

*** Required Fields**

FRB OFFICE:	DATE: (mm/dd/yy) *	DEPOSITOR RT *
Atlanta 061000146	DEPOSITOR NAME AND ADDRESS *	CASH LETTER TOTAL *
<i>US Mail</i> Federal Reserve Bank of Atlanta Check Department 1000 Peachtree Street NE Atlanta, GA 30309-4470		\$
Preparer Information*	FACSIMILE PAPER SAVINGS BONDS	BUNDLE COUNT *
Contact Name*:		ITEM COUNT *
Contact Ph#*:		
TO ENSURE PROPER PROCESSING: Required fields are noted with an asterisk		
ATTACH A LISTING OF BUNDLE TOTALS TO EACH CASH LETTER. THIS FORM IS LOCATED AT: http://www.frb services.org/forms/check_services.html		

Guidelines for Preparing Paper Cash Letter Forms for Savings Bonds

Each cash letter must be deposited with the appropriate cash letter form that describes the product type, Regular Paper Savings Bonds, Full-Sheet Savings Bonds or Facsimile Paper Saving Bonds. Please complete all required fields designated by (*) and send to the Federal Reserve Bank of Atlanta using the appropriate address indicated on the cash letter form for U.S. Mail, Fed Ex, UPS, or other couriers.

Below is a description of each required field and requested information to be provided.

DATE: The date in which you are submitting the cash letter form using (mm/dd/yy).

DEPOSITOR RT: The 9 digit depositing institution routing transit (RT) number. This 9 digit RTN will be used to pass credit for the cash letter.

DEPOSITOR NAME and ADDRESS: Full name and complete mailing address of depositing institution.

CASH LETTER TOTAL: Total dollar amount contained in the cash letter.

BUNDLE COUNT: Total number of bundles contained in the cash letter. The preferred maximum number of savings bonds per bundle is 300.

ITEM COUNT: Total number of savings bonds contained in the cash letter.

Preparer Information (information used in the event the FRB has any questions and/or issues with your Deposit)

Contact Name & Ph#: The person to contact in the event the FRB has any questions and/or issues with your Deposit