

FEDERAL RESERVE BANK
OF DALLAS
FISCAL AGENT OF THE UNITED STATES

Dallas, Texas, December 31, 1942

TO THE ISSUING AGENT ADDRESSED

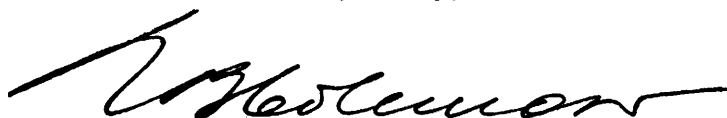
A supply of special penalty envelopes described in our circular letter of November 24, 1942, is being forwarded to you under separate cover, to be used in dispatching War Savings Bonds to owners or their agents. When the special penalty envelopes have been received, no further reimbursement will be allowed for postage and registry fees in connection with the delivery of inscribed War Savings Bonds.

The following Treasury Department instructions for the use of these envelopes must be observed:

1. The name and return address of the authorized issuing agent must be printed or stamped on the envelope in the space over "Authorized Issuing Agent."
2. Deliveries of War Savings Bonds by mail in the special envelopes must be restricted to those cases where personal delivery either is not practicable or is inadvisable.
3. The special envelopes must be used only for the original delivery of inscribed War Savings Bonds to the owners or their agents, by authorized issuing agents. (Attention is directed to the penalty provided for improper use of the franking privilege.)
4. Care must be used in enclosing bonds in envelopes and in effecting delivery of the bonds to the local post office. They should not be deposited in an ordinary mail box.
5. The agent should use due care and should keep an inventory of the contents of all shipments.
6. The envelope should not be used to mail matter other than bonds even though postage is paid, but there is no objection to enclosure as penalty matter of a letter of transmittal describing contents or containing information as to the condition of an employee's bond account under the payroll allotment plan. Firm advertising material even though relating largely to savings bond campaigns is not suitable for enclosure in the penalty envelope.
7. Where issuing agents make bulk shipments to plants, the face of the envelope properly addressed may be securely glued to the package of inscribed bonds.

As special penalty envelopes may be purchased only under contracts negotiated by the Postmaster General, your future requirements should be requisitioned from this bank.

Yours very truly,



R. B. COLEMAN
Vice President

