

Detroit Transit Point Location and Drop-off Procedures

Transit Point Location

Promed Delivery Inc.
26000 Northline Commerce Drive, Suite 707
Taylor, MI 48180

Drop-Off Times & Transit Point Deadlines

Day of Week	Hours of Operation*	Transit Point Deadlines
Monday-Friday	10:30 – 11:30 p.m. Monday – Thursday	11:30 p.m. Monday – Thursday
	1 – 2 a.m. Tuesday - Friday	2 a.m. Tuesday – Friday
Saturday	7 – 8 p.m. Saturday	8 p.m. Saturday

***A box will be available for dropping off work outside the hours of operation listed above. The slot for this box is 11 inches X 20 inches. Please be sure to follow the new packaging requirements detailed below. Keys for this drop-box will be distributed to couriers at the transit location.**

Transit Point Procedures

- All check deposits, forward and return, must be delivered to the designated transit point on or before the indicated deadlines to receive proper credit availability. Please reference Attachment III for specific check deposit product deadlines at the Detroit transit point location.
- All deliveries received by cargo handling agents after a deadline will be shipped on the next scheduled transportation. Deliveries made after the last deadline each day will be processed in the next day's cycle unless the work is deposited directly in Cleveland.
- Deadlines at the transit point are firm and will be maintained.
- Cargo handling agents will date and time stamp all work delivered to the Detroit transit point during the hours of operation noted above. It is the responsibility of the delivering courier/institution to secure proper receipt documentation if needed for the depositor's internal records.

Transit Point Deposit Sorting/Packaging Requirements

- Customers must sort check items into one of the approved check deposit programs identified in the Detroit Zone Deposit Schedule (Attachment III). Detroit and Cleveland items must not be mixed unless deposited in a fully mixed cash letter.

- **Detroit and Cleveland items must continue to be deposited separately. All Detroit cash letters must continue to be packaged separately and labeled with an FRB Detroit tag. Similarly, all Cleveland cash letters must continue to be packaged separately and labeled with an FRB Cleveland tag.**
- Please continue to use standard boxes (brown). Boxes must be securely sealed in clear plastic bags to prevent exposure to moisture. Boxes should be clearly marked as 1 of 2, 2 of 2. No more than 2 boxes are to be placed in a single bag.
- Additional packaging guidelines may be found in packaging requirements–Detroit Zone (Attachment V).
- It is the responsibility of the delivering courier/institution to secure proper receipt documentation if needed for depositor's internal records.

Cash Letters for Federal Reserve Offices Other than Detroit (Consolidated Shipments)

- All work, whether bagged or banded, must be submitted in sealed, clear bags (no more than two boxes per bag) and tagged, indicating the Federal Reserve office destination. Specific tags are required and are available through Check Relay by calling (800) 231-4699.
- Please include a completed Check Relay Consolidated Shipping Manifest indicating number of items, bags, weight and destinations. This manifest may be found on the Check Relay Website:
www.frbatlanta.org/fi_services/check_relay/Consolidated_Shipping_Manifest.pdf.
- It is the responsibility of the delivering courier/institution to secure proper receipt documentation if needed for depositor's internal records.

Detroit Pick Up and Presentment Procedures

Pick Up Location

**Promed Delivery Inc.
26000 Northline Commerce Drive, Suite 707
Taylor, MI 48180**

Check Presentment Schedule

Day of Week	Endpoints	Work Available for Pick Up
Monday – Friday	RCPC	9:30 a.m.
Tuesday – Friday	City, HDGS & PPGS	1:30 p.m.

- Route Deliveries - All Detroit RCPC cash letters will be tendered to Promed. Please plan for marginally later arrival times of FRB cash letters at your institution. You will be notified of your anticipated delivery time.
- Transit Point Pickup – For institutions wishing to pick up cash letter deliveries, items will be tendered by our agents to your designated agent or courier during the transit point presentment window. All work must be picked up by 2 p.m.
- Pickup Requests - Any financial institution interested in picking up their own cash letters at Promed must notify Randy Infield at (216) 579-2261 in advance. Once this service request has been confirmed, cash letters may be picked up at Promed.
- Customers should expect to receive an increased number of cash letters.

Identification Procedures

Any individual, messenger or courier service picking up checks at Promed will be required to show a photo identification badge to the Promed agent. The identification badge must be issued by the courier or financial institution being represented.

The entity on the identification badge will be matched to the tagged work. If a match is made, the work will be released to the individual. Changes in courier, messenger service or pick-up agent must be provided to the Fourth District with seven days advance notice of the change. Please contact Randy Infield at (216) 579-2261 to make this type of notification.