

FEDERAL RESERVE BANK OF CHICAGO

GOVERNMENT BOND DEPARTMENT
ROOM 361-209 So. LA SALLE STREET

D. A. JONES, ASST. CASHIER
A. H. VOGT, ASST. CASHIER

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

Circular No. 159
April 14, 1919

TO THE BANK OR TRUST COMPANY ADDRESSED:

We have secured from Washington permission to supply the banks of this district with a limited quantity of stamped envelopes for use under certain restrictions in sending out notices to Liberty Loan subscribers. The supply arranged for has been allotted to the District on the basis of the number of subscribers secured on the last loan. The restrictions thrown around the use of the stamped envelopes are as follows:

1. That nothing but cards supplied by us be enclosed in envelopes so furnished.
2. That such envelopes be used to send notices to subscribers on the GOVERNMENT PLAN ONLY, and not on any Partial Payment plan other than the GOVERNMENT INSTALLMENT plan. Such notices are designated as forms D-12 D-13 D-14- (Samples enclosed), and are notifications that payments are due or that notes are ready for delivery.
3. That envelopes furnished by us are to be mailed only from your bank and under no circumstances are to be used by your subscribers as return envelopes.
4. That nothing be added to the card so enclosed of a nature to be construed as advertising.
5. That where the subscriber addressed lives outside the territory served by your Office, and it requires three cent postage to reach him, your bank will (at its expense) affix the additional one cent stamp needed in each case.

The first shipment of envelopes can be secured by properly executing and mailing us the enclosed order, in which you will please estimate the number of such envelopes you will require. This order should be signed by the Cashier, Assistant Cashier, or other principal officer of your institution in order to be valid, and the name of your institution must be entered on the order form. If the amount provided you should prove to be in excess of your needs, it is requested that the surplus be held carefully and be returned to this office. If it is not sufficient, further supplies will be available later.

There are also enclosed samples of the notices which we will furnish you for use in these envelopes. Specify on order blank quantities desired, which will be shipped you with the envelopes.

Yours for the Victory Liberty Loan

FEDERAL RESERVE BANK OF CHICAGO
Government Bond Department.