

Federal Reserve Bank of Kansas City

TIP SHEET FOR COMPLETING BORROWING DOCUMENTS

Please note that **original signatures** are required on all borrowing documents. Documents 1-5 are found in Operating Circular #10, *Lending* (OC10) available at www.frbdiscountwindow.org. Documents 1, 2 and 3 are required for all depository institutions.

1. Letter of Agreement

Please complete the Letter of Agreement on your letterhead and have it signed by an officer authorized in paragraph two of your Authorizing Resolution for Borrowers (Resolution). **Note:** Two officers are required to sign if the Resolution requires two officers to issue instructions to the Discount Window.

2. Authorizing Resolution for Borrowers

The Resolution should be signed by a certifying official of your institution that is **not** authorized in paragraph two of the Resolution. (Colorado institutions are required to affix their corporate seal, if available, on the Resolution.)

3. Official OC-10 Authorization List

Please have an officer authorized in paragraph two of your Resolution sign the “Authorizing Officer(s)” signature box. **Note:** Two officers are required to sign if the Resolution requires two officers to issue instructions to the Discount Window. The signature(s) should be notarized. Please have your institution’s Secretary or Assistant Secretary sign the “Secretary’s Certification” signature box certifying that the officer(s) named in the “Authorizing Officer(s)” signature box is/are authorized to sign on behalf of the institution. The signature should be notarized.

4. Correspondent Letter of Agreement

Please complete the Correspondent Letter of Agreement (Agreement) on your letterhead and have it signed by an officer authorized in paragraph two of your Resolution. **Note:** Two officers are required to sign if the Resolution requires two officers to issue instructions to the Discount Window. The second page of the Agreement must be completed and signed by an official of your designated correspondent.

To be completed if pledging loans as collateral (in addition to forms 1-3 and 4, if applicable):

5. Certificate – Schedule A to Letter of Agreement

The Certificate should be signed by a person authorized in paragraph two of the Authorizing Resolution for Borrowers and by in-house or outside counsel for your institution. Please attach a copy of the most recent version of your institution’s organizational document (i.e., Articles of Incorporation/Association) to the Certificate. Also, the date in paragraph one must be the same date of your current Letter of Agreement (see document 1 above).

6. Power of Attorney

The Resolution Conferring Authority to Execute Power of Attorney and/or Assignments (Resolution Conferring Authority) should be signed by a certifying official of your institution that is **not** authorized in the Power of Attorney. Please have an officer authorized in your Resolution Conferring Authority sign the Power of Attorney form. The Power of Attorney requires a corporate seal.

It is recommended that you e-mail (encrypted*) the completed borrowing documents for our review prior to mailing them. The Discount Window e-mail address is credit@kc.frb.org or Fax #816-881-2546. We will contact you for any corrections needed before mailing original documents to the address listed below.

Please mail documentation to: **Credit and Risk Management Department**
Federal Reserve Bank of Kansas City
1 Memorial Drive Kansas City, MO 64198
Telephone: 1-800-333-2987

For additional information on Discount Window borrowing programs and documents, visit our website at www.frbdiscountwindow.org, or call the toll-free number above.

***FR Secure Message Center** is an encrypted messaging system you can use to e-mail completed borrowing documents. Instructions are available on our website at www.frbdiscountwindow.org, Select Your FRB, Resources and Information, FR Secure Message Center link.