

**Federal Reserve Bank of Boston
Attachment 1: Transit Point Locations, Relay Information, Drop-off Procedures and
Inclement Presentment Procedures**

Locations:

Monday through Friday:

Linear Air

Hangar 24 at Hanscom Field
711 Virginia Road
Concord, MA 01742

Saturday and Sunday

Patriot Delivery Systems

1 Wattles Street
Canton, MA 02021

First District Transit Point Hours of Operation and Deadlines*			
Day of Week	Hours of Operation	Transit Point Deadline(s)	Transit Point
Weekdays	8:00 pm – 9:00 pm	9:00 pm Mo-Th **	Linear Air
	10:30 pm – 11:30 pm	11:30 pm Mo-Th **	
	11:30 pm – 12:30 am	12:30 am Tu-Fr ***	
Saturday	1:30 am – 2:30 am	2:30 am Sa **	Patriot Delivery
Sunday	10:30 pm – 11:30 pm	11:30 pm Su ***	Patriot Delivery

* Please refer to Attachment 2 for specific product deadlines at the Windsor Locks facility.

** If your courier misses the deadlines, your deposits will be shipped with the next scheduled pick-up.

*** If your courier misses these deadlines, please see instructions on page 2.

Please note that we anticipate the Transit Point deadlines will correspond to Windsor Locks deadlines as follows:

- **9:00 pm flight from Transit Point:** achieve 10:00 pm availability and pricing at Windsor Locks;
- **11:30 pm flight from Transit Point:** achieve 12:30 am availability and pricing at Windsor Locks; and
- **12:30 am ground from Transit Point:** achieve 3:00 am availability and pricing at Windsor Locks.

Transit Point Deposit Packaging Guidelines

Cash Letters, Forward and Return, Accepted for Processing in Windsor Locks (e.g., City, RCPC, Mixed, Other Fed):

1. Customers must sort forward and return items into one of the approved check deposit programs identified in *Attachment I: Windsor Locks Deposit Deadlines*.
2. All work must be packaged according to the check deposit guidelines outlined in *Attachment III: Check Deposit Guidelines* 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.

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3. All check deposit guidelines apply to separately sorted government items, postal money orders, and savings bonds.
4. Please note that “date and time stamps” will be available to delivering couriers/institutions on a self-service basis.

Cash Letter Deposits for Processing at Federal Reserve Offices Other than Windsor Locks/First District (e.g., Consolidated Sends):

1. All work, whether bagged or boxed, 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 from the First District Check Customer Service Unit by calling (800) 541-3506, ext 1572 or (860) 627-1572.
2. A completed Check Relay Consolidated Shipping Manifest indicating number of items, bags, weight, and destinations must be included. This form is available via the Check Relay Website at: http://www.frbatlanta.org/fi_services/check_relay/Consolidated_Shipping_Manifest.pdf.
3. Please note that “date and time stamps” will be available to delivering couriers/institutions on a self-service basis.

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 published credit availability. Please reference *Attachment I: Transit Point and WLO Deadlines* for specific check deposit product deadlines at the Windsor Locks facility or the transit point locations.
2. All deliveries received by FRB cargo handling agents after a deadline will be shipped on the next scheduled transportation.

Important Note: Please note that if your courier misses the last weekday Linear Air transit point deadline of 12:30 am Friday morning, deposits SHOULD NOT be left in the drop box. You should instruct your courier to take the deposits directly to either the Windsor Locks facility, or to the Weekend Patriot Delivery Systems transit point in Canton, MA.

Similarly, if your courier misses the last weekend Patriot Delivery Systems Transit Point deadline of 11:30 pm Sunday, deposits SHOULD NOT be left in the drop area. You should instruct your courier to take the deposits directly to either the Windsor Locks facility or to the weekday Linear Air transit point at Hanscom during the next deposit window on Monday.

3. Deadlines at the transit point are firm and will be maintained.
4. Please note that “date and time stamps” will be available to delivering couriers/institutions on a self-service basis.

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5. FRB cargo handling agents are only available during the hours of operation, which are specified in the table below, “*Staffed Transit Point Deposit Times / Transit Point Deadlines.*”

6. Customers who prefer to drop off work earlier than the published drop-off times have the option to utilize a secured area or lockbox located at the transit point locations. The lockbox / drop off areas are only available for deposits when the transit point location is closed. The weekday transit point lockbox at Linear Air at Hanscom is designed for smaller deposits that cannot be made when the transit point is staffed; we expect that most deposits will arrive at or near the transit point deadlines. The weekend transit point drop area at Patriot Delivery Systems in Canton is designed to hold much more work, as we expect deposits will be made throughout the weekend.

Staffed Transit Point Deposit Times / Transit Point Deadlines	
Weekdays	8:00 pm through the 9:00 pm deadline 10:30 pm through 12:30 am for the 11:30 pm and 12:30 am deadlines
Saturday:	1:30 am through the 2:30 am deadline
Sunday:	10:30 pm through the 11:30 pm deadline

Any deposit made in the lockbox or secured area during the established Transit Point drop windows will not be picked up until the next window.

Please make sure that your courier deals directly with the agents at the Linear Air and Patriot Delivery Systems transit points during the staffed transit point deposit windows.

Customers who choose to utilize the lockbox at the Linear Air Hanscom facility outside of the staffed transit point deposit windows will have to package their work so that it will fit through the lockbox receiving door, which measures 18" x 24". The deposit door will accommodate up to two check boxes, so packaging should be restricted to no more than two boxes per bag. Please note that if you use the lock box, you are depositing at your own risk, and that there will be no way to time or date stamp packages left in the lock box.

Inclearing Presentments

Financial institutions will have three ways in which to obtain their inclearings, described below. To assist us in planning, please complete and return *Attachment 6: Request for Information from Financial Institutions - Drop-off and Pick-Up Preferences* according to the directions on the Attachment by January 13, 2006. This form is for information purposes only; depositors can use any of the alternatives without giving prior notice to the Reserve Bank.

Transit Point Pick-up: Cash letters will be available for pick-up at the transit point if so requested by financial institutions. The cash letters will be available for pick up during the window hours of Transit Point operation; the table on page 4 “Check Inclearing Schedule at Hanscom Field Transit Point” outlines these hours. The Transit Point will be open for one hour beginning at each scheduled pick-up / dispersal time. Cash letters not picked up during the scheduled hours of operation will be held until the next business day on which the Transit Point is open.

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Route Deliveries: First District cash letters will be tendered to authorized FRB couriers and will be delivered in accordance with the First District route structures.

Windsor Locks Facility Pick-ups: A financial institution may pick up its own cash letters at the Windsor Locks facility.

Inclearing Presentments at the Hanscom Field Transit Point

Linear Air
Hangar 24 at Hanscom Field
711 Virginia Road
Concord, MA 01742

Check Inclearing Presentment Schedule at Hanscom Field Transit Point		
Day of Week	Endpoints	Transit Point Dispersal / Pick-up Times
Tuesday - Friday	RCPC	9:30 am
Tuesday - Friday	HDGS/City/PPGS	12:30 pm
Monday	RCPC/City	9:30 am

Transit Point Dispersal/Pick-Up 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 or made available for pick-up during the presentment window.

Inclearing Presentments via Route Deliveries:

Existing Windsor Locks customers should note that after February 24, 2006, inclearing presentments made by FRB couriers via route deliveries will occur approximately one hour later than they do today. Current Boston customers should expect that after February 24, 2006, inclearing presentments made by FRB couriers via route deliveries will occur approximately two hours later than they do today.