



July 9, 2008

To: Chief Operations Officers of Indianapolis/Louisville/Charleston/X442 Check Services Customers Processed by the Cincinnati Office

### **Accounting and Billing Changes – Cincinnati Volume Move to Cleveland Office**

As we announced to you in previous communications, Indianapolis, Louisville, Charleston, and Cincinnati paper check processing moves to the Federal Reserve Bank of Cleveland effective close of business Friday, October 17. Some changes will appear on your Statement of Account and Statement of Service Charges as a result of this move. Attachment I outlines these changes, which will be effective Monday, October 20, the first business day after the October 17 move. Please share all of the attachments with others in your organization who may find them useful.

#### **Changes in Statement of Account**

##### *Cost Center Work Unit (CCWU) Numbers*

CCWU numbers 9911 on your Statement of Account today will change to 9910 (Cleveland office). Please note that credits for your Weekend Mixed and Other Fed deposits are already listed under Cleveland CCWUs since that work is currently processed by the Cleveland office.

#### **Changes in Statement of Service Charges and Billing Product Codes**

On your October 2008 billing statement, you will notice two changes to your Statement of Service Charges.

- First, your weekend Mixed/Other Fed deposits currently appear as being processed by the Cleveland office. Effective October 20, all items deposited will appear as being processed by the Cleveland office.
- Second, you will begin to see changes to some billing product codes. Some of the items deposited after October 17 will be billed under different product codes than they are today. Please note actual fees for these products will not change. A conversion table has been provided in Attachment II.

Once Cincinnati paper check processing moves to Cleveland, all billing adjustments will appear on the Statement of Service Charges as originating from the Cleveland office, regardless of where the items were processed.

**Assistance in Managing Your Account Going Forward**

To assist in managing your FRB account both during this time of transition and on an ongoing basis, the Federal Reserve offers a number of Accounting Information Services. These services include delivery of your daily Statement of Account, Cash Management Reports, online inquiry capabilities to view transactions, notifications of entries to your account and the Monthly Summary Statement of Service Charges. This information can be delivered to you via FedLine® Web or FedMail® (e-mail or fax). We also offer enhanced cash management features via FedLine Web or computer interface connection, including intra-day account information on nearly a real-time basis. More information on all our accounting services may be found at [FRBservices.org/Accounting/index.html](http://FRBservices.org/Accounting/index.html).

**Customer Testing Information and a Final Note**

Minimizing the impact of operational changes for our customers is one of our highest priorities during the check restructuring initiative. We anticipate accounting processes not mentioned in this letter will continue as they are today. We encourage you, however, to conduct testing on accounting information. To arrange for testing, please contact Roberta Lisowski, Cleveland Accounting, (216)579-2361.

Please watch for additional information concerning our restructuring initiative as we draw closer to October 17. Note the enclosed invitation to attend one of our upcoming Check Restructuring Seminars. In the meantime, please contact your account executive if you need further information.

Attachments

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## Attachment I

**Changes to Statement of Account and Statement of Service Charges  
Cincinnati Check Volume Move to Cleveland  
Effective October 20, 2008\***

	Current	Effective – October 20, 2008
Cost Center Work Unit (CCWU) -- Statement of Account	Number 9911	Will change to 9910
Statement of Service Charges and Billing Product Codes	<ul style="list-style-type: none"> <li>• Work processed in Cincinnati appears under the Cincinnati office.</li> <li>▪ Weekend Mixed and OFED deposits appear under the Cleveland office.</li> <li>• All billing adjustments appear under the Cincinnati office.</li> </ul>	<ul style="list-style-type: none"> <li>• All Indianapolis, Louisville, Charleston, and X442 work processed at Cleveland will appear under the Cleveland office.</li> <li>• All billing adjustments will appear under the Cleveland office even if the item was originally processed in Cincinnati.</li> <li>• New product codes are being added, as needed, for Indianapolis, Louisville, Charleston, and Cincinnati products being processed at Cleveland. <b>Actual fees for these products will not change.</b> The conversion table of billing product code changes may be found in Attachment II.</li> </ul>

*\*Note: Cincinnati check processing volume moves to Cleveland close of business Friday, October 17. Accounting changes are effective the first business day thereafter, Monday, October 20.*

**Billing Product Code Changes  
Cincinnati Check Processing Move to Cleveland**

**Attachment II**

Effective October 20, 2008 the Cincinnati work will be processed at FRB Cleveland.  
Offices include: Cincinnati, Charleston, Louisville, and Indianapolis.

Forward							
Office	Service Area	Description	Old Code Intra	Old Code Inter		New Code Intra	New Code Inter
Cincinnati	1501	CITY FINE SORT	15210	16210		55210	56210
Cincinnati	1501	OTHER FED REGULAR	17001	14001		57001	54001
Cincinnati	1501	OTHER FED REGULAR	17002	14002		57002	54002
Cincinnati	1501	OTHER FED REGULAR	17003	14003		57003	54003
Cincinnati	1501	OTHER FED REGULAR	17004	14004		57004	54004
Cincinnati	1501	MXD O.F. WKDY/WKND	17151	14151		57151	54151
Cincinnati	1501	MXD O.F. WKDY/WKND	17152	14152		57152	54152
Cincinnati	1501	MXD O.F. WKDY/WKND	17153	14153		57153	54153
Cincinnati	1501	MXD O.F. WKDY/WKND	17154	14154		57154	54154
Cincinnati	1501	MXD CITY WKDY/WKND	17171	14171		57171	54171
Cincinnati	1501	MXD CITY WKDY/WKND	17172	14172		57172	54172
Cincinnati	1501	MXD CITY WKDY/WKND	17173	14173		57173	54173
Cincinnati	1501	MXD RCPC WKDY/WKND	17181	14181		57181	54181
Cincinnati	1501	MXD RCPC WKDY/WKND	17182	14182		57182	54182
Cincinnati	1501	MXD RCPC WKDY/WKND	17183	14183		57183	54183
Cincinnati	1501	MXD RCPC WKDY/WKND	17184	14184		57184	54184
Cincinnati	1501	MXD GOVT WKDY/WKND	17210	14210		57210	54210
Cincinnati	1501	MXD GOVT WKDY/WKND	17211	14211		57211	54211
Cincinnati	1501	OF WKDY GROUP SORT F	17751	14751		57751	54751
Cincinnati	1501	OF WKDY GROUP SORT F	17752	14752		57752	54752
Cincinnati	1501	OF WKDY GROUP SORT F	17753	14753		57753	54753
Charleston	1501	RCPC REGULAR	75251	76251		15251	16251
Charleston	1501	RCPC REGULAR	75252	76252		15252	16252
Charleston	1501	RCPC REGULAR	75253	76253		15253	16253
Charleston	1501	RCPC REGULAR	75254	76254		15254	16254
Charleston	1501	OTHER FED REGULAR	17001	14001		57001	54001
Charleston	1501	OTHER FED REGULAR	17002	14002		57002	54002
Charleston	1501	OTHER FED REGULAR	17003	14003		57003	54003
Charleston	1501	OTHER FED REGULAR	17004	14004		57004	54004
Charleston	1501	MXD O.F. WKDY/WKND	17151	14151		57151	54151
Charleston	1501	MXD O.F. WKDY/WKND	17152	14152		57152	54152
Charleston	1501	MXD O.F. WKDY/WKND	17153	14153		57153	54153
Charleston	1501	MXD O.F. WKDY/WKND	17154	14154		57154	54154
Charleston	1501	MXD CITY WKDY/WKND	17171	14171		57171	54171
Charleston	1501	MXD RCPC WKDY A	17271	-----		57271	54271
Charleston	1501	MXD RCPC WKDY A	17272	-----		57272	54272
Charleston	1501	MXD RCPC WKDY A	17273	-----		57273	54273
Charleston	1501	MXD RCPC WKDY A	17274	-----		57274	54274

Note #1: Unless noted here, all other billing product codes will remain as they are today.

Note #2: The new product codes apply only to Cincinnati deposits processed by the Cleveland office. If you deposit directly to another Federal Reserve office, you should see no change in product codes used by that office.

Note #3: Other Fed, Mixed, and Nationwide City Sort tiering follows FRB Cleveland tiering schedules.

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Cincinnati Check Processing Move to Cleveland**

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Effective October 20, 2008 the Cincinnati work will be processed at FRB Cleveland.  
Offices include: Cincinnati, Charleston, Louisville, and Indianapolis.

Forward							
Office	Service Area	Description	Old Code Intra	Old Code Inter		New Code Intra	New Code Inter
Louisville	1501	RCPC REGULAR	95251	96251		15251	16251
Louisville	1501	RCPC REGULAR	95252	96252		15252	16252
Louisville	1501	RCPC REGULAR	95253	96253		15253	16253
Louisville	1501	RCPC REGULAR	95254	96254		15254	16254
Louisville	1501	RCPC PAYOR SERVICE GROUP SORT	75352	76352		55352	56352
Louisville	1501	OTHER FED REGULAR	17001	14001		57001	54001
Louisville	1501	OTHER FED REGULAR	17002	14002		57002	54002
Louisville	1501	OTHER FED REGULAR	17003	14003		57003	54003
Louisville	1501	OTHER FED REGULAR	17004	14004		57004	54004
Louisville	1501	MXD O.F. WKDY/WKND	17151	14151		57151	54151
Louisville	1501	MXD O.F. WKDY/WKND	17152	14152		57152	54152
Louisville	1501	MXD O.F. WKDY/WKND	17153	14153		57153	54153
Louisville	1501	MXD O.F. WKDY/WKND	17154	14154		57154	54154
Louisville	1501	MXD CITY WKDY/WKND	17171	14171		57171	54171
Louisville	1501	MXD RCPC WKDY A	77271	14271		57271	54271
Louisville	1501	MXD RCPC WKDY A	77272	14272		57272	54272
Louisville	1501	MXD RCPC WKDY A	77273	14273		57273	54273
Louisville	1501	MXD RCPC WKDY A	77274	14274		57274	54274
Louisville	1501	EARLY MXD O.F. WKDY	17430	14430		57430	54430
Louisville	1501	EARLY MXD O.F. WKDY	17432	14432		57432	54432
Indianapolis	1501	RCPC REGULAR	45251	46251		15251	16251
Indianapolis	1501	RCPC REGULAR	45252	46252		15252	16252
Indianapolis	1501	RCPC REGULAR	45253	46253		15253	16253
Indianapolis	1501	RCPC REGULAR	45254	46254		15254	16254
Indianapolis	1501	RCPC PAYOR SERVICE GROUP SORT	75350	76350		55350	56350
Indianapolis	1501	OTHER FED REGULAR	17001	14001		57001	54001
Indianapolis	1501	OTHER FED REGULAR	17002	14002		57002	54002
Indianapolis	1501	OTHER FED REGULAR	17003	14003		57003	54003
Indianapolis	1501	OTHER FED REGULAR	17004	14004		57004	54004
Indianapolis	1501	MXD O.F. WKDY A	17250	14250		57250	54250
Indianapolis	1501	MXD O.F. WKDY A	77251	74251		57251	54251
Indianapolis	1501	MXD O.F. WKDY A	77252	74252		57252	54252
Indianapolis	1501	MXD O.F. WKDY A	77253	74253		57253	54253
Indianapolis	1501	MXD CITY WKDY A	77260	74260		57171	54171
Indianapolis	1501	MXD RCPC WKDY A	77270	14270		67270	64270
Indianapolis	1501	MXD RCPC WKDY A	97271	74271		67271	64271
Indianapolis	1501	MXD RCPC WKDY A	47272	44271		67272	64272
Indianapolis	1501	MXD RCPC WKDY A	47273	44273		67273	64273

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<b>ELECTRONIC SERVICES (Payor)</b>							
<b>Office</b>	<b>Service Area</b>	<b>Description</b>	<b>Old Code Intra/Inter</b>		<b>New Code Intra/Inter</b>		
Cincinnati	1505	All	No Changes	No Changes	No Changes	No Changes	
Charleston	1505	All	No Changes	No Changes	No Changes	No Changes	
Louisville	1505	All	No Changes	No Changes	No Changes	No Changes	
Indianapolis	1505	All	No Changes	No Changes	No Changes	No Changes	

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Returns							
Office	Service Area	Description	Old Code Intra	Old Code Inter		New Code Intra	New Code Inter
Cincinnati	3001	All	No Changes	No Changes		No Changes	No Changes
Charleston	3001	All	No Changes	No Changes		No Changes	No Changes
Louisville	3001	All	No Changes	No Changes		No Changes	No Changes
Indianapolis	3001	All	No Changes	No Changes		No Changes	No Changes

Note #1: Unless noted here, all other billing product codes will remain as they are today.

Note #2: The new product codes apply only to Cincinnati deposits processed by the Cleveland office. If you deposit directly to another Federal Reserve office, you should see no change in product codes used by that office.

Note #3: Other Fed, Mixed, and Nationwide City Sort tiering follows FRB Cleveland tiering schedules.

## **Plan to attend one of the upcoming Check Restructuring Seminars**

You are invited to attend a free seminar outlining the check restructuring changes. This seminar will include an overview of processing changes and how these changes may impact your institution.

During the seminar, you will have the opportunity to meet with members of the management team from the Federal Reserve Bank of Cleveland and your account executive as well. They will be able to answer your questions and provide updates on operational changes.

**You may register to attend one of these free seminars by visiting our new online registration tool at [FRBservices.org](http://FRBservices.org).** From the left navigation, click "Events and Education," then choose "Federal Reserve Bank Events." Prior to registering to attend an event, you will need to create an account. Then you can register by clicking the "Register" link next to the seminar you wish to attend; [additional information for each seminar can be found under the "Detail" link.](#) If you have any questions please contact Sandy Runyon at (216) 579-2158.

<b>Date</b>	<b>Time</b>	<b>Location</b>
Tues., August 5, 2008	1:00 to 3:30 p.m. ET	Embassy Suites Indianapolis North 3912 Vincennes Road Indianapolis, IN (317) 872-7700
Wed., August 6, 2008	1:00 to 3:30 p.m. CT	Aztar Executive Conference Center 421 NW Riverside Drive Evansville, IN (800) 342-5386
Tues., August 12, 2008	9:00 to 11:30 a.m. ET	Holiday Inn Cincinnati Eastgate 4501 Eastgate Blvd. Cincinnati, OH (513) 752-4400
Wed., August 13, 2008	9:00 to 11:30 a.m. ET	Marriott Griffin Gate Resort 1800 Newtown Pike Lexington, KY (859) 231-5100
Thurs., August 14, 2008	9:00 to 11:30 a.m. ET	Summit Conference Center 129 Summers St. Charleston, WV (888) 224-0515