

**FEDERAL RESERVE BANK OF DALLAS**

**FISCAL AGENT OF THE UNITED STATES**

Dallas, Texas, December 26, 1952

**REVISION OF MAILING PROCEDURE FOR DEPOSITARIES FOR FEDERAL TAXES  
LOCATED IN TERRITORIES SERVED BY BRANCHES OF THIS BANK**

**To All Depositaries for Federal Taxes in the Territories  
of the El Paso, Houston and San Antonio Branches:**

Effective on and after January 1, 1953, Federal Tax Depositaries located in the areas of this Federal Reserve District served by branches of this bank are requested to forward their tax transmittal letters, depositary receipts and remittances directly to the head office in Dallas.

This change in the mailing procedure will complete the centralization at the head office of the tax operation, the major portion of which has been so centralized since January 1, 1950, when the present tax procedure was established. The consolidation of the remaining portion will permit the Treasury Department to realize some economies in the operation without any curtailment of service to the depositaries or their customers. In a number of cases, service will actually be improved in that the delivery of validated receipts will be accelerated by reason of earlier arrival of the transmittal letters at the head office.

To facilitate the processing of transmittal letters, revised transmittal letters (Form WT-3) printed on identifying colored paper for each branch have been designed. A supply of the appropriate revised form is enclosed. Depositaries should use the new forms beginning with the first transmittal after January 1 and should destroy the remaining supply of old type forms. Additional forms should be ordered from this bank or appropriate branch.

The cooperation of each depositary is solicited in effecting the change of mailing procedure as requested. The revision will affect no other part of the existing tax procedure followed by depositaries.

Yours very truly,

**R. R. GILBERT**

**President**