



January 20, 2009

Transportation Information as St. Louis Check Processing Moves to Atlanta

To: All Chief Operations Officers and Check Contacts at Depository Institutions in the St. Louis Zone

We are pleased to share detailed information on transportation, deposit and presentment procedures when St. Louis paper commercial check processing moves to Atlanta on February 20, 2009.

Effective on Friday, February 20, 2009, after the 3:00 a.m. CT deposit deadline, the St. Louis Office will no longer accept paper commercial checks for processing. Instead, please drop off your paper checks at the following transit point:

**Ace Logistics
St. Louis Downtown – Parks Airport
Hangar #1
2100 Vector Dr.
Cahokia, IL 62206**

Day of Week	Drop-off Times	Transit Point Deadline
Sunday – Thursday	6:30 p.m. – 7:30 p.m.	7:30 p.m. CT

Work dropped off at the transit point beginning February 22, 2009 will be charged \$0.03 per item.

The Atlanta Office will pass credit for items based on the on-time arrival of work to the Atlanta Office. All other terms and conditions of Operating Circular 3 remain unchanged.

Enclosed are several attachments providing specific transit point information. Their use will ensure ongoing efficient check processing service from us during this transition. Please watch for additional information regarding an open house at the new transit point location.

- Attachment I Deposit Deadline 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
- Attachment V Map of Transit Point Location

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 February 20, 2009. This check restructuring information is also available at FRBservices.org.

If you have questions or concerns regarding the transit point information, please contact your account executive.

Bill Little
Assistant Vice President

Enclosures



Federal Reserve Financial Services
Creating Nationwide Solutions for Your Payment Needs

2009 Check Forward and Return Collection Services

Product/Tier	Routing Number ¹	Processing Office Deadline ²	Availability ³	Cash Letter Fee	Per Item Fee	Billing Code
Forward Collection						
Mixed Forward Products⁴ (Each cash letter will include only 1 cash letter fee)						
Mixed Regular⁵	Forward Tier List	12:01 AM Tu-F 6:00 PM Su	Calculated	\$11.50		
Tier 1					\$0.050	17221
Tier 2					\$0.060	17222
Tier 3					\$0.080	17223
Tier 4					\$0.120	17224
Mixed Premium⁵	Forward Tier List	3:00 AM M-F	Calculated	\$13.50		
Tier 1					\$0.090	17231
Tier 2					\$0.100	17232
Tier 3					\$0.120	17233
Tier 4					\$0.160	17234
Mixed Non-Machineable		12:01 AM Tu-F 6:00 PM Su	Calculated	\$11.50	\$1.500	17650
Mixed Non-Imageable		12:01 AM Tu-F 6:00 PM Su	Calculated	\$11.50	\$0.250	17350
Encoding Fee⁶		2 hrs prior to applicable deposit deadline			\$0.100	15990
FedForward[®] Cull from Mixed Deposits						
Monday through Wednesday: Eligible Items \$800 to \$2,500			Immediate		\$0.100	50402
Monday through Wednesday: Eligible Items over \$2,500 to \$10,000			Immediate		\$0.200	50400
Monday through Wednesday: Eligible Items over \$10,000			Immediate		\$0.750	50401
Thursday: Eligible Items \$300 to \$800			Immediate		\$0.100	50405
Thursday: Eligible Items over \$800 to \$3,500			Immediate		\$0.200	50403
Thursday: Eligible Items over \$3,500			Immediate		\$0.750	50404
Other Check 21-enabled products are available on FRBservices.org						
Separately Sorted Government Items⁷						
Treasury Checks	0000-0050-5 0000-0051-8 0000-0020-4	3:00 AM M-F			No Charge	
Postal Money Orders	0000-0119-3 0000-0800-2	3:00 AM M-F			No Charge	
EZ Clear Savings Bonds	0000-9000-7	3:00 AM M-F			No Charge	



Federal Reserve Financial Services
Creating Nationwide Solutions for Your Payment Needs

2009 Check Forward and Return Collection Services

Product/Tier	Routing Number ¹	Processing Office Deadline ²	Availability ³	Cash Letter Fee	Per Item Fee	Billing Code
Forward Canadian Check Clearing						
(Service provided by the Federal Reserve Bank of Minneapolis) ⁸						
U.S. Funds	Canadian format xxxx-xxx			\$11.50	\$4.00	15780
Canadian Funds	Canadian format xxxx-xxx			\$11.50	\$4.00	15781
Cash Letter Correction Fee					\$15.00	15782
Forward Foreign Item Clearing						
(Service provided by the Federal Reserve Bank of Richmond - Charlotte Office)						
US Dollar Checks Drawn on Banks in United Kingdom, France, Germany, Japan				\$11.50	\$15.00	15786
All Other Items ⁹				\$11.50	\$15.00	15787
				\$11.50	\$65.00	15788
Return Items						
Qualified Mixed Return Products						
(Each cash letter will include only 1 cash letter fee)						
Mixed Regular¹⁰	Return Tier List	12:01 AM Tu-F 6:00 PM Su	Calculated	\$11.50		
Tier 1					\$1.000	32401
Tier 2					\$1.500	32402
Tier 3					\$2.000	32403
Tier 4					\$3.500	32404
Mixed Premium¹⁰	Return Tier List	3:00 AM M-F	Calculated	\$13.50		
Tier 1					\$1.500	32411
Tier 2					\$2.000	32412
Tier 3					\$2.500	32413
Tier 4					\$4.000	32414
Explicit Float - Returns						
Explicit Float Pricing Option					\$0.020	32999
Unqualified Mixed Returns						
Fully Mixed Unqualified		12:01 AM Tu-F 6:00 PM Su	Calculated	\$11.50	\$6.00	35100
Other Return Products						
Large Dollar Return Item Notification via the FedLine Web [®] access solution		12:00 PM M-F			\$3.50	30903
Large Dollar Return Item Notification via Telephone		9:00 AM M-F			\$15.00	30904
Large Dollar Return Item Notification via Physical Item		9:00 AM M-F			\$19.00	30905
Return Item Reclear						
Level 1 (Items valued up to \$100.00)				\$7.50		
Level 2 (Items valued up to \$250.00)					\$0.450	30910
Level 3 (Items valued up to \$500.00)					\$0.550	30911
Level 4 (Items valued up to \$1,000.00)					\$0.650	30912
					\$0.750	30913
Quality Improvement Initiatives						



Federal Reserve Financial Services
Creating Nationwide Solutions for Your Payment Needs

2009 Check Forward and Return Collection Services

Product/Tier	Routing Number ¹	Processing Office Deadline ²	Availability ³	Cash Letter Fee	Per Item Fee	Billing Code
Return Exceptions—Not Our Item Surcharge					\$15.00	30990
Return Exceptions—FRB as BOFD Surcharge					\$15.00	30992
Return Exceptions—Invalid RT/CK Digit Failure					\$15.00	30995
Return Canadian Check Clearing (Service provided by the Federal Reserve Bank of Minneapolis)						
Return Item Forwarding Fee ¹¹					\$12.00	30931
Return Foreign Item Clearing (Service provided by the Federal Reserve Bank of Richmond - Charlotte Office)						
Foreign Returns					\$32.00	30935

Effective January 2, 2009

Footnotes

¹ The Key To Routing Numbers table includes a list of routing number assignments by district.

² Deposits that miss their intended deadline will be processed at the next deadline for that product type. To avoid the higher premium processing, mark cash letters "Non-Premium."

³ Credit availability for items drawn on endpoints outside the local office is computed based on published credit availability schedules and subject to fractions published monthly that reflect our experience in collecting these items. See: Availability Schedules.

⁴ All Mixed cash letters may include government, postal money orders and savings bonds. In a Mixed cash letter, these items will be priced at the Mixed Tier 1 price. These items are handled at no charge when deposited in separately sorted cash letters.

⁵ Forward Mixed deposits containing carrier documents will be charged an additional \$0.02 for each item in the cash letter under billing code 15998.

⁶ Price for encoding only. Processing is an additional charge based on appropriate per item and cash letter fees. This service is only offered at the Philadelphia and Minneapolis Offices.

⁷ Separately sorted government items deposit deadlines at all processing offices will be Monday through Friday 3:00 a.m. local time except the St. Louis office which will offer a Monday through Friday 3:00 p.m. local time deposit deadline.

⁸ Items in Canadian funds and items in U.S. funds must be deposited in separately sorted cash letters. Cash letter forms are available at FRBservices.org. Credit for Canadian items is passed according to whether items reach Minneapolis by the published 3:00 a.m. central time deadline. U.S. fund Canadian cash letters will receive one-day deferred credit for the face value of the cash letter if received by the deadline in Minneapolis. Canadian fund cash letters will receive same-day (immediate) credit based on the total appearing on the cash letter and a debit entry reflecting the current rate of exchange. Canadian collection items deposited as unencoded will also be charged the amount encoding fee of \$0.10, billing code 15990, for each item encoded.

⁹ Subject to additional foreign bank charges. Price and availability vary. Contact the foreign check department at the Federal Reserve Bank of Richmond - Charlotte Office (704) 358-2357.

¹⁰ Qualified Mixed Return deposits containing carrier documents will be reclassified as Unqualified Mixed Returns under billing code 35110.

¹¹ Canadian returns differ from domestic returns in that the return fee is paid by the original collecting institution, not the returning institution.

The Financial Services logo, "FedForward," and FedLine Web are trademarks or service marks of the Federal Reserve Banks. A complete list of marks owned by the Federal Reserve Banks is available at FRBservices.org.

100908CRSO10



Federal Reserve Financial Services

Creating Nationwide Solutions for Your Payment Needs

Check Deposit Availability Schedule

Atlanta, Birmingham, Nashville, New Orleans, Jacksonville, Miami, St. Louis, Memphis and Little Rock

DEPOSIT DEADLINES										
Atlanta Transit Points ¹	12:01 AM Tu-F (ET)			3:00 AM M-F (ET)			6:00 PM Su (ET)			
Birmingham	8:00 PM M-Th (CT)			n/a			10:00 AM Sa (CT)			
Nashville	7:30 PM M-Th (CT)			n/a			5:00 AM Sa (CT)			
New Orleans	10:00 PM M-Th (CT)			n/a			1:30 AM Sa (CT)			
Jacksonville	10:30 PM M-F (ET)			n/a			n/a			
Miami	10:30 PM M-F (ET)			n/a			n/a			
St. Louis	7:30 PM Su-Th (CT)			n/a			n/a			
Memphis	8:45 PM Su-Th (CT)			n/a			n/a			
Little Rock	7:00 PM Su-Th (CT)			n/a			n/a			
Type of Items	City	RCPC	Cntry	City	RCPC	Cntry	City	RCPC	Cntry	LEGEND:
Boston	-	1	-	-	1	-	-	1	-	0 = Availability on the same business day of the deposit deadline date. 1 = Availability on the first business day after the deposit deadline date. 2 = Availability on second business day after the deposit deadline date. 3 = Availability on third business day after the deposit deadline date.
Windsor Locks	-	1	-	-	1	-	-	1	-	
New York										
East Rutherford	-	1	1	-	1	1	-	1	1	
Utica	-	1	-	-	1	-	-	1	-	
Buffalo	-	1	-	-	1	-	-	1	-	
Philadelphia	1	1	-	1	1	-	1	1	-	
Cleveland	1	1	-	1	1	-	1	1	-	
Cincinnati	-	1	-	-	1	-	-	1	-	
Columbus	-	1	-	-	1	-	-	1	-	
Pittsburgh	-	1	-	-	1	-	-	1	-	
Richmond	-	1	-	-	1	-	-	1	-	
Baltimore	1	1	-	1	1	-	1	1	-	
Charleston	-	1	-	-	1	-	-	1	-	
Charlotte	1	1	-	1	1	-	1	1	-	
Columbia	-	1	-	-	1	-	-	1	-	
Atlanta	0	0	-	0	0	-	0	0	-	For 4-digit routing number prefix information access the link below: Prefix / Routing Numbers Table
Birmingham	-	0	-	-	1	-	-	0	-	
Jacksonville	-	0	-	-	1	-	-	0	-	
Miami	-	0	-	-	1	-	-	0	-	
Nashville	-	0	-	-	1	-	-	0	-	
New Orleans	-	0	-	-	1	-	-	0	-	
Chicago	1	1	-	1	1	-	1	1	-	
Peoria	-	1	-	-	1	-	-	1	-	
Detroit	-	1	-	-	1	-	-	1	-	
Des Moines	1	1	-	1	1	-	1	1	-	
Indianapolis	-	1	-	-	1	-	-	1	-	
Milwaukee	-	1	-	-	1	-	-	1	-	
St. Louis	0	0	-	1	1	-	0	0	-	
Little Rock	-	0	-	-	1	-	-	0	-	
Louisville	-	1	-	-	1	-	-	1	-	
Memphis	-	0	-	-	1	-	-	0	-	
Minneapolis	1	1	1	1	1	1	1	1	1	
Helena	-	1	-	-	1	-	-	1	-	
Kansas City	-	-	1	-	-	1	-	-	1	
Denver	1	1	1	1	1	1	1	1	1	
Oklahoma City	-	1	1	-	1	1	-	1	1	
Omaha	-	1	1	-	1	1	-	1	1	
Dallas	1	1	1	1	1	1	1	1	1	
El Paso	-	1	-	-	1	-	-	1	-	
Houston	-	1	-	-	1	-	-	1	-	
San Antonio	-	1	-	-	1	-	-	1	-	
San Francisco	-	1	3	-	1	3	-	1	3	
Los Angeles	1	1	-	1	1	-	1	1	-	
Portland	-	1	-	-	1	-	-	1	-	
Salt Lake City	-	1	-	-	1	-	-	1	-	
Seattle	1	1	-	1	1	-	1	1	-	
										Rejected items from Mixed deposits are deferred two days.
										Non-imageable items, non-machineable items and unqualified return items are deferred one additional day at all deadlines.
										Contact your Account Executive for more information.
										Current Float Fractions:
										Weekday: 92.0%
										Weekend: 92.0%

Effective February 23, 2009

¹ Cash letter availability is based on timely arrival at the Processing Office

The Financial Services logo is a registered trademark of the Federal Reserve Banks. A complete list of marks owned by the Federal Reserve Banks is available at FRBservices.org.

Federal Reserve Bank of Atlanta Check Paper Deposit Guidelines – St. Louis Zone Paper Deposits

Paper Cash Letter Preparation

- Customers must sort forward and return items using one of the approved check deposit programs identified in attachment I or on our Financial Services website located at: FRBservices.org.
- Each check deposit being prepared for processing in Atlanta must be deposited with the appropriate St. Louis cash letter transmittal form that describes the product type. These forms can be retrieved and printed from the website at: FRBservices.org. From the home page, click “Forms” on the left navigation, then click “Check Services,” then “Cash Letter Forms.” Once you’ve chosen the cash letter form you need, you will continue to select “St. Louis” from the drop-down list of FRB offices in the cash letter. The following information must be completed on the cash letter form to ensure timely and accurate credit:
 - Name and Address of Depositor
 - Cash Letter Date
 - Depositor Routing Transit Number (9 digit ABA number)
 - Type of Deposit (mixed forward or return, etc.)
 - Total Item Count
 - Total Bundle Count
 - Total Dollar Amount
- Each bundle of checks within a check deposit must have a corresponding detail list that provides an itemized listing of all checks. The number of checks contained in a bundle should be no more than 300. The detail listing for each bundle must be recapped with a total item count and dollar amount. The bundle detail should not be wrapped around each bundle. Details for all bundles should be wrapped around the entire deposit or included in the bag with the other deposit documents.
- Each cash letter should 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.
- Checks should not be stapled to any deposit documents.

Box Deposit Guidelines

- Cash letters containing 1,500 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. The universal batch control documents should be placed in front of each bundle. The bundles of checks inside full boxes should not be rubber banded or wrapped together.
- Less than full boxes should contain filler material (paper, cardboard, etc.) that will prevent items from shifting. No shredded materials should be used.

- Detail listings for the corresponding checks contained within each box should be placed on top of the physical checks.
- The bundle recap and cash letter form should be placed on top of the detail listing in the last box of each check deposit.
- Boxes of checks should be sealed by securely taping, banding, or strapping the lid shut.
- Cash letters that require more than one box should be labeled in a sequential order. The following is an example of box markings for a deposit of three boxes for one cash letter:

BOX 1 of 3 or BOX 1/3
BOX 2 of 3 or BOX 2/3
BOX 3 of 3 or BOX 3/3

- Boxes should be sealed in a plastic bag to prevent items from being exposed to moisture when being shipped during inclement weather conditions.
- 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.
- No more than two boxes of work per plastic bag.

Plastic Bag Deposit Guidelines

- Cash letters containing less than 1,500 items should be packaged in transparent plastic bags.
- The checks within each bundle should be rubber banded together to prevent items from shifting.
- The cash letter, bundle recap, and detail listings should be placed inside the 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.

Federal Reserve Bank of Atlanta - Check Restructuring St. Louis Transit Point Location and Deadlines

Location:

**Ace Logistics
St. Louis Downtown – Parks Airport
Hangar #1
2100 Vector Dr.
Cahokia, IL 62206**

St. Louis Transit Point Deadlines*

Day of Week	Drop-off Times	Transit Point Deadline
Sunday – Thursday	6:30 p.m. – 7:30 p.m.	7:30 p.m. CT

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

Transit Point Deposit Packaging Guidelines

Forward and Return Paper Cash Letters Accepted for Processing in Atlanta:

1. Customers must sort forward and return items into one of the approved check deposit programs identified in Attachment I.
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. For faster availability, separately sorted postal money orders and government items should still be delivered to the St. Louis office.
4. It is the responsibility of the delivering courier/institution to secure “date and time stamp” documentation if needed for the depositors’ internal records.

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. The Atlanta office will pass credit for items based on the on-time arrival of work to the Atlanta office.
2. Transit Site FRB cargo handling agents are only available during the drop-off hours of operation designated above. No deliveries will be accepted by transit staff prior to or after those hours. Couriers arriving before or after the drop-off window hours will be advised to return during the next scheduled drop-off window.
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. As a reminder, the transit site is not a presentment point for same day settlement cash letters.

Federal Reserve Bank of Atlanta – Check Restructuring St. Louis Transit Point Location and Inclearing Distribution Procedures

Location:

Ace Logistics
St. Louis Downtown – Parks Airport
Hangar #1
2100 Vector Dr.
Cahokia, IL 62206

Check Transit Point Dispersal/Pickup Schedule

Day of Week	Scheduled Pick-Up Times
Monday - Friday	7:45 a.m. – 9:45 a.m.

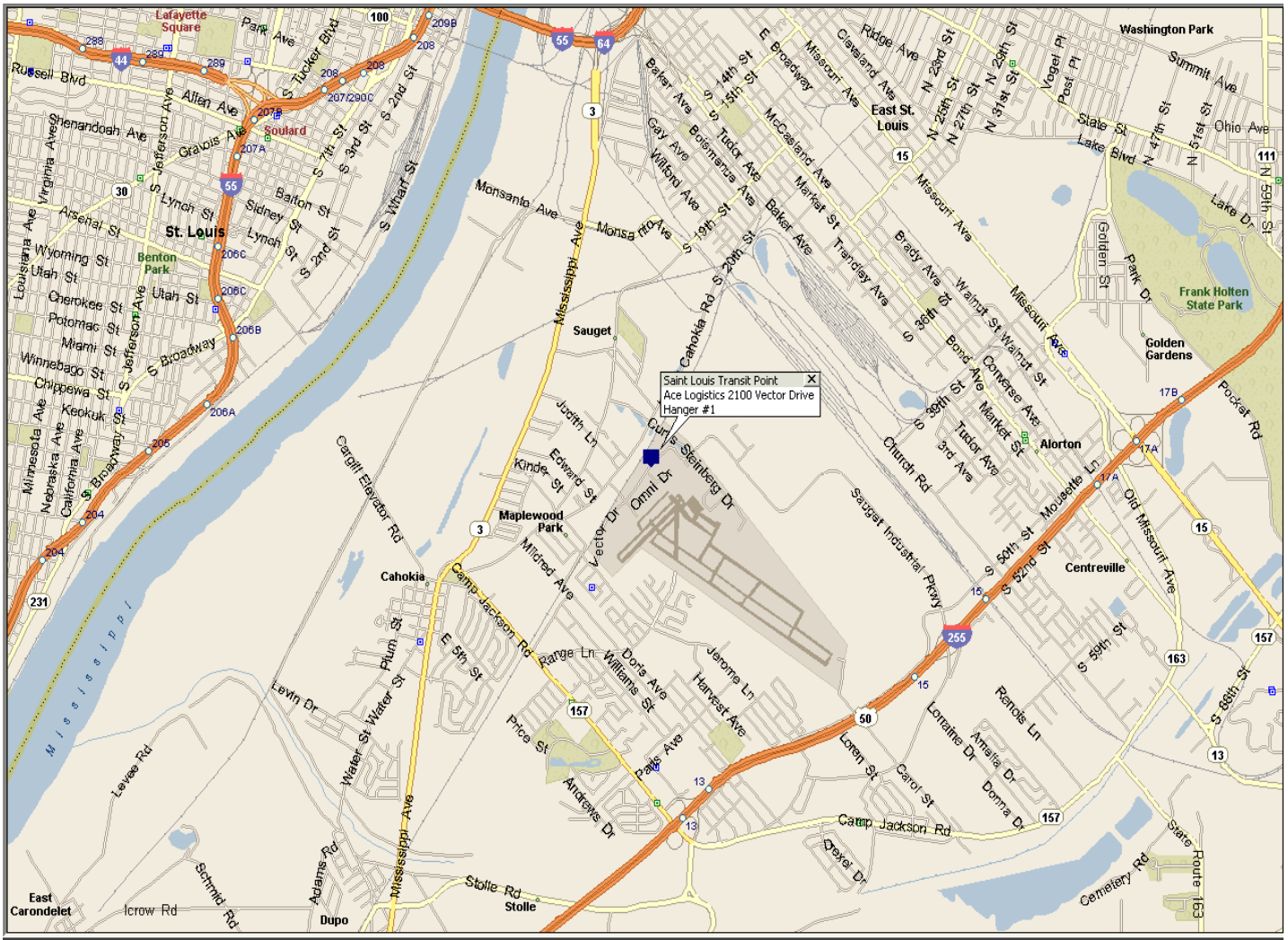
Overview - Upon arrival, inclearing cash letters and returns will be sorted and distributed by FRB cargo handling agents to the appropriate courier route or made available for pick up. Please note that the transit point location listed above and FRB Atlanta are the only pickup sites.

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.

Transit Point Pickup – If you currently pick up your financial institution’s cash letters at the Federal Reserve Bank of St. Louis, you will need to pick up these items at the transit point presentment window beginning Monday, February 23, 2009. Cash letters will be available for pick up during the hours of operation noted above. Cash letters not picked up during the scheduled hours of operation will be held until the next business day.

Delivery Location Changes - Any financial institution interested in changing delivery locations must notify an account executive in advance of the change request freeze period that begins **February 17, 2009**. Once this service request has been confirmed, cash letters can be picked-up at the transit point location listed above or delivered by a courier effective March 2, 2009, as you request.

Transit Point Open House - Please watch for additional information regarding an open house at the new transit point location.



From FRB St. Louis head west on Washington Avenue toward N 2nd St.

Turn left at N. Memorial Dr.

Take the I-70 E/I-55 N/US-40 E/I-64 E ramp on the left.

Merge onto I-70 E (entering Illinois)

Take exit 1 for State Hwy 3 S toward Cahokia.

Merge onto SR-3.

Turn left at Judith Lane.

Turn right at Upper Cahokia Road.

Turn left at Airlite Drive.

Turn left at Vector Drive.

Turn right to stay on Vector Drive to 2100 Vector Dr.

St. Louis Downtown – Parks Airport Hangar #1