TO THE NON-MEMBER BANKS OF DISTRICT NUMBER SEVEN:

Beginning November 1, 1918, and until further notice, non-member banks on our par list, having agreed to remit without exchange, will be furnished with stamped envelopes for use in making returns for checks forwarded by this bank for collection. Moreover, when unable to supply Chicago exchange in sufficient volume, they will be permitted to ship, at our expense, properly sorted lawful money or Federal reserve notes.

Until further notice, all United States gold coin shipped for credit either with this bank or other depositaries, or in exchange for Federal reserve notes, will be received at face value without discount for abrasion, and, as heretofore, all gold coin and gold certificates may be forwarded at our expense. Banks are urged to continue sending us all gold coin and gold certificates accumulated from time to time, thereby strengthening the reserve position of the Federal Reserve System.

Currency shipped to this bank (except $1 and $2 bills and gold coin, which should be shipped by express) should be sent by registered mail and insured under our insurance policies. We attach instructions governing the shipments. We also enclose insurance declarations to be executed and mailed at the time currency shipments are made. Additional blanks may be secured on application.
We shall be pleased to remit the amount of postage, including registration on currency shipments, upon receipt of your advice. The expense of insurance will be paid by this bank.

In view of the foregoing, we trust that non-member banks not at present on our par list will indicate their willingness to remit at par for items received from this bank.

As a matter of interest, you are informed that beginning November 1, 1918, and until further notice, this bank will absorb the cost of shipments of currency both to and from member banks; also charges on telegrams received from or sent to member banks in connection with currency transactions and transfer of funds. This additional service, available to member banks, should serve to stimulate interest in membership on the part of all eligible non-member banks.

Respectfully,

JAMES B. McDOUGAL,
Governor.
REGULATIONS OF FEDERAL RESERVE BANK OF CHICAGO
GOVERNING CURRENCY DEPOSITS AND SHIPMENTS

October 30, 1918.

1. Gold certificates, legal tender notes, silver certificates, Federal reserve notes, and Federal reserve bank notes, fit for circulation, may be sorted together provided they are of the same denomination.

2. Mutilated gold certificates, legal tender notes, silver certificates and Federal reserve notes should be sorted by denominations and kinds.

3. National bank notes fit for circulation should be paid out by member banks over their own counters. Mutilated national bank notes and Federal reserve bank notes should be sent to the Treasurer of the United States, Washington, D. C., at the expense of the Government.

4. Mark each strap covering a package of currency with amount and name of remitting bank. Do not put more than one hundred bills in each package.

5. Forward all currency except $1 and $2 denominations by registered mail, insured. Gold coin, and currency of $1 and $2 denominations should be sent by express, collect.

6. No package of currency should contain more than $100,000, nor should a shipment on any one train exceed $1,000,000.

7. Address all shipments as follows:
   Federal Reserve Bank of Chicago,
   Chicago,
   Illinois.

8. Mark each package with the name and address of the shipping bank. When forwarding by express, be sure that each bag or package is marked with the amount contained therein.

9. Directions for insuring registered mail shipments are printed upon the insurance declarations of the Royal Insurance Co., Ltd., and are enclosed herewith. An additional supply may be secured from the Federal Reserve Bank of Chicago. The original declaration must be forwarded to Fred S. James & Co., 175 W. Jackson Blvd., Chicago; the duplicate mailed to the Federal Reserve Bank of Chicago; the triplicate accompanying the shipment of currency.
DECLARATION NO._______

TO FRED. S. JAMES & CO.
175 WEST JACKSON BOULEVARD, CHICAGO, ILL.
(MARINE DEPARTMENT)

Dated at_________________________ 191

Memorandum of Registered Mail Shipments made by the_________________________,
and to be insured under ROYAL INSURANCE CO., LTD., open policy No. 301032, in the name of FEDERAL RESERVE BANK OF CHICAGO,

<table>
<thead>
<tr>
<th>CURRENCY</th>
<th>CONSIGNEES' NAME</th>
<th>ADDRESS</th>
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N. B. — Shipments of currency or legal tender notes must not exceed $100,000 in any one package.

I hereby certify that I have examined the above packages, that the description of their contents is correct, that they were deposited in the Post Office and that receipts were duly given therefor.

Packing and sealing of packages also witnessed by

_________________________

BY

DIRECTIONS FOR INSURING REGISTERED MAIL SHIPMENTS.

1. Have the package counted and put up by two adults, one of whom must mail it.
2. Cover it with the strongest paper obtainable, preferably linen lined.
3. Seal securely with wax.
4. Have the package registered at the Post Office by one of the packers.
5. Keep the Post Office registration receipt on file in the office of the shipper.
6. This report must be mailed promptly at the time of shipment to FRED. S. JAMES & CO., 175 West Jackson Boulevard, Chicago.
# Memorandum of Registered Mail Shipments

To Federal Reserve Bank of Chicago, 79 West Monroe Street, Chicago

Dated at ____________ 191

Memorandum of Registered Mail Shipments made by the ________
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5. Keep the Post Office registration receipt on file in the office of the shipper.
6. This report must be mailed promptly at the time of shipment to FEDERAL RESERVE BANK, 79 West Monroe Street, Chicago.
DECLARATION NO. __________________

TO FEDERAL RESERVE BANK
79 WEST MONROE STREET
CHICAGO

Dated at ____________________________

TRIPLICATE

ROYAL INSURANCE COMPANY, LIMITED

Memorandum of Registered Mail Shipments made by the ____________________________
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5. Keep the Post Office registration receipt on file in the office of the shipper.
6. This copy must be enclosed in the package.