



## INSTRUCTIONS FOR COMPLETING AMA ACCESS REQUEST FORM

### Section I – Organization Information

Check the organization type and complete all information requested in this section. If your organization is an EBT Processor who wishes to provide you with access to only specific project/accounts, these should be indicated at the bottom of the form. The contact should be your supervisor or someone who is knowledgeable of this request.

### Section II – Individual User Information

Provide your full name, including middle initial, and phone, and fax numbers. Indicate the action and type of AMA access requested. “Change” should only be checked if you are currently an AMA user. Indicate whether you are also applying for ASAP access or are a current ASAP user. If you are also applying for ASAP access, the ASAP Organization Enrollment and User ID Request Form should also accompany this form. If you are a current ASAP user, please identify your Logon ID. Sign and date the form and forward to the authorizing official at your organization.

### Section III – Authorizing Signatures

The organization’s authorizing official should sign and date this form. If the organization is an EBT Processor, the official is the individual whose signature is on file at the Federal Reserve Bank of Richmond for authorizing back up issuance. If the organization is a State or FNS Regional Office, the official is the individual whose name has been provided to the Federal Reserve Bank of Richmond by FNS Headquarters and will be contacted for verification.

## FMS REGIONAL FINANCE CENTERS

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Kansas City Regional Finance Center  
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