

PACKAGING REQUIREMENTS DETROIT ZONE DEPOSITS

New Packaging Requirements

Because your cash letter deposits will be moving via air and ground transportation, it has become necessary to protect your deposits from various elements of the weather. We are **requiring** that all work, whether it is boxed or banded, be placed inside clear, plastic bags and sealed with cable ties.

Forward Cash Letter Deposits

If you do some pre-sorting before depositing at the Fed, multiple cash letter types such as “RCPC”, “RCPC Group Sorts”, “City”, and “Local Mixed”, should each be packaged separately in smaller bags but can all be placed in the same shipping bag. If you send separately sorted Government, POMO or Savings bonds cash letters, these also should be packaged in separate bags.

Return Cash Letter Deposits

You should continue to use the familiar “Pink Bags” for your Return item cash letters.

Once you have segregated individual cash letters into smaller bags, all bags can be placed into one large bag for dispatch to Fed.

Tagging of FRB Priority Cash Letter Deposits

Due to extremely tight processing windows at the Cleveland Fed, we are asking for your help identifying your deposits which we need to process on a **PRIORITY BASIS**.

- All “Mixed” and “Other Fed” cash letters, in addition to being bagged separately, **must have a blue PRIORITY tag** (supplied by FRB Cleveland). The **blue PRIORITY tag** is attached to the outside of the clear, plastic bag and identifies your deposit as Detroit items that are “time critical” and need to be handled expeditiously by the Cleveland Office.

“Mixed” and “Other Fed” cash letters are defined as any cash letter – Forward or Return, that contains checks drawn on financial institutions outside of the State of Michigan (referred to as “Other Fed” or “Out-of District”).

Online Standard Cash Letter Forms

Online, standard Cash Letter Forms for both forward and return cash letter deposits will continue to be available. These standard cash letter forms can be downloaded or completed online at:

<http://www.frbservices.org/StandardForms/index.html>

Please note: Effective close of business April 15, 2005, you should continue to select “Detroit” as the FRB office.

From the Financial Services Web site, www.frbservices.org, select “Standard Forms” from the left-hand navigation bar. An interactive learning tool for the new standard cash letter forms is also available on the Financial Services Web site. The cash letter forms feature standard formats and terminology to help expedite payments processing nationwide. We have incorporated several elements of the current online cash letter forms, plus user-friendly technology that will make the forms efficient and straightforward to use.

The online cash letter is in Microsoft Excel. Prior to completing the cash letter from the website, be sure to choose enable macro so that the form works properly.

The forms will print three to a page. Many of the forms contain an identifying border. The system will allow you to either enter deposit-specific information online each day or print up a number of copies and enter the information manually. It is very important to have all fields completely and accurately filled out.

At a minimum, each cash letter should contain the following information to ensure timely and accurate credit:

- Name and address of depositor
- Cash letter date
- Depositor routing transit number
- Type of deposit
- Total item count
- Total bundle count
- Total dollar amount

Each bundle should have a corresponding detail listing of all items contained in that bundle. Cash letter bundle recaps and details for all bundles should be together in sequential order and placed in the first box of work or visible inside the clear plastic bag.

PLEASE NOTE. If your proof system produces its own cash letter forms, bundle recaps, and item details, you may use these forms in place of the Federal Reserve forms described above. It is important that all of the required information listed above be included and the proper product description utilized.

Box Deposit Guidelines

The Federal Reserve will continue to deliver your daily Federal Reserve inclearing cash letter in boxes. We ask that you utilize these same boxes to send your work to us.

Customers who regularly deposit cash letters containing 1,500 items or more should package their items in boxes. Each bundle should be separated by a Universal Batch ticket. Do not place rubber bands around each bundle but please make sure that partially filled boxes have some filler material added to ensure the items do not move around during transit.

Each box should be appropriately marked such as “Box 1 / 4”, “Box 2 / 4”, etc. **No more than two (2) boxes** should be placed inside a clear plastic bag and the bags must be sealed with either cable ties or tape. If you are submitting more than one cash letter with multiple boxes, number the boxes in a manner that will assist us in expeditiously placing the correct items with the correct cash letter. For example: 1 / 1, 1 / 2, 1 / 3 for one cash letter, and 2 / 1, 2 / 2, 2 / 3, 2 / 4 for the second cash letter.

Plastic Bag Deposit Guidelines

Deposits of less than 1,500 items should be placed in clear, plastic bags. Each bundle should be rubber banded together to prevent items from shifting. Bundle details, bundle recaps, and the cash letter forms should be placed inside the bag with the physical items and be visibly seen. All clear, plastic bags are to be sealed by either a cable tie or tape.

Supplies – Federal Reserve Provided

The Federal Reserve Bank of Cleveland recommends you utilize boxes provided to you with your physical presentments. If you are not receiving presentments from the Cleveland Office, we can provide you with vendor information where boxes and Universal Batch Tickets can be obtained.

The Cleveland Office will supply you with the blue PRIORITY labels for your incoming deposits.

Please contact the Check Helpdesk at (800) 929-2435 for assistance in acquiring the blue PRIORITY tag and if you have any questions about the deposit procedures.

Supplies – Customer Provided

Our customers will be required to purchase their own check boxes, clear, plastic bags, cable ties, and/or tape for shipping and sealing their forward and return cash letters.

Tagging Work Properly

All Detroit cash letters must continue to be packaged separately and tagged as **FRB DETROIT**.