 60604 | Susan Kinney (312) 322-6102 Gloria Nichols (312) 322-5535 |
|-----------------------|---|--|
| 8- FRB St. Louis | Norman Broska Payment Risk Management Section Federal Reserve Bank of St. Louis P.O. Box 442 St. Louis, MO 63166 | Norman Broska (314) 444-4775 Tammie Stumpf (314) 444-8565 |
| 9- FRB Minneapolis | Depository Institution Customer Support: Federal Reserve Bank of Minneapolis Financial Management Group P.O. Box 291 Minneapolis, MN 55480-0291 | 1-800-309-6156 |
| 10- FRB Kansas City | Federal Reserve Bank of Kansas City Accounting Dept. Attn: Lenna Taylor 1 Memorial Drive Kansas City MO, 64198 | Lenna Taylor (800) 333-6820 Terri Merrigan (800) 333-6820 |
| 11- FRB Dallas | Depository Institution Customer Support: Federal Reserve Bank of Minneapolis Financial Management Group P.O. Box 291 Minneapolis, MN 55480-0291 | 1-800-309-6156 |
| 12- FRB San Francisco | Return completed documents to: Depository Institution Customer Support Federal Reserve Bank of San Francisco Attn: Account Management Services/Mail Stop 556 PO Box 7702 San Francisco, CA 94120-7702 | 1-800-309-6156 |