

**Guidelines for Depositing Checks with the Federal Reserve Banks
(Effective September 1, 2004)**

I. Cash Letter Preparation

- A. Customers must separately sort and bag/box items into one of the approved check deposit programs identified on our Financial Services Web site located at: www.frbervices.org. Unless deposited in a fully mixed or other Fed cash letter, items drawn on different Reserve Bank offices can not be commingled into a single cash letter.
- B. Multiple cash letter deposits are to be packaged separately. Two or more cash letters presented in the same package can be potentially processed as one deposit and cause reconciliation problems and/or delayed credit availability.
- C. Each cash letter must be deposited with the appropriate cash letter transmittal form that describes the product type. Transmittal forms can be ordered by calling our cash letter reorder line at 612-204-5973 or 1-800-553-9656 ext. 5973. For Ninth District customers depositing to Reserve Bank offices in other districts (Direct Send), cash letter transmittal forms can be retrieved and printed from the Financial Services Web site located at www.frbervices.org.

At a minimum, the following information must be updated on the cash letter form to ensure timely and accurate credit:

- NAME AND ADDRESS OF DEPOSITOR
- CASH LETTER DATE
- DEPOSITOR ROUTING TRANSIT NUMBER (9 digit ABA number)
- TYPE OF DEPOSIT (Other Fed, Mixed, Premium, City, etc.)
- TOTAL ITEM COUNT
- TOTAL BUNDLE COUNT
- TOTAL DOLLAR AMOUNT

- D. Each bundle of checks within a check deposit must have a corresponding bundle detail list that provides an itemized listing of all checks. The number of checks contained in a bundle should be no more than 250 to 300. The detail listing for each bundle must be recapped with a total item count and dollar amount. The bundle detail should not be wrapped around each bundle. Details for all bundles should be wrapped around the entire deposit or included in the bag with the other deposit documents.
- E. Each cash letter must be submitted with a bundle recap that provides a summary of all bundles contained within the check deposit. This bundle recap provides our check receipt and reconciliation staff with a deposit summary of all bundles with accompanying item counts and dollar amounts.
- F. If a dollar amount or item count change is required to an outgoing cash letter prior to release, changes must be made to the following:

BUNDLE DETAIL LIST	Item level change
BUNDLE RECAP	Bundle summary change
CASH LETTER TRANSMITTAL FORM	Total deposit change

- G. If dollar amount changes are made to bundle detail lists, cash letter recap and transmittal forms, the MICR encoding on the physical items must be physically repaired.
- H. Checks should not be stapled to any deposit documents.

II. Box Deposit Guidelines

- A. Customers who regularly deposit cash letters containing approximately 1,500 items or more should package the items in standard-size check boxes.

- B. The bundles inside each box are separated by the universal batch control documents. The universal batch control documents are placed in front of each bundle, and enable the deposits to get into the high-speed sorter with less preparation by the Fed. The bundles of checks inside full boxes should not be rubber banded or wrapped together, but should be secured in a manner that prevents movement during shipping.
- C. Less than full boxes of checks should contain a filler material (paper, cardboard, etc.) that will prevent items from shifting. Boxes of checks are sealed by securely taping, banding or strapping the lid shut.
- D. Detail listings for the corresponding checks contained within each box are placed on top of the physical checks. The detail listings are presented in the same sequential order as the physical checks.
- E. The bundle recap and cash letter form are placed on top of the details in the last box of each check deposit.
- F. Cash letters that require more than one box are labeled in a sequential order. The following is an example of box markings for multiple box deposits:

BOX	1 OF 3	or	BOX	1/3
BOX	2 OF 3	or	BOX	2/3
BOX	3 OF 3	or	BOX	3/3

- G. Boxes are to be sealed in a plastic bag to prevent items from being exposed to moisture when being shipped during inclement weather conditions.
- H. All plastic bags are to be sealed by a cable tie or tape to ensure the contents of the bag do not fall out during transit. Any plastic bag that contains Other Federal items (Mixed, Other Federal, Nationwide City Sort (NCS)) is to be identified with a fluorescent green tag. The tag can be attached with the cable tie or taped to the outside of the bag. The tag will assist FRB receipt operations staff in identifying and sorting this time critical work.

III. Plastic Bag Deposit Guidelines

- A. Cash letters containing less than 1,500 items are packaged in transparent plastic bags.
- B. The checks within each bundle are rubber banded together to prevent items from shifting.
- C. The bundle detail listings, the bundle recap and the cash letter form are placed inside the clear plastic bag with the physical items. The cash letter form is positioned so that it is visible from the outside of the bag.
- D. The bag is sealed by a cable tie or tape to ensure the contents of the bag do not fall out during shipping.
- E. Any bagged check deposit that contains Other Federal items (Mixed, Other Federal, NCS) is to be identified with a fluorescent green tag. The tag can be attached with the cable tie or taped to the outside of the bag. The tag will assist Federal Reserve Bank receipt operations staff in identifying and sorting this time critical work.

IV. Deposit Supplies

- A. Please contact your local Check Customer Service staff for assistance in acquiring the following check deposit supplies:
 - Universal batch tickets
 - Check boxes and box tops for deposits over 1,500 items
 - Fluorescent green MIXED/NCS/OTHER FED shipping tags