

**FEDERAL RESERVE BANK OF DALLAS**

**FISCAL AGENT OF THE UNITED STATES**

Dallas, Texas, December 26, 1952

**REVISION OF REPORTING PROCEDURE FOR SAVINGS BOND ISSUING AGENTS  
IN BRANCH TERRITORIES**

**To All Qualified Issuing Agents in the Territories  
of the El Paso and Houston Branches:**

Effective on and after January 1, 1953, issuing agents located in the areas of this Federal Reserve District served by branches of this bank are requested to forward their sales reports (Form FA 82), related stubs, spoiled or unissued bonds and remittances directly to the head office in Dallas.

As most agents know, the actual processing of all sales reports, stubs and spoiled or unissued bonds was transferred from the branches to the head office during 1947. The change in mailing procedure, effective January 1, merely centralizes in the head office the initial receipt of the reports and accompanying items from issuing agents. Consolidation of this part of the operation will permit some reduction in expense to the Treasury Department without curtailing services rendered issuing agents. In a number of cases, earlier receipt of the reports at the head office will result in a quicker verification of them.

As has been the case heretofore, issuing agents, other than bond issuing officers of the Armed Services, may, if they desire, be reimbursed for the postal charges incurred in forwarding their sales reports and enclosures conditioned on full compliance with postal instructions governing stub shipments. Reimbursement may be requested periodically, preferably on a monthly basis, on Form FA-103, directed to this bank, the office to which sales reports are to be sent after January 1.

These revisions will affect no other part of the existing procedure followed by issuing agents or by the branches of this bank. To insure prompt delivery of bonds, requisitions for bond stock should, as heretofore, be sent directly to the appropriate branch and should not be forwarded with the sales reports.

The cooperation of each agent is solicited in effecting these changes in procedure.

Yours very truly,

**R. R. GILBERT**

**President**