

CHECK ADJUSTMENT REQUEST FEDERAL RESERVE BANK

Retail Payments Office (Revised October 20, 2019)

FRB REFERENCE NUMBER (FRB Use Only)

SECTION I - GENERAL INFORMATION

RECEIVER ABA (RCVR): _____

SENDER ABA (SNDR): _____

SENDER ABA (SNDR) SENDING INSTITUTION'S NAME
STREET / PO BOX
CITY, STATE
CONTACT TELEPHONE NUMBER (TELE), EXTENSION
CONTACT NAME (CNTC)
RESPONDENT ABA (OPTIONAL)
FROM CASH LETTER ABA (FCL) TO CASH LETTER ABA (TCL) _____

ENTRY TYPE (ETYP):

- CREDIT (CR)
 DEBIT (DB)
 INFORMATION (RFI)

PRODUCT TYPE: (PROD)

- FORWARD (FWD)
 RETURN (RTN)
 TREASURY (TRS)
 SAVINGS BOND (SBD)
 POSTAL MONEY ORDER (PMO)
 FOREIGN ITEM (FRN)

REQUEST DATE

SENDER REFERENCE NUMBER (SREF):

CASE AMOUNT: (AMT)

MESSAGE TYPE: (MTYP)

- OPEN (OPEN)
 RESPONSE (RESP)*
 CANCEL (CNCL)*

*Provide the original FRB SREF in the Receiver Reference Number (RREF) field located in the Research Information section below.

SECTION II - NATURE OF REQUEST/CASE INVESTIGATION TYPE (ITYP) Select one: An asterisk (*) indicates an attachment is required

SECTION III - RESEARCH INFORMATION		SOURCE OF RECEIPT FOR THE OTHER PAID ITEM (PAID)*
CASH LETTER OR ENTRY DATE (CLED)	LISTED AS AMOUNT (LAS)	OTHER ITEM FROM CASH LETTER ABA (FCL1)
CASH LETTER TOTAL (CLT)	SHOULD BE AMOUNT (SBE)	OTHER ITEM TO CASH LETTER ABA (TCL1)
TAPE TOTAL (TT)	ACCOUNTING ENTRY IDENTIFICATION NUMBER (AID)	OTHER ITEM CASH LETTER DATE (CLD1)
SEQUENCE NUMBER (SEQ)	RECEIVER REFERENCE NUMBER (RREF) – FRB's SREF from the original case	OTHER ITEM SEQUENCE NUMBER (SEQ1)
ITEM BEFORE AMOUNT (IBEF)		*Applicable only for PAID requests.
ITEM AFTER AMOUNT (IAFT)		
SECTION IV - CHECK INFORMATION		SECTION V - TREASURY INFORMATION
DRAWEE BANK ABA (DRBK)	CHECK SERIAL NUMBER (CKNO)	TREASURY SYMBOL NUMBER (TSYM)
DEPOSITING BANK ABA (DPBK)	ACCOUNT NUMBER (ANO)	TREASURY SERIAL NUMBER (TSER)
MAKER (MKR)		TREASURY RECLAMATION NUMBER (TRCL)
PAYEE (PYE)		SECTION VI – ATTACHMENTS
SECTION VII - CASE COMMENTS (COM1)		

The minimum dollar threshold for errors is \$0.01 or greater; unless the error is a [Late Return Claim \(LC\)](#) or [Late Return Disclaimer \(LR\)](#). The minimum dollar threshold for LC and LR is \$100 or greater.

NOTE: Refer to the [Check Adjustments Quick Reference Guide](#) for detailed information regarding the required fields and required documentation (attachments) for each investigation type. Absence of required field information will delay resolution.