



July 3, 2008

To: Out-of-Territory Senders to the Windsor Locks Office of the  
Federal Reserve Bank of Boston

**Accounting Changes as Windsor Locks, CT Paper Check Processing Moves to  
Federal Reserve Bank of Philadelphia on September 19, 2008**

As announced previously, the Federal Reserve will move the Windsor Locks, CT paper check processing to the Federal Reserve Bank of Philadelphia after the 8:30 am deposit deadline on Friday, September 19, 2008.

In preparation for this move, we would like to highlight some resulting changes that will appear on your Statement of Account and Statement of Service Charges for your paper check processing. The enclosure to this letter outlines all of these changes, which will be effective Monday, September 22, 2008, the first business day after our September 19 move. **Please note that these changes do not affect Check 21 depositors and receivers.** Feel free to share all this enclosure with others in your organization who may find it useful as a reference tool.

**Change in Cost Center Work Unit (CCWU) Number**

The current CCWU number reflected on your Statement of Account for work processed in Windsor Locks is CCWU 9901. This number will be changed to 9909, the CCWU of the Federal Reserve Bank of Philadelphia. This change will appear on your Statement of Account beginning September 22, 2008. Other than the CCWU change, there are no other accounting changes.

**Change in Statement of Service Charges**

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

- First, all items deposited before the 8:30 am deposit deadline on September 19 will appear as being processed by Windsor Locks.
- Second, you will begin to see changes to the billing product codes. Some of the items deposited after September 19 will be billed under different product codes than they are today. Only billing product codes will change, but actual fees for these items will not change.

| Product Description | Current Code | Product Code Effective September 22, 2008 |
|---------------------|--------------|---|
| RCPC Regular Tier 4 | 15259        | 15254                                     |
| RCPC Premium Tier 4 | 15309        | 15304                                     |

Once Windsor Locks paper check processing shifts to Philadelphia, all billing adjustments will appear on the Statement of Service Charges as originating from the Federal Reserve Bank of Philadelphia, even if the items were originally processed in Windsor Locks. Therefore, billing adjustments for items

processed by Windsor Locks before the shift in processing but functioned after September 19, 2008, will appear as being processed by Philadelphia.

### **Assistance in Managing Your Account Going Forward**

To assist you in managing your Federal Reserve Bank account both during this time of transition and on an ongoing basis, the Federal Reserve Banks offer 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 a nearly real-time basis.

Additional information on all of our accounting services is available at the following page:

[FRBservices.org/accountservices/index.html](http://FRBservices.org/accountservices/index.html)

### **A Final Customer Service Note**

Minimizing the impact of operational changes for our customers is one of our highest priorities during check restructuring. If you would like to conduct testing on accounting information, please contact the Accounting Department of your local Reserve Bank.

Please watch for additional information concerning our restructuring initiative as we draw closer to September 19, and do not hesitate to contact your account executive if questions arise.

Enclosure

**Changes to Statement of Account and Statement of Service Charges for Windsor Locks to Philadelphia Check Processing Move Effective September 22, 2008\***

|   | <b>Current Status</b>  | <b>Status Effective September 22, 2008*</b>  |
|---|--|--|
| Cost Center Work Unit (CCWU) on your Statement of Account | FRB Boston CCWU – 9901   | <ul style="list-style-type: none"><li>• Will change to FRB Philadelphia CCWU – 9909</li></ul>  |
| Statement of Service Charges                              | Work processed in Windsor Locks appears under the Windsor Locks Office | <ul style="list-style-type: none"><li>• First District paper checks processed at the Federal Reserve Bank of Philadelphia will appear under Philadelphia</li><li>• All billing adjustments will appear under Philadelphia, even if the item was processed before Windsor Locks processing shifted to Philadelphia</li><li>• New product billing codes may be added to accommodate First District products being processed in Philadelphia (actual fees for these products will not change)</li></ul> |

**\*Note: The move of Windsor Locks check processing work to Philadelphia will occur on September 19, 2008. The accounting changes will go into effect on the first business day thereafter, on Monday, September 22, 2008.**