PREPARATION OF BONDS SENT US FOR CONVERSION

TO THE BANK OR TRUST COMPANY ADDRESSED:

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

The instructions for conversions contained in Form 314 should be strictly carried out. Additional instructions were contained in our Circulars No. 93 of July 17th, 94 of July 23rd and 98 of August 8th. In view of the fact that some of the instructions are frequently ignored it is necessary to direct especial attention to the following:

1. Many banks are listing on the same form First converted 4% bonds and Second Liberty Loan 4% bonds, although separate forms are provided for each kind of conversion.

2. Where unmatured coupons have been detached in error the coupons must be replaced in proper position with transparent adhesive tape and not pinned to the bonds.

3. Bonds must not be folded but must be laid flat in the packages.

FEDERAL RESERVE BANK OF CHICAGO.
GOVERNMENT BOND DEPARTMENT.