

Federal Reserve Bank of Atlanta - Check Restructuring Birmingham Transit Point Location and Drop-off Procedures

Location : **Courier Express**
3000 Commerce Square South
Birmingham, AL 35210

Hours of Operation & Transit Point Deadlines

Day of Week	Hours of Operation	Transit Point Deadlines
Monday – Thursday	8:15 pm CT – 11:30 pm CT	9:15 p.m.; Monday – Thursday
		11:30 p.m.; Monday – Thursday
Saturday	9:00 am CT – 10:00 am CT	10:00 a.m.; Saturday

Check Transit Point Procedures

1. All check deposits, forward and return, must be delivered to the designated transit point on or before the indicated deadlines in order to receive proper credit availability. Please reference Attachment III for specific check deposit product deadlines at the Birmingham transit point location.
2. All deliveries received by FRB cargo handling agents after a deadline will be shipped on the next scheduled transportation.
3. Deadlines at the transit point are firm and will be maintained.
4. It is the responsibility of the delivering courier/institution to secure “date and time stamp” documentation if needed for depositor internal records.
5. FRB cargo handling agents are only available during the hours of operation specified above; therefore, no deliveries will be accepted after those hours. Check deliveries that arrive at the transit point after the hours of operation may be deposited in the transit point drop box, or should be held by the depositing financial institution or their courier until next scheduled hours of operation.

Transit Point Deposit Packaging Guidelines

Cash Letters, Forward and Return, Accepted for Processing in Atlanta:

1. Customers must sort forward and return items into one of the approved check deposit products identified in Attachment III. **Unless delivered in a Fully Mixed cash letter, Birmingham and Atlanta items cannot be commingled.**

Attachment I

2. All work must be packaged according to the check deposit guidelines outlined in Attachment IV and delivered in clear plastic bags (no more than two boxes per bag). These bags must be sealed to prevent items from being exposed to moisture when being shipped during inclement weather.
3. All check deposit guidelines also apply to separately sorted government items, postal money orders, and savings bonds.
4. It is the responsibility of the delivering courier/institution to secure “date and time stamp” documentation if needed for depositor internal records.

Consolidated Cash Letters for Federal Reserve Offices Other than Atlanta:

1. All work, whether bagged or banded, must be submitted in sealed, clear bags (no more than two boxes per bag) **and tagged**, indicating the destination Federal Reserve office. Specific tags are required and are available through Check Relay by calling 1-800-231-4699.
2. A completed Check Relay Consolidated Shipping Manifest indicating number of bags, weight, and destinations must be included. This form is available via the Check Relay Website at www.frbatlanta.org/fi_services/check_relay/Consolidated_Shipping_Manifest.pdf.
3. It is the responsibility of the delivering courier/institution to secure proper “date and time stamp” documentation if needed for depositor internal records.

**Federal Reserve Bank of Atlanta – Check Restructuring
Birmingham Transit Point Location and Inclearing Presentment Procedures**

Location : Courier Express
3000 Commerce Square South
Birmingham, AL 35210

Hours of Operation Monday - Friday
9:45 a.m. – 2:15 p.m.

Check Inclearing Presentment Schedule

Day of Week	Endpoints	Scheduled Arrival Time
Monday	RCPC, City & HDGS	9:15 am
Tuesday – Friday	RCPC & HDGS	9:45 am
Tuesday – Friday	City	12:15 pm

Presentment Times - Upon arrival at the transit point, inclearing cash letters and returns will be sorted and distributed by FRB cargo handling agents to the appropriate courier route and/or at the presentment window.

Route Deliveries - All Birmingham zone RCPC & HDGS cash letters will be tendered to authorized FRB couriers and will be delivered in accordance with current route structures.

Transit Point Pickup - All Birmingham City cash letters will be available for pick-up at the transit point location.

Pickup Requests – If you do not currently pick up your inclearing work directly from FRB Birmingham but plan to pick up your work directly from the Birmingham transit point, you must notify an Account Executive in advance. Once this service request has been confirmed, cash letters can be picked-up at the transit point location listed above.