



August 7, 2008

To: All Chief Operating Officers and Check Contacts at Depository Institutions in the Charleston Zone

Subject: Transportation Information as Check Processing Moves to Cleveland

We are pleased to share detailed information on transportation and deposit and presentment procedures when Cincinnati check processing moves to Cleveland on October 17, 2008. Most importantly, the transit point and deadline will remain the same.

**Customers in the Charleston territory should continue to drop off their checks at the following transit point:**

**Executive Air Terminal  
400 Eagle Mountain Road  
Charleston, W. VA 25311**

Day of Week	Drop-off Times	Transit Point Deadline
Monday - Thursday	7:45 p.m. - 8:45 p.m.	8:45 p.m.
Saturday	7:00 a.m. - 8:00 a.m.	8:00 a.m.

Enclosed are several attachments providing specific transit point information. Their use will ensure ongoing efficient check processing service from us during this transition.

- Attachment I Deposit Schedule
- Attachment II Check Deposit Availability Schedule
- Attachment III Check Deposit Guidelines
- Attachment IV Transit Point Location, Relay Information, Drop-off Procedures and Inclearing Distribution Procedures

We appreciate your patience during this time and look forward to continuing to provide you with efficient, high-quality payment services. Detailed information concerning our restructuring initiative will continue to be shared with you as we draw closer to October 17. This check restructuring information is also available at [FRBservices.org](http://FRBservices.org).

If you have questions or concerns regarding the transit point information, please contact Check Services Customer Support Center at (800) 929-2435 or your Account Executive, Dave Fletcher, at (304) 949-1363.

*Jeffrey Van Treese*  
Jeffrey Van Treese  
Vice President  
Federal Reserve Bank of Cleveland

Enclosures





Federal Reserve Bank of Cleveland  
 Check Deposit Availability Schedule  
 Cleveland, Pittsburgh, Columbus, Detroit, Buffalo,  
 Cincinnati, Louisville, Charleston, and Indianapolis

DEADLINES										
Cleveland Transit Points	9:30/10:00 PM M-Th			12:01 AM Tu-F *			12:01 AM Su			
Pittsburgh	n/a			10:00 PM M-Th			5:00 PM Sa			
Columbus	n/a			9:15 PM M-Th			6:00 PM Sa			
Detroit	n/a			11:30 PM M-Th			8:00 PM Sa			
Buffalo	n/a			10:30 PM M-Th			3:00 PM Sa			
Cincinnati	n/a			11:00 PM M-Th			5:00 PM Sa			
Louisville	n/a			9:30 PM M-Th			3:00 PM Sa			
Charleston	n/a			8:45 PM M-Th			8:00 AM Sa			
Indianapolis	n/a			9:00 PM M-Th			2:00 PM Sa			
Type of Items	City	RCPC	Crntly	City	RCPC	Crntly	City	RCPC	Crntly	LEGEND:
Boston	-	1	-	-	1	-	-	0	-	0 = Availability on the same business day of the deposit deadline date.
Windsor Locks	-	1	-	-	1	-	-	0	-	
New York										1 = Availability on the first business day after the deposit deadline date.
East Rutherford	-	1	1	-	1	1	-	0	1	
Utica	-	1	-	-	1	-	-	0	-	2 = Availability on second business day after the deposit deadline date.
Buffalo	-	0	-	-	0	-	-	0	-	
Philadelphia	0	1	-	0	1	-	0	0	-	3 = Availability on third business day after the deposit deadline date.
Cleveland	0	0	-	0	0	-	0	0	-	
Cincinnati	0	0	-	0	0	-	0	0	-	
Columbus	-	0	-	-	0	-	-	0	-	
Pittsburgh	-	0	-	-	0	-	-	0	-	
Richmond	-	1	-	-	1	-	-	0	-	
Baltimore	0	1	-	0	1	-	0	0	-	
Charleston	-	0	-	-	0	-	-	0	-	
Charlotte	0	1	-	0	1	-	0	0	-	
Columbia	-	1	-	-	1	-	-	0	-	
Atlanta	0	1	-	0	1	-	0	0	-	Notes: For 4-digit routing number prefix information access the link below: <a href="#">Prefix / Routing Numbers Table</a>
Birmingham	-	1	-	-	1	-	-	0	-	
Jacksonville	0	1	-	0	1	-	0	0	-	Availability of funds on Other Fed items (in a mixed or sorted cash letter) is determined by this availability schedule and fractional float adjustment factors. These factors are reassessed periodically to reflect the on-time performance of our transportation system.
Miami	-	1	-	-	1	-	-	0	-	
Nashville	-	1	-	-	1	-	-	0	-	
New Orleans	-	1	-	-	1	-	-	0	-	
Chicago	0	1	-	0	1	-	0	0	-	Reject items from Mixed and Other Fed deposits are deferred two days.
Peoria	-	1	-	-	1	-	-	0	-	
Detroit	-	0	-	-	0	-	-	0	-	
Des Moines	0	1	-	0	1	-	0	0	-	
Indianapolis	-	0	-	-	0	-	-	0	-	Any item with a routing number not listed may have an obsolete RTN and may be returned to the depositor.
Milwaukee	-	1	-	-	1	-	-	0	-	
St. Louis	0	1	-	0	1	-	0	0	-	
Little Rock	-	1	-	-	1	-	-	0	-	
Louisville	-	0	-	-	0	-	-	0	-	Routing numbers beginning with 2 or 3 should be commingled with corresponding corresponding routing numbers beginning with 0 or 1.
Memphis	0	1	-	0	1	-	0	0	-	
Minneapolis	0	1	1	0	1	1	0	0	1	
Helena	-	1	-	-	1	-	-	0	-	
Kansas City	0	-	1	0	-	1	0	-	0	
Denver	0	1	1	0	1	1	0	0	0	
Oklahoma City	-	1	1	-	1	1	-	0	0	
Omaha	-	1	1	-	1	1	-	0	1	
Dallas	1	1	1	1	1	1	0	0	0	
El Paso	-	1	-	-	1	-	-	0	-	
Houston	-	1	-	-	1	-	-	0	-	
San Antonio	-	1	-	-	1	-	-	0	-	
San Francisco	-	1	3	-	1	3	-	0	3	
Los Angeles	1	1	-	1	1	-	0	0	-	
Portland	-	1	-	-	1	-	-	0	-	
Salt Lake City	-	1	-	-	1	-	-	0	-	
Seattle	1	1	-	1	1	-	0	0	-	
<b>Current Float Fractions:</b>										
Weekday: 92.0%										
Weekend: 93.0%										

Effective October 20, 2008

071708CRSO04

\* Two-day endpoints are available Monday for deposits received on Friday, except for EROC, Minneapolis, and Omaha country.

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# Packaging Requirements Charleston Zone Deposits

## Packaging Requirements

Because your cash letter deposits will be moving via air and ground transportation, it is 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.

## Standard Cash Letter Forms Located On-line at FRBservices.org

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 October 17, 2008, you should continue to select “Charleston” as the FRB office.

From the Financial Services Web site, [FRBservices.org](http://www.frbservices.org), select “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.

The online cash letter is in Microsoft Excel. Prior to completing the cash letter from the website, be sure to choose “enable macros” 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.

### **Tagging Work Properly**

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

## Federal Reserve Bank of Cleveland - Check Restructuring Charleston Transit Point Location and Deadlines

### Location:

Executive Air Terminal  
400 Eagle Mountain Road  
Charleston, W. VA 25311

### Charleston Transit Point Deadlines\*

Day of Week	Drop-off Times	Transit Point Deadline
Monday – Thursday	7:45 p.m. - 8:45 p.m.	8:45 p.m.
Saturday	7:00 a.m. - 8:00 a.m.	8:00 a.m.

*\*Please refer to Attachment I for specific product deadlines.*

### Transit Point Deposit Packaging Guidelines

#### **Forward and Return Paper Cash Letters Accepted for Processing in Cleveland (e.g., City, RCPC & Other Fed):**

1. Customers must sort forward and return items into one of the approved check deposit programs identified in Attachment I. **Unless deposited in a Mixed cash letter, Cleveland, Pittsburgh, Detroit, Columbus, Buffalo, Cincinnati, Indianapolis, Louisville, and Charleston items cannot be commingled.**
2. All work must be packaged according to the check deposit guidelines outlined in Attachment III 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 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 the depositors’ internal records.

#### **Forward and Return Paper Cash Letter Deposits for Processing at Federal Reserve Offices Other than Cleveland (e.g., consolidated cash letters):**

1. All work, whether bagged or boxed, must be submitted in sealed, clear bags (no more than two boxes per bag) and tagged, indicating the destination Federal Reserve office.
2. It is the responsibility of the delivering courier/institution to secure proper “date and time stamp” documentation if needed for the depositors’ internal records.

## **Federal Reserve Bank of Cincinnati - Check Restructuring Charleston Transit Point Drop-off Procedures**

### **Check Transit Point Procedures**

1. All check deposits, forward and return, must be delivered to the designated transit point on or before the indicated deadlines in order to receive published credit availability. Please reference Attachment I for specific check deposit product deadlines at the Charleston transit point location.
2. All deliveries received by FRB cargo handling agents after a deadline will be shipped on the next scheduled transportation.
3. Deadlines at the transit point are firm and will be maintained.
4. It is the responsibility of the delivering courier/institution to secure "date and time stamp" documentation if needed for the depositors' internal records.
5. FRB cargo handling agents are only available during the hours of operation specified on the previous page; therefore, no deliveries will be accepted by transit staff prior to or after those hours.
6. As a reminder, the transit site is not a presentment point for same day settlement cash letters.

## Federal Reserve Bank of Cincinnati – Check Restructuring Charleston Transit Point Location and Inclearing Distribution Procedures

**Location:**

**Executive Air Terminal  
400 Eagle Mountain Road  
Charleston, W. VA 25311**

### Check Transit Point Dispersal/Pickup Schedule

Day of Week	Scheduled Arrival Times
Monday - Friday	7:00 a.m.

**Overview** - Upon arrival, inclearing cash letters and returns will be sorted and distributed by FRB cargo handling agents to the appropriate courier route or made available for pick up. Please note that the transit point location listed above and FRB Cleveland are the only pickup sites.

**Route Deliveries** - Cash letters currently delivered by FRB couriers will be tendered to authorized FRB couriers and will be delivered in accordance with the route structures.

**Pickup Requests** – Work will be ready for pickup 20 minutes after arrival time. You have the option to pick up the work at the Transit Point or in Cleveland.

**Communicating Changes to FRB Cleveland** - If you wish to change delivery location or switch to pick-up at the transit point or FRB Cleveland, please send a letter **by September 29, 2008** to the address below with instructions, stating your institution's name and routing number, the new location for the forward and/or return items, depository institution contact name and phone number for questions, and for pick-ups - the courier name, and drivers. If you have a question, please call (216) 579-2261.

**For changes in delivery location or to change to pick up, letters should be mailed to:**

Randy Infield  
Federal Reserve Bank of Cleveland  
P.O. Box 6387  
Cleveland, OH 44101-1387