

Mixed Regular Unencoded Cash Letter Form Instructions

When to use this Cash Letter Form

The Mixed Regular Unencoded cash letter form is used to deposit unencoded Forward Collection items of various types. For example, Forward items, including commercial checks, Treasury checks, and Postal Money Orders, can be deposited in a single cash letter.

Paper Savings Bonds and Canadian items must be deposited in a separate cash letter using the applicable Savings Bond or Canadian Item cash letter form. Also, use the Foreign Item cash letter form to deposit all other foreign items.

Cash Letter Forms

Standardized cash letter forms are offered via the Federal Reserve Financial Services web site for your institution's use when sending paper cash letters to the Federal Reserve Bank of Atlanta at the address noted on the forms. The forms have been standardized, and the layout and information required should be familiar to all experienced users.

The cash letter forms are documents that open as fillable PDFs for your use. These forms can be completed, when opened from the website, or saved to your computer for later use. If you have questions about submitting cash letters or cash items, please refer to [Operating Circular #3](#).

Using a Cash Letter Form

The cash letter forms are accessible on FRBservices.org. Click the "Forms" link in the toolbar, located across the top of the page, and select "Check" to locate the "Cash Letter Forms" section. After selecting the type of cash letter you need, the system will present the options to "Open" or "Save" the form.

"Open" - The selected form will open in a new browser window.

"Save" - This option will allow you to save the form to your hard drive so that you can use it more than once.

Cash Letter Field Description

The Depository institution's routing number (RT), name and address, and preparer information sections are text and/or numeric fields. All required fields, noted with an asterisk, should be entered on the form before it is printed. This allows you to have forms that can be easily read when they reach the Federal Reserve Bank.

