

# FEDERAL RESERVE BANK OF CHICAGO

## GOVERNMENT BOND DEPARTMENT

ROOM 361-209 SO. LA SALLE ST.

S. B. CRAMER, ASST. CASHIER  
D. A. JONES, ASST. CASHIER  
A. H. VOGT, ACTING ASST. CASHIER

ADDRESS ALL COMMUNICATIONS  
RELATIVE TO GOVERNMENT BONDS  
P. O. BOX 605

Circular No. 98  
August 8, 1918.

### PREPARATION OF BONDS SENT US FOR CONVERSION

#### TO THE BANK OR TRUST COMPANY ADDRESSED:

It is necessary to direct especial attention to the following instructions:

- 1 - Matured coupons must be clipped.
- 2 - The name of your bank must be stamped on each bond (This does not apply to bond exchanges where bonds are to be issued bearing the same rate of interest as the bonds surrendered).
- 3 - Bonds must not be folded.

In view of the large volume of transactions passing through this office, it is impracticable for us to handle requests for conversion where the foregoing instructions have not been complied with, and it will be necessary to return the shipments without attention.

FEDERAL RESERVE BANK OF CHICAGO

Government Bond Department.