



June 2, 2010

**Chicago Print Site Closure  
Operational Recap**

To: Chief Operations Officers and Check Contacts at Depository Institutions in the Chicago Processing Office who Receive Paper Forward or Return items

On May 12, 2010, we notified you that, effective June 7, 2010, the print site currently located at the Chicago Processing Office will close and all paper forward and return items will be printed and dispatched from the Cleveland print site. This letter provides a summary of the key changes you will notice as a result of this change.

Enclosed is a Quick Reference Guide that outlines the major changes that could affect your institution. You should pay special attention to the section regarding the delivery of non-imageable items. Please review this guide, as well as the communications posted on FRBservices.org, as a final preparation for the transition. Our restructuring communications can be found at the following link:

**[FRBservices.org/communications/2010\\_check\\_changes.html](http://FRBservices.org/communications/2010_check_changes.html)**

We appreciate your patience as we near the transition date. You can be assured that we will continue providing the efficient, high-quality payment services that you are accustomed to receiving from the Federal Reserve.

## QUICK REFERENCE GUIDE Chicago Print Site Closure

### **Transition Date**

Effective June 7, 2010, the print site currently located at the Chicago Processing Office will close and all paper forward and return items will be printed and dispatched from the Cleveland print site. In addition, a decision has been made to discontinue courier delivery of paper forward presentments and return items to Chicago Processing Zone financial institutions after the June 4, 2010, dispatch.

### **Forward Presentment and Return Deliveries**

#### **For items currently received via U.S. mail or overnight express delivery:**

- Depository Institutions who currently receive their items via U.S. mail or express overnight delivery will continue to receive their items as they do today.
- There will be no change in the posting of debits.

#### **For forward or return items with same-day delivery on Federal Reserve-sponsored transportation**

- Beginning with the dispatch on Monday, June 7, 2010, all Federal Reserve Bank cash letters currently delivered on Federal Reserve-sponsored transportation will be sent to you via overnight express delivery. As a result, Federal Reserve Bank forward and return cash letters will be delivered on a next business day schedule. Your last delivery via courier will arrive on Friday, June 4, 2010.
- **You will not receive any Federal Reserve Bank Cash Letter delivery/presentation from the Chicago or Cleveland Offices on Monday, June 7, 2010. You may, however, receive a delivery of non-imageable items from the Cleveland Office that day.**
- Debits for forward presentments and return deliveries will be deferred one-day.

#### **For items currently picked up at the Midway Processing Facility or Omaha Transit Location**

- Items currently picked up at any of these facilities will continue to be made available for pick-up at the below listed alternative locations, beginning June 7, 2010. Items will be available for pick up by 12:30 PM at each of these locations.
  - Chicago – The UPS Store 9624 Cicero Avenue, Oak Lawn, IL 60453
  - Omaha – The UPS Store 4089 S. 84th Street, Omaha, NE 68127 (Note: This change was effective May 3, 2010.)
- There will be no change to debits for forward presentments and return deliveries made available at these locations.