

## CMS REPORTS REQUEST FORM

*Please fill out a separate form for each individual at your institution who is requesting reports.*

Depository institution name:				
ABA number:				
Recipient name:				
Recipient email address:				
Recipient phone number:				
<i>Please check off which reports you would like to receive and the frequency at which you would like to receive the Statement of Collateral Holdings (all other reports are provided daily).</i>				
		<b>Frequency Selection</b>		
Report	Receive?	Daily	Weekly (please indicate day of week)	Monthly (as of last business day of month)
Statement of Collateral Holdings	<input type="checkbox"/>	<input type="checkbox"/>	Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/>	<input type="checkbox"/>
Summary Transaction Listing	<input type="checkbox"/>	N/A (provided daily)		
Notification of Collateral Revaluation	<input type="checkbox"/>			
Notification of Maturing Collateral	<input type="checkbox"/>			
Format Choice (applies to all selected reports; select one format only)		PDF <input type="checkbox"/>	Excel <input type="checkbox"/>	

\* Completed forms must be emailed to [discount.collateral@ny.frb.org](mailto:discount.collateral@ny.frb.org) using FRSecure (if your institution does not have mandatory TLS email encryption) by an individual who is an **Authorized Pledgor** on your institution’s Official OC-10 Authorization List.

\* Refer to the following link for the most updated form: [http://www.newyorkfed.org/banking/collateral\\_pledging.html](http://www.newyorkfed.org/banking/collateral_pledging.html)

**Note:**

- 1) Please inform us **immediately** if any changes are required to any recipient’s email address (e.g., termination due to personnel departure/move, or modification due to name change or new email domain).
- 2) Please inform recipients that after 21 days, any **unopened** emails will be “expired” by the FRSecure system and thus may no longer be available. Therefore, we would appreciate your prompt viewing of the emails and their contents.
- 3) Handwritten forms will not be accepted. Please contact the Discount Window at [discount.collateral@ny.frb.org](mailto:discount.collateral@ny.frb.org) if you need a Word version of the form.