

FEDERAL RESERVE BANK OF CHICAGO

79 WEST MONROE STREET

in # 8

IMPORTANT

TO ALL BANKS AND BANKERS
IN FEDERAL RESERVE DISTRICT NUMBER SEVEN:

For your information in forwarding to this bank subscriptions to the Liberty Loan, we wish to advise you that incorporated banks and trust companies may forward in their own name the consolidated subscriptions of their clients.

In doing so it is not necessary to send in the original signed application of the subscriber or to give the subscribers's name, but in order to protect itself on allotments a bank consolidating subscriptions in this way should be careful to give us the number and size of subscriptions; that is, how many subscriptions are included in the total and for what amounts, for example: 10 of \$50, 15 of \$100, 10 of \$1000, etc. If payment in full for \$50 or \$100 bonds or other prepayment has been made, such payment should also be forwarded with the application and summary, and the subscriptions designated as "full paid" or "part paid". Notice of intention to make full payment in cash after allotment for amounts in excess of \$10,000 should be given at the time the subscription is tendered, as two weeks' notice of intention to make such payment is required. When payment is made with Certificates of Indebtedness after allotment, such payment will be accepted without advance notice, irrespective of the amount. Forms for detailing subscriptions are now being prepared and may be had upon application.

Individuals, firms, private banks, investment bankers or corporations other than incorporated banks and trust companies will be required when placing subscriptions direct with the Federal Reserve Bank, to furnish us the original subscription blanks in connection with every subscription. Their attention is called, however, to the fact that such subscriptions may be placed by them through incorporated banks and trust companies in the manner mentioned above.

The Certificates of Indebtedness issued by the Treasury Department may be tendered in lieu of the 2% deposit required with all subscriptions. When so deposited interest will continue to accrue on the Certificates.

It is suggested that subscriptions be forwarded daily, as the Secretary of the Treasury reserves the right to close the books before June 15th. As it is possible that at some subsequent date the Secretary may require a detailed record of individual subscriptions and allotments it is also suggested that each bank keep in permanent form a complete daily record of all subscriptions received and reported and the payments in relation to the subscriptions. Sample forms for this purpose are also being prepared and will be furnished upon request.

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