



FEDERAL RESERVE BANKS

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February 4, 2010

To: Chief Operations Officers and Check Contacts at Depository Institutions Served by the Federal Reserve Bank of Cleveland

As you know, the Federal Reserve Banks have been restructuring their paper check processing configuration in response to rapidly declining paper volumes. In February 2010, we will complete this transition into a single full service paper check processing site at the Federal Reserve Bank of Cleveland.

To reflect the completion of this transition, effective Monday, March 1, 2010, all cash letter forms should include the Federal Reserve Bank of Cleveland's name and address:

Cleveland
041000014
1455 East Sixth Street
Cleveland, OH 44114

As of that date, the standard cash letter forms available on **FRBservices.org** will automatically populate with the Federal Reserve Bank of Cleveland's information. You will no longer need to choose your former processing office from a drop-down menu.

If you elect to continue using your own cash letter forms, please ensure that the address information is correct.

Should you have any questions, please contact the Check Customer Support Center at **(877) 372-2457**.