



Image-enabled Savings Bond Processing Quick Reference Guide

Eligible Savings Bonds	<p><u>Mixed or Separately Sorted Image Cash Letter (ICL)</u> Series E (<i>Half-Sheet Paper and Card Only – No Full-Sheet</i>) Series EE Series I Savings Notes</p> <p><u>Separately Sorted Paper Cash Letter</u> Series E (<i>Half-Sheet Paper and Card Only – No Full-Sheet</i>) Series EE Series I Savings Notes</p> <p><u>Separately Sorted Full- Sheet Paper Cash Letter</u> Series A (<i>Full-Sheet Paper</i>) Series B (<i>Full-Sheet Paper</i>) Series C (<i>Full-Sheet Paper</i>) Series D (<i>Full-Sheet Paper</i>) Series E (<i>Full-Sheet Paper</i>)</p> <p><u>Facsimile Paper Cash Letter</u> Facsimile of Series A Facsimile of Series B Facsimile of Series C Facsimile of Series D Facsimile of Series E Facsimile of Series EE Facsimile of Series I Facsimile of Savings Notes</p> <p><i>Note: Paper savings bonds will no longer be accepted in mixed paper cash letters.</i></p>
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<p>Deposit Locations</p>	<p><u>Mixed ICL (Worktype “C”)</u> All Federal Reserve iCPCS locations, consistent with current deposit locations</p> <p><u>Separately Sorted ICL (Worktype “J”)</u> Federal Reserve Bank of Atlanta only Destination RT 0610-0014-6</p> <p><u>All Paper and Facsimile Savings Bonds</u> Federal Reserve Bank of Atlanta Check Department – Savings Bond Processing Federal Reserve Bank of Atlanta 1000 Peachtree Street NE Atlanta, GA 30309-4470</p>
<p>Deposit Deadlines</p>	<p><u>Mixed and Separately Sorted ICLs</u> 9:00 PM ET; 1:00 AM ET; 5:00 AM ET; and noon ET</p> <p><u>Paper Savings Bonds and Facsimile Savings Bonds</u> 7:00 PM ET at the Atlanta Office</p>
<p>Deposit Requirements Mixed or Separately Sorted ICL Original Paper Bonds</p>	<p><u>Mixed and Separately Sorted ICL</u></p> <ul style="list-style-type: none"> • Depositing institution must have completed a Check 21 Agreement on file or the file will be rejected. <ul style="list-style-type: none"> ○ Depositing institutions that plan to send a separately sorted ICL must complete a new Check 21 agreement. As an alternative, the Reserve Banks will accept an e-mail notification by an authorized representative of the depositing institution. The agreement or notification must be sent to the Customer Contact Center at ccc.bankservices@kc.frb.org prior to initiating the service. ○ No new agreement is needed for savings bonds included in a mixed ICL • Files must conform to ANSI X9.37 and Universal Companion Document requirements. Refer to the Check 21-enabled Products Technical Information page. • Savings bonds with a preprinted MICR line deposited in ICLs must contain the full MICR line in the designated fields of the Type 25 item detail record. • For savings bonds without a preprinted MICR line, only the routing number for savings bonds and the redemption amount in the designated fields of the Type 25 item detail record will be required.

	<ul style="list-style-type: none"> • The routing number for all savings bonds, regardless of issue date, series, or denomination is 0000-9000-7. • Savings bonds do not need a physical check endorsement or encoding. An electronic endorsement in the Type 26 or Type 28 records is required, consistent with check image deposit guidelines. • Paying agents must continue to apply the paying agent stamp on the front of the savings bond and complete the owner and paying agent information on the back of the bond. <p><u>Paper Savings Bonds</u></p> <ul style="list-style-type: none"> • Depositing institution must be eligible for paper check deposits. Contact your account executive or Check Services Customer Support at (877) 372-2457 to begin the process of signing up. • Cash letter forms must be completed and include the depositor routing number, work type, cash letter total, the item count, and the date along with a detailed listing of the items included in the cash letter. • Items must be encoded or stripped with the routing number for savings bonds and the redemption amount in the appropriate fields of the MICR line.
<p>Deposit Requirements Facsimile Savings Bonds (To be used ONLY if the original bond is lost or destroyed)</p>	<p>Facsimile Savings Bonds <i>If no image of the bond is available:</i></p> <ul style="list-style-type: none"> • Complete the Application For Relief Due To The Loss, Theft, or Destruction of Paid United States Savings Bonds/Notes (FS Form 2517) (Off-site Link) and submit it to the following address: <ul style="list-style-type: none"> ○ Treasury Retail Securities Site P.O. Box 214 Minneapolis, MN 55480-0214 • Fiscal Service will respond with FS Form 5320 • Submit FS Form 5320 along with the Facsimile Cash Letter Deposit Form to: <ul style="list-style-type: none"> ○ Federal Reserve Bank of Atlanta Attn: Check Department – Savings Bond Processing 1000 Peachtree Street NE Atlanta, GA 30309-4470

	<p><u><i>If an image of the bond is available:</i></u></p> <ul style="list-style-type: none"> • Complete the Indemnification Statement (form 700A) (Off-site Link) • Prepare required documentation: On the front side on a single 8 ½” by 11” sheet of paper, copy the indemnification statement followed by images of the front and back of the bond • Complete a Facsimile Cash Letter Deposit form • Submit the Facsimile Cash Letter Deposit form as well as all required documentation to: Federal Reserve Bank of Atlanta Attn: Check Department – Savings Bond Processing 1000 Peachtree Street NE Atlanta, GA 30309-4470
<p>Availability and Posting Times</p>	<p><u>Separately Sorted Savings Bond ICLs</u></p> <ul style="list-style-type: none"> • Immediate availability at all ICL deadlines • 8:30 AM ET posting time for separately sorted Savings Bond ICLs received at the 9:00 PM ET, 1:00 AM ET, and 5:00 AM ET ICL deadlines • 5:00 PM ET for separately sorted Savings Bond ICLs received at the noon ET ICL deadline <p><u>Savings Bonds in Mixed ICLs</u></p> <ul style="list-style-type: none"> • Immediate availability at all ICL deadlines • Posting times are the same as the posting times for commercial check deposits <p><u>Separately Sorted Paper and Facsimile Savings Bonds</u></p> <ul style="list-style-type: none"> • Immediate availability at the 7:00 PM ET paper deposit deadline • <u>One-day deferred availability after 7:00 PM ET paper deposit deadline</u> • 8:30 AM ET posting time for separately sorted paper savings bonds and facsimile savings bonds received by the 7:00 PM ET deposit deadline
<p>Item Fees</p>	<p><u>Mixed ICLs</u> Savings bonds in a mixed cash letter will be assessed the Tier 1 electronic fee at the appropriate deadline. This pricing is consistent with the pricing for Treasury items and Postal Money Orders included in mixed ICLs.</p> <p><u>Separately Sorted ICL</u> No charge</p>

	<p><u>Separately Sorted Paper Bonds</u> No charge</p> <p><u>Separately Sorted Full Sheet Paper Bonds</u> No charge</p> <p><u>Separately Sorted Facsimile Savings Bonds</u> No charge</p>
Pricing and Quality Errors	<p>The following adjustment investigation types (I-Types) will be used when image-enabled savings bond processing is available. All I-Types and standard processing requirements are consistent with check image deposits except as noted.</p> <p><u>Mixed or Separately Sorted ICLs</u> Non-Conforming Item (NCI) Pricing Error Adjustment (PEA) Paid Adjustment (PAID) Original or Sufficient Copy Request (OSCR) Entry in Error Adjustment (ERR)</p> <p><u>Paper or Facsimile Savings Bonds</u> Non-Conforming Item (NCI) Pricing Error Adjustment (PEA) Paid Adjustment (PAID) Entry in Error Adjustment (ERR)</p>
Accounting Changes	<p><u>Mixed ICLs</u> Credit for savings bonds included in mixed ICLs will be included with the credits for all other items in the cash letter. Credits will be reflected on the Statement of Account from the receiving Federal Reserve Bank.</p> <p><u>Separately Sorted ICLs, Paper and Facsimile Savings Bonds</u> Credits for separately sorted ICLs, as well as paper and facsimile savings bonds, will originate from the Federal Reserve Bank of Atlanta (0610-0014-6).</p>
Retention Requirements	<p>Paying agents must retain paper savings bonds for at least thirty calendar days following the date that the image cash letter (ICL) of the paid savings bond was submitted to the Federal Reserve Bank.</p>

	<p>Paper savings bonds must be stored in a secured location with physical, procedural, and systemic controls in place to ensure that access to the securities is restricted to authorized personnel and that the securities are protected from loss, theft, destruction, and unauthorized or inadvertent viewing.</p> <p>At the end of the retention period, paper savings bonds must be destroyed by burning, mulching, pulverizing, or shredding beyond recognition and reconstruction.</p> <p>Detailed information on the statutes and regulations governing the U.S. Savings Bond Program, provided in the Code of Federal Regulations Department Circulars are available at http://www.treasurydirect.gov/deptcirculars.htm (Off-site Link).</p>
<p>Exceptions and Redeposits</p>	<p>Savings bonds can be deposited in forward cash letters only. No Return cash letter types will be supported.</p> <p>Substitute checks are not allowed for savings bond processing. In situations where a savings bond cannot be deposited as an image, institutions may redeposit the paper savings bond or may use the facsimile bond process when the physical bond is not available.</p>
<p>Testing</p>	<p>Since savings bond processing and deposit requirements will be consistent with image check deposits, testing is at the sole discretion of each institution. Test files can be sent to the Federal Reserve’s pre-Production (TEST) environment at any time. The files must be designated as test files with a “T” in the file header record. If savings bonds are included in the file (designated by 0000-9000-7 as the RT in the Type 25 item detail record), the files will be validated and the standard Check 21 file acknowledgement will be generated.</p> <p>To determine the need for testing or other necessary changes to prepare for image based savings bond processing, we encourage you to consult with your image vendor or processor.</p>

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