

Federal Reserve Bank of San Francisco – Salt Lake City Branch Check Deposit Guidelines – Denver Zone Deposits

Cash Letter Preparation

- Customers must sort forward and return items into one of the approved check deposit programs identified in Attachment III. **Unless deposited in a Fully Mixed cash letter, Salt Lake City and Denver items cannot be commingled.**
- Each check deposit being prepared for processing in Denver **must be presented with the appropriate Salt Lake City cash letter transmittal form** that describes the product type. These forms can be retrieved and printed from the Twelfth District's financial services website located at <http://www.frbsecurities.org/StandardForms/index.html>. The following information must be completed on the cash letter form to ensure timely and accurate credit:

Cash Letter Date
Depositor Routing Transit Number
Type of Deposit (Regular, Premium, Extended Premium, etc.)
Total Item Count
Total Bundle Count
Total Dollar Amount

- Each bundle of checks within a check deposit must have a corresponding detail that provides an itemized listing of all checks. The maximum number of checks contained in a bundle is 350. The detail listing for each bundle must be recapped with a total item count and dollar amount.
- Each cash letter must be submitted with a bundle recap that provides a summary of all bundles contained within the check deposit. This bundle recap provides our check receipt and reconciliation staff with a deposit summary of all bundles with accompanying item counts and dollar amounts.
- If a dollar amount or item count change is required to an outgoing cash letter prior to release, changes must be made to the following:

Detail List	Item level and total change
Cash Letter Recap	Bundle summary change
Cash Letter Transmittal Form	Total deposit change

- If dollar amount changes are made to detail lists, cash letter recap and transmittal forms, the MICR encoding on the physical items must be physically repaired or the MICR characters hole punched to avoid subsequent processing errors due to incorrect or poor quality MICR encoding.
- Checks that have and/or will reject from high speed automated equipment due to unreadable and/or poor quality MICR encoding must be deposited in a non-machineable deposit product.
- Checks that do not contain MICR amount encoding must be deposited into an amount encode deposit product.

Cash Letter Packaging

- Each cash letter contains bundles of checks that should be divided by batch control documents.
- Multiple cash letter deposits should be packaged separately to avoid processing problems. Two or more cash letters presented in the same package can potentially be processed as one deposit which causes reconciliation problems and could delay credit availability.

Box Deposit Guidelines

- Cash letters containing 2,000 items or more should be packaged in standard-size check boxes.
- The bundles inside each box should be separated by the universal batch control documents referenced in the Cash Letter Packaging section above. The bundles of checks inside full boxes should not be rubber banded or wrapped together.
- Less than full boxes of checks should contain a filler material (paper, cardboard, etc.) that will prevent items from shifting. Bundles within partially full boxes should be rubber banded to further protect items from shifting.
- Detail listings for the corresponding checks contained within each box should be placed on top of the physical checks. The detail listings should be presented in the same sequential order as the physical checks.
- Full boxes of checks should be sealed by taping a box lid on top of the box.
- The bundle recap and cash letter form should be placed on top of the details in the last box of each check deposit.
- Cash letters that require more than one box should be labeled in sequential order. The following is an example of box markings for multiple box deposits:

Box 1 OF 3
Box 2 OF 3
Box 3 OF 3

- Boxes should be sealed in a plastic bag to prevent items from being exposed to moisture when being shipped during inclement weather.
- No more than two boxes should be placed within each plastic bag. This will expedite cargo-handling procedures for transportation agents and security screening requirements. If deposit volume exceeds the two-box limit, efforts should be taken to seal box No. 1 and No. 2 together, No. 3 and No. 4 together, etc.
- All plastic bags should be sealed by a cable tie or tape to ensure the contents of the bag do not fall out during transit.
- All check deposits originating from the Salt Lake City zone should be identified with a red Salt Lake City shipping tag. Please contact our Check Customer Service at **(800) 410-1694** to order this supply item.

Plastic Bag Deposit Guidelines

- Cash letters containing less than 2,000 items should be packaged in transparent plastic bags. Each bundle within a cash letter should have universal batch control document (supply item) at the beginning of the bundle.
- The universal batch control document and checks within each bundle should be rubber banded together to prevent items from shifting. A detail listing for the corresponding bundle should be wrapped around the bundle.

- A bundle recap and cash letter form should be placed inside the clear plastic bag. The cash letter form should be positioned so that it is visible from the outside of the bag.
- The bag should be sealed by a cable tie or tape to ensure the contents of the bag do not fall out during shipping.
- All check deposits originating from the Salt Lake City zone should be identified with a red Salt Lake City shipping tag. Please contact our Check Customer Service at **(800) 410-1694** to order this supply item.