

FEDERAL RESERVE BANK OF CHICAGO

GOVERNMENT BOND DEPARTMENT
361-209 SO. LA SALLE STREET

S. B. CRAMER, ASST. CASH.
D. A. JONES, ASST. CASH.

ADDRESS ALL COMMUNICATIONS
RELATIVE TO GOVERNMENT BONDS
P. O. BOX 805

CIRCULAR No. 31.

Sept. 27, 1917.

TO THE BANK ADDRESSED:

Owing to the numerous inquiries received by us relative to accounting methods to be used in handling subscriptions for the "Second Liberty Loan," we are enclosing herewith an outline, together with specimen forms illustrating a system used successfully by one of the large Chicago banks in handling their subscriptions on the last Liberty Loan.

We would suggest if you have not provided a system for handling the new loan, that you give the enclosed forms your careful consideration, as we believe they can be readily adapted to your needs.

If you decide to use them and will advise us the number of cards and other forms needed for your requirements, we will be pleased to furnish them to you free of cost and we are in a position to make prompt delivery.

FEDERAL RESERVE BANK OF CHICAGO.

INSTRUCTIONS

CARDS:

Fully Paid	No. 1 and up	(White)
Paid on Installments	No. 5001 and up	(Salmon)
Paid on Allotment	No. 10001 and up	(Blue)

Fill out stub receipt, detach and deliver to subscriber.

Fill out card and have subscriber sign same upon reverse side.

Have subscriber sign official application blank, which is given the same serial number as card, and file away in numerical order.

File cards in three separate drawers, according to classification, and sort alphabetically.

The various payments should be entered on the card as soon as received by the Teller.

The payments are then posted on the Teller's sheet from the card, listing the serial numbers and amount of payments under the various headings, such as 2%, 18%, 40%, 98%, 100% and interest.

In order to simplify the work, it is advisable to credit separate accounts on the general books for each class of payments received, using for that purpose totals shown on Teller's sheet, the debits to offset being the currency, checks, etc., received during the day.

Serial number of card should be placed on back of each check for identification purposes.

On reverse side of Teller's sheet enter checks showing serial number, where payable and amount.

When future payments are made, take card out of file and enter on Teller's sheet and post on Register and Ledger the payments made, as in the first instance.

Upon examining the cards you will find them self-explanatory.

TELLER'S SHEET:

Enter cards on Teller's sheets, show Serial Number and enter the payments made in the proper columns.

REGISTER AND LEDGER:

- Use three sheets:
1. Fully Paid.
 2. Paid on Installment.
 3. Paid on Allotment.

Enter cards in numerical order, filling in the necessary information under the proper headings.

When making summary for Federal Reserve Bank report, take a record of the number and size of subscription to be reported on a checking sheet and verify with cards and applications.

After cards have been posted on Register and Ledger in accordance with the above instructions, they should be refiled in proper drawer until next payment is made.

Specimen of Card, Teller Sheet and Register and Ledger enclosed.

The Date Delivered Column: Stamp date when actual securities have been delivered.