

**FEDERAL RESERVE BANK
OF DALLAS**

**Circular No. 3.
Series of 1918.**

Feb. 6, 1918.

TO THE MEMBER BANK ADDRESSED:

In August, 1917, we forwarded all member banks the following forms:

- B-8 Report of Net Deposits.
- D.C.H.-4 For returning unpaid items
- D.C.H.-5 Advices of currency shipments made to cover
debit balances in District Clearing House.

These forms are put up in pads of 25 each, numbered 1 to 25, and also bear serial number of member bank for identification of completed forms as received here.

When these forms were forwarded, we requested their use in numerical order, so that when form No. 20 was received by us, we could automatically forward an additional supply without the necessity of a special written request. It seems, however, that a great many banks have failed to heed this request, and as a result, copies bearing No. 20 may have been received by us on the second or third day after receipt of the supplies and the first numbers will be used when supply is nearly exhausted, therefore making it impossible for us to determine just what stock member banks have on hand, or cause a surplus supply to be sent.

By reason of the non-observance of this request, it is often necessary for a member bank to write us requesting a new supply of the above blanks, when there is not a sufficient quantity on hand to care for the current business during the time necessary for the letter to reach us, the order be filled and supplies received by the member bank.

This, of course, occasions much inconvenience and delay, and it is with a desire to avoid these troubles that we call your attention again to the number scheme on the above three forms, and ask your cooperation in regard to their use as outlined.

If you have a supply of old UNNUMBERED forms on hand, please return them to us, and we will replace with the new NUMBERED forms.

Yours very truly,



Governor.