

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 Denver:

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.