

## Forward Not Our Item Cash Letter Form Instructions

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### When to use this Cash Letter Form

The Forward Not Our Item cash letter form is used to deposit items charged in a Forward cash letter (inclearings) which does not bear the receiving institution's routing number in the Magnetic Ink Character Recognition (MICR) line of the physical item, image or in the associated MICR record for items received electronically.

This does not apply to "mismatched items" - items involving substitute checks (or images in an ANSI X9.37 image cash/return letter) where the routing number on the MICR line (or in the file) does not match the routing number on the imaged item. Refer to the [Non-Cash Item](#) (NCH) investigation type, in the [Check Adjustments Quick Reference Guide](#), for this type of error.

### Cash Letter Forms

Standardized cash letter forms are offered via the Federal Reserve Financial Services web site for your institution's use when sending paper cash letters to the Federal Reserve Bank of Atlanta at the address noted on the forms. The forms have been standardized, and the layout and information required should be familiar to all experienced users.

The cash letter forms are documents that open as fillable PDFs for your use. These forms can be completed, when opened from the website, or saved to your computer for later use. If you have questions about submitting cash letters or cash items, please refer to [Operating Circular #3](#).

### Using a Cash Letter Form

The cash letter forms are accessible on [FRBservices.org](http://FRBservices.org). Click the "Forms" link in the toolbar, located across the top of the page, and select "Check" to locate the "Cash Letter Forms" section. After selecting the type of cash letter you need, the system will present the options to "Open" or "Save" the form.

**"Open"** - The selected form will open in a new browser window.

**"Save"** - This option will allow you to save the form to your hard drive so that you can use it more than once.

### Cash Letter Field Description

The Depository institution's routing number (RT), name and address, and preparer information sections are text and/or numeric fields. All required fields, noted with an asterisk, should be entered on the form before it is printed. This allows you to have forms that can be easily read when they reach the Federal Reserve Bank.

FORWARD NOT OUR ITEM -- FORWARD NOT OUR ITEM -- FORWARD NOT OUR ITEM		
FRB OFFICE: <b>Atlanta</b> 061000146	DATE: (mm/dd/yy) *	DEPOSITOR RT *
1	3	6
US Mail, FedEx, UPS and other couriers Federal Reserve Bank of Atlanta Check Department 1000 Peachtree Street NE Atlanta, GA 30309-4470	DEPOSITOR NAME AND ADDRESS *	CASH LETTER TOTAL *
	Bank Name:	
	Address:	\$
City/State/Zip:	4	BUNDLE COUNT *
5		
FORWARD NOT OUR ITEM		ITEM COUNT *
2		
Preparer Information*		11
Contact Name*:	REQUIRED FIELDS ARE NOTED WITH AN ASTERISK	
Contact Phone*:		
PROVIDE SOURCE OF RECEIPT BELOW		10
If multiple items, attach a source spreadsheet		
Cash letter date of item received*	THIS FORM IS LOCATED AT: <a href="http://www.frbservices.org/forms/index.html">http://www.frbservices.org/forms/index.html</a>	Updated February 2016
FRB Sequence Number*		
CUT HERE		

- FRB Office** - The Federal Reserve Bank you are sending the cash letter and item(s) to. All paper cash letter deposits should be sent to the Federal Reserve Bank of Atlanta at the address noted on the form.
- Preparer Information** - The contact name and phone number of the person preparing the cash letter.
- Date** - The date you are sending the deposit.
- Depositor Name and Address** - The corresponding name and address of the institution in the Depositor RT field.
- Cash Letter Name** - The name of the cash letter form; represents the type of item(s) you are depositing.
- Depositor RT** - The nine-digit routing number of the institution receiving credit for the deposit.
- Cash Letter Total** - The grand total, dollar amount, of the item(s) you are depositing. Include the item(s) you are depositing with the cash letter form. To ensure proper processing, make sure the total amount of the items you are depositing equals the grand total.
- Bundle Count** - The total number of bundles you are depositing. Avoid depositing more than 300 items in a bundle. To ensure proper processing, if you are depositing more than one bundle, attach a listing of the bundle totals to each cash letter.
- Item Count** - The total number of items you are depositing. To ensure proper processing, if you are depositing more than one item, attach a listing of the dollar amounts and corresponding sequence numbers to each cash letter.
- Version Date** - The date the cash letter form was last updated. Be sure to update any saved versions of the standardized forms you are using with the most current version on the Federal Reserve Financial Services web site.
- Source of Receipt** - The cash letter date and sequence number for the item you were charged with in error. If you are depositing more than one item, provide a listing of the item amounts and corresponding sequence numbers.

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