# U102 Account Setup Checklist

This checklist assumes that an institution has already contacted its local Reserve Bank Discount Window staff to execute the required Discount Window Operating Circular No.10 agreements and is ready to proceed with pledging Book-Entry Securities as collateral. To establish a new U102 Discount Window restricted collateral account, an authorized individual per the institution’s Official Authorization List\(^1\) should contact the WCS team at (833) FRS-SVCS (377-7827), option 3: Fedwire, then option 4: all other Fedwire inquiries to initiate setup.

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<th>Discount Window</th>
<th>Resources</th>
<th>Status</th>
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| 1.) Reference appropriate pledging instructions for Discount Window (U102). | • [Pledging Collateral](frbdiscountwindow.org)  
*Having loan collateral pledged in a U102 account is not the same as a U102 securities account. Securities account setup is still required to pledge securities for Discount Window (U102) purposes.  
*DTC Pledges require the following:  
o CUSIP  
o Par Amount  
o Pledgee Code: RB specific, see website above.  
o Purpose Code: 01 01 = U102 (DW)  
o Account Code: Institution’s ABA number | |

\(^1\) This is the Official Authorization List for services outside of Discount Window and not the Official Authorization List for Discount Window.
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<th>Wholesale Customer Support</th>
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| 1.) Complete Required Fedwire/FedMail Agreements if not already on file. | - Fedwire® Securities Service Authorization Form (frbservices.org)  
- FedMail® Request Form (frbservices.org) - Applicable to Section 3: Fedwire: Securities Reports and Advices (FSSR)  
- Operating Circular Appendix 2 - Transaction and Service Fee Settlement Authorization Form (frbservices.org) (Only required for institutions without a master account or those who choose to use a correspondent for settlement.) Fedwire Securities Service Forms (frbservices.org)  
All of the above forms should be submitted to the Federal Reserve Bank Services Support Center: ccc.bankservices@kc.frb.org |        |
| 2.) Submit letter signed by Authorized Bank signer (per OAL or Securities Authorization Form) requesting to open U102 account. | Submit to Bosoffline@bos.frb.org  
Contact number: (833) FRS-SVCS (377-7827), option 3: Fedwire, then option 4: all other Fedwire inquiries  
*This will open your U102 account for Book-Entry Securities. |        |