



October 29, 2010

Los Angeles Print Site Closure - Operational Recap

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

On July 30, 2010, we notified you that, effective November 8, 2010, the print site currently located at the Los Angeles Processing Office will close and all paper forward and return items will be printed and dispatched from the Atlanta print site. This letter provides a summary of the key changes you will notice as a result of this change.

Forward Presentment and Return Deliveries

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

- Forward presentments and return items will be delivered via overnight express delivery from the Atlanta Office
- Non-imageable items will continue to be delivered from the Cleveland Office
- There will be no change in the posting of debits.

For forward or return items currently picked up at the Los Angeles Office, the Seattle UPS Store, or with same-day delivery on Federal Reserve-sponsored transportation

- Beginning with the dispatch on Monday, November 8, 2010, all FRB cash letters currently picked up at the Los Angeles Office, the Seattle UPS Store, or delivered on Federal Reserve-sponsored transportation will be sent to you via overnight express delivery unless you are otherwise notified. As a result, FRB forward and return cash letters will be delivered on a next business day schedule. The last day for pick up at the Los Angeles Office, the Seattle UPS Store, or delivery via courier will be Friday, November 5, 2010.
- The overnight express delivery service requires a signature for receipt acknowledgement purposes. As a result, if your institution is using a post office box, the overnight express courier will be unable to make cash letter deliveries. **Please notify us via e-mail at 4D-Check-Transportation-Requests@clev.frb.org or via fax at (216) 579-2310 with your street address so our files can be updated.**
- **You will not receive any FRB Cash Letter delivery/presentment from the Los Angeles or Atlanta Offices on Monday, November 8, 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.

Please review the restructuring communications posted on FRBservices.org as a final preparation for the transition. These communications can be found at the following link:

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.

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