



FEDERAL RESERVE BANK  
OF DALLAS

August 3rd, 1921.

IMPORTANT INFORMATION

TO ALL  
BANKING INSTITUTIONS IN THE  
ELEVENTH FEDERAL RESERVE DISTRICT:

The plan provided for prompt advice by wire, at the expense of this Reserve Bank, of unpaid items is not being strictly followed. Several banks in our district are failing to comply with instructions in our cash letters concerning unpaid items. Many items of \$500.00 and over are returned to us daily without advice of non-payment having been previously wired, and protestable items are often returned without being protested. Some institutions do not realize the importance of wiring advice of unpaid items. The receipt of this information at the earliest possible moment is of great benefit both to the depositing bank and its customers and, in many instances, may be the means of averting a loss. Furthermore you may be held liable by an endorser for any loss they may sustain through your failure to follow instructions. These instructions are explained below, and your conformity thereto in the handling of unpaid items will be appreciated.

1. Wire promptly non-payment of all items of \$500.00 and over, giving date of our letter in which the items were enclosed and name or transit number of the endorsement immediately preceeding that of this bank.
2. Items of \$10.00 or under - Do Not Protest.  
(If items do not bear on the face
3. Items over \$10.00 - Protest (this stamp N. r. 32-3 or a similar  
(stamp containing the transit number  
(of a preceeding bank endorser.)
4. Denote plainly on each item returned, the reason for its dishonor.
5. Return all unpaid items, listing them on the back of the settlement check, deduct the total from the amount shown on the face of the settlement check, draw your draft for the balance, attach the return items and draft to the settlement and send to us by first mail in the self addressed stamped envelope enclosed.

Compliance with the above will be mutually beneficial to all and will assist us in giving information of dishonored items at the earliest possible moment.

Yours very truly,

R. B. Coleman,

Assistant Cashier.