INSTRUCTIONS TO QUALIFIED ISSUING AGENTS OF
UNITED STATES SAVINGS BONDS OF SERIES E

To All Qualified Issuing Agents of United States Savings Bonds in the Eleventh Federal Reserve District:

The attached Fiscal Agency Operating Circular No. 1 represents a revision and consolidation of instructions issued by this bank as fiscal agent of the United States over the past several years to qualified issuing agents of United States Savings Bonds.

As it becomes necessary or desirable to revise certain other circulars pertaining to operations performed by this bank in its capacity as fiscal agent, new circulars will be issued in the form of Fiscal Agency Operating Circulars with appropriate numbers assigned. It is suggested that the current circular and those which may be issued later be retained in a convenient place for the use of officers and employees engaged in the handling of transactions covered by such circulars.

Yours very truly,

R. R. GILBERT
President
INSTRUCTIONS TO QUALIFIED ISSUING AGENTS OF UNITED STATES SAVINGS BONDS OF SERIES E

To All Qualified Issuing Agents of United States Savings Bonds in the Eleventh Federal Reserve District:

The instructions contained herein are applicable, as indicated, to all qualified issuing agents of United States Savings Bonds, Series E, including consignment agents, prepayment agents, and designated Finance Officers of the Armed Forces.

AUTHORITY OF ISSUING AGENTS

1. Issuing agents are authorized to sell Savings Bonds of Series E in accordance with, and in the forms of registration set forth in Treasury Department Circular No. 530, as revised and amended. Employers qualified as issuing agents for the sale of Series E bonds to employees participating in payroll allotment plans are also authorized to sell and issue bonds to persons not participating in the plans.

2. Although only the Federal Reserve Banks and Branches and the Treasury Department are authorized to issue United States Savings Bonds of Series H, Series J, and Series K, any issuing agent is authorized to receive applications for the purchase of bonds of these series and to forward the applications and payment therefor to this bank or appropriate branch in order that the bonds may be issued. Application forms to be used in subscribing for bonds of these series will be furnished to issuing agents upon request.

BOND STOCK

3. Shipments of Savings Bonds, Series E, will be made to qualified issuing agents at the risk and expense of the Treasury Department upon the issuing agent's requisition on Form FA 72 or FA 101 on the following basis:

(A) Issuing agents qualified under Application-Agreement (Form 1785) and designated Finance Officers of the Armed Forces.
   In amounts sufficient to meet their reasonable requirements.

(B) Issuing agents qualified under Application-Pledge Agreement, or Application-Trust Agreement (Form 384 or 384-A).
   Within the limitation of the amount of the qualification and/or collateral pledged as provided in Treasury Department Circular No. 657, as amended.

(C) Issuing agents qualified on prepayment basis (Form 384-Corp.)
   In amounts covered by funds deposited as prepayment.
4. Organizations other than member banks should furnish the Federal Reserve Bank or Branch with certified specimen signatures of persons authorized to requisition and receipt for bond stock. Ordinarily, requisitions received by the Federal Reserve Bank or Branch will be shipped on the same day. Issuing agents are requested to minimize emergency requisitions by maintaining adequate stock to meet their normal sales demands.

5. Requisition Form FA 72 should be used in requisitioning blank stock by all issuing agents other than those qualified on a prepayment basis. Prepayment issuing agents should forward requisitions for bond stock, together with appropriate remittances, on Form FA 101.

**CARE AND PROTECTION OF STOCK**

6. Issuing agents are accountable for savings bond stock furnished to them and should accord the same care and protection to blank bonds as they do to their own securities or documents. Whether they should insure or take other protective measures is within their discretion. In the event of loss, theft, or destruction of unissued Savings Bonds, Series E, a full report of the circumstances in the case should be forwarded immediately to the Federal Reserve Bank of Dallas. In the absence of negligence, and upon a reasonable showing of the facts, the Treasury Department has stated that it will grant relief covering lost, stolen, or destroyed bonds. Pending notification that relief has been granted, agents’ stock accounts will remain charged with the bonds.

7. A reasonable showing of the facts, as used in the preceding paragraph, will include identification of the missing bonds by serial number and denomination. If the bonds cannot be identified by serial number and denomination, the Treasury Department cannot extend credit for the lost stock since no caveat can be placed against the serial numbers of the bonds for the purpose of protecting the Government against loss, in the event the bonds are subsequently presented for an authorized purpose. An agent will be expected to remit the issue price of missing bonds to the Treasury in the absence of appropriate identification. It is important, therefore, for agents to maintain an accurate record of bonds by serial number and denomination.

8. As a matter of protection, each agent should limit the amount of bond stock on hand to a reasonable amount necessary to meet normal sales demands. If an excess of stock develops in any denomination, the agent may return it to this bank. Also, a requisition may be submitted at any time it becomes necessary to replace bonds sold or spoiled.

**RESTRICTIONS AND LIMITATIONS ON SALES OF BONDS**

9. Only residents of the United States (including its territories, insular possessions and the Canal Zone), citizens of the United States temporarily residing abroad, and nonresident aliens employed in the United States by the Federal government or an agency thereof, may be named as owners, coowners, or designated beneficiaries of Series E bonds;
provided, however, that a nonresident alien (not a citizen of an enemy nation) may be named as coowner or designated beneficiary, but will be entitled only to request and receive payment either at or before maturity.

10. The amount of Series E bonds issued during any one calendar year (January 1 - December 31), after the calendar year 1951, that may be held by any one person at any one time is limited to $20,000 (maturity value).* Additional holdings are permitted, however, in certain circumstances where bonds are registered in coownership form. In the case of Series E bonds so registered, no excess exists if in a particular group of coowners the holdings are such that the entire amount held can be allocated among the several coowners without apportioning an aggregate amount in excess of $20,000 (maturity value) to any one person, including any amount chargeable to that person individually. For example, if a married man with two children has already purchased in 1953 $20,000 (maturity value) of Series E bonds registered in his own name, and his wife and children are not named as the registered owners or coowners of any Series E bonds issued in 1953, he may purchase an additional $60,000 (maturity value) of such bonds registered as follows: $20,000 in his name with his wife as coowner, $20,000 in his name with one child as coowner, and $20,000 in his name with the other child as coowner. In these circumstances, the man as the sole owner of $20,000 (maturity value), and as coowner of $60,000 (maturity value) of bonds would be entitled under the regulations to redeem all or part of such bonds without obtaining the signature of any of the other coowners. For the purpose of calculating limitations, it makes no difference which coowner's name appears first in the inscription.

**PAYMENT FOR BONDS**

11. Bonds should be issued only upon receipt of payment in full. For the protection of issuing agents in cases where checks are tendered in payment, the Treasury suggests that agents establish a waiting period for clearance of the checks before delivery of the bonds. If a check is returned unpaid subsequent to delivery of the bond, a description of the bond and a statement of the facts should be furnished this bank and the agent will be expected to obtain payment or have the bond returned immediately. If payment or return of the bond is not obtained after two requests therefor, the agent's file of correspondence, or a photostatic copy thereof, should be forwarded promptly to the Federal Reserve Bank or Branch for further action. Although full cooperation will be given issuing agents, it is not legally possible for the Treasury to waive any rights it may have to demand reimbursement for any loss which may result to the Treasury on account of bonds issued and delivered by the agent against uncollectible funds.

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*The limitation on holdings of Series E bonds was $5,000 (maturity value) for each calendar year up to and including the calendar year 1947; $10,000 (maturity value) for the calendar years 1948 to 1951, inclusive; and $20,000 for the calendar year 1952 and each calendar year thereafter.
AUTHORIZED FORMS OF INSCRIPTION

12. Series K bonds may be registered only in the names of natural persons (i.e., individuals) in their own right, in one of the following forms:

ONE PERSON

(A) In the name of one person, for example:
John A. Jones
751 East Main Street
Blankville, Texas

TWO PERSONS (AS COOWNERS)

(B) In the names of two (but only two) persons, for example:
John A. Jones
751 East Main Street
Blankville, Texas
or
Mrs. Ella S. Jones
(Not Mrs. John A. Jones)
(It makes no difference which coowner's name appears first in the inscription in calculating holdings)

ONE PERSON (WITH ONE BENEFICIARY)

(C) In the name of one person, payable on death to one (but not more than one) designated person as beneficiary, for example:
John A. Jones
751 East Main Street
Blankville, Texas
Payable on death to
Mrs. Ella S. Jones
(Not Mrs. John A. Jones)

If it is desired that, upon the death of the owner, a bond revert to the United States as a donation, it may be registered in the name of the owner with the Treasurer of the United States named as beneficiary.

MINOR OR INCOMPETENT

(D) In the name of a minor (whether or not under legal guardianship) in any of the foregoing forms subject to the following conditions:

(1) Savings Bonds of Series E purchased by a custodian legally designated by the Veterans Administration on behalf of a minor or incompetent with funds received from the Veterans Administration may be registered in either of the following forms:

(a) John Doe, a minor (or an incompetent), under legal custodianship by designation of the Veterans Administration,
751 East Main Street
Blankville, Texas

(b) John Doe, a minor (or an incompetent), under legal custodianship of Sam Doe, by designation of the Veterans Administration,
751 East Main Street
Blankville, Texas

(2) In any case in which a guardian of the estate of a minor or an incompetent has been appointed by a court of competent jurisdiction or has otherwise legally qualified, appropriate words, such as "a minor (or an incompetent) under legal guardianship," should be added after the name of such minor, for example:
Charles E. Brown, a minor (or an incompetent), under legal guardianship of Henry Smith, 4630 West Grand Avenue Blankville, Texas

Registration in the form “Henry Smith, legal guardian of Charles E. Brown, a minor (or an incompetent),” is not permitted.

(3) Bonds purchased by a parent, custodian, or guardian with funds already belonging to a minor must be registered in the minor’s name alone without the addition of a coowner or beneficiary.

(4) Bonds purchased as a gift to a minor may be registered in his name as owner, coowner, or beneficiary.

(5) Bonds purchased by a minor from his wages, earnings, or other money in his possession may be registered in his name and he may designate a coowner or beneficiary.

13. The full name of the owner and that of the coowner or beneficiary, if any, should be used and should be the name by which the person is ordinarily known and under which he does business; if there are two given names, the initial of one may be used, or if a person is habitually known and does business by only the initials of his given names, registration may be in such form. In the case of women, the name should be preceded by “Miss” or “Mrs.” and a married woman’s own given name should be used, not that of her husband, for example, “Mrs. Mary A. Jones,” not “Mrs. Frank B. Jones;” the use of initials only for both given names of a married woman is not advisable.

14. In registering bonds, issuing agents should try to make sure that the name of the person to be used in the registration corresponds exactly with the name by which such person has been described as owner, coowner, or beneficiary in the registration of bonds previously issued.

15. It is permissible for employers issuing bonds to employees to place on the bond a payroll number or other identifying symbol provided such number or symbol is clearly separated from the remainder of the inscription.

16. Series E bonds may not be registered in the names of corporations, unincorporated associations, partnerships, fiduciaries, or in any form other than as stated in this section. Bonds should not be registered in the name of a person under legal disability for reasons other than minority unless a legal representative of his estate has been appointed. If a guardian or similar legal representative of the estate of such a person has been appointed by a court of competent jurisdiction, or has otherwise legally qualified, the name of such person should be followed by appropriate words such as “an incompetent under legal guardianship” or “an incompetent under legal guardianship of Henry Smith.”

INSCRIBING BONDS

17. (A) Wherever possible, a typewriter, addressing machine or other mechanical means should be used to inscribe bonds.

(B) The name and post office address (including postal unit number, if any) of the registered owner should be inscribed in the space provided in the center of the bond and stubs. If the bond is to be mailed in a
window envelope, the name and address of the registered owner should be placed so that it will appear properly in the window.

(C) The issue date (month and year only) should be inscribed in the space provided in the upper right-hand portion of the bond. It is desirable, in the interest of legible dates throughout the life of a bond, that the month of issue, where practical, be spelled out in full. It is particularly desirable to avoid less common abbreviations, such as, "Mar." and "Jun.," because of the great possibility that those abbreviations could be mistaken for certain other calendar months. Each bond should be dated as of the first day of the month in which full payment of the issue price is received by the issuing agent.

(D) The name of the issuing agent and the date on which the bond is inscribed should be imprinted in the space indicated on the bond and stubs, using the stamp furnished or approved by this bank for that purpose.

18. Care should be exercised in inscribing bonds. Erasures or alterations on a bond are not permitted. If an error is made in the inscription, the bond and both stubs should be marked "Spoiled," the issuing agent's stamp impressed thereon, and a new bond issued. Spoiled bonds should be returned to us as provided under the heading "Preparation of Reports."

**DATING**

19. Bonds should bear an issue date of the first day of the month in which the remittance was initially received by the issuing agent. If, for example, payment is received for a larger number or denomination of bonds than the agent has on hand on a given date and the necessary unissued bond stock is not received until the following month, the bonds, when inscribed, should be dated the month in which the remittance was received.

20. In the case of bonds purchased under the payroll deduction plan of a qualified issuing agent, the month in which salary deductions accumulate to the full issue price of the bond to be issued would be the issue date. If a qualified issuing agent actually receives on or before the last day of a given month a list of bonds to be issued accompanied by a check covering the issue price, and the bonds for any reason cannot be issued in that particular month, they should be given the dating of the month that payment was received. The issuing agent's dating stamp should reflect, in the space provided, the date the bonds are actually inscribed. However, a bond should never bear an issue date (month of issue) subsequent to the date the bond is inscribed.

**CORRECTION OF ERRORS**

21. If errors are made in issuing bonds through incorrect inscriptions, unauthorized forms of registration, wrong denominations, error in issue dates, duplications, improper authentications or otherwise, the following procedure should be observed:

(A) Either at the time of inscription or subsequently, while both the bond and original (manila) registration stub are in the possession of the issuing agent, the incorrect bond and stub should be canceled and considered as "Spoiled in Issue." A new bond may then be issued by the issuing agent with the dating to which the purchaser is entitled.

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(B) If the original (manila) registration stub is not in the possession of the issuing agent, the incorrect bond should in all cases be forwarded to this bank, as all such bonds requiring reissue must be reissued by the Federal Reserve Bank or, in some instances, by the Treasury Department. Issuing agents should not, under any circumstances, reissue such bonds when the original (manila) registration stubs are not in their possession, or consider such bonds as "Spoiled in process of Issue." Bonds forwarded to this bank for reissue should be accompanied by Form PD 1491 executed by the registered owner; or, if the error was made by the issuing agent, a Form FA 14 executed by the issuing agent. If Form FA 14 is not available, a statement containing full information made over an authorized signature should accompany the bonds. Appropriate notations should be made on the records of the issuing agent. If refunds due to duplications or other erroneous issues are necessary, a statement by the issuing agent should accompany the bonds surrendered.

**DELIVERY OF BONDS**

22. The Postmaster General has authorized the dispatch of inscribed savings bonds to owners or their agents, by official issuing agencies, as ordinary first class mail without payment of postage if enclosed in prescribed special penalty envelopes with distinctive markings to indicate the character of the contents.

23. The special penalty envelopes are available in plain or window types, and may be obtained through this bank or appropriate branch upon request. Military issuing agents will obtain penalty envelopes through their regular supply channels.

24. There are set forth below in brief form, the principal requirements of the Treasury Department in regard to use of these special penalty envelopes:

(A) The name and return address of the authorized issuing agent must be printed or stamped on the envelope in the space above "Authorized Issuing Agent."

(B) Unless delivered in person, inscribed bonds shipped at the risk of the Treasury should be dispatched to the owners, or their agents, by first class mail, in the special penalty envelopes with distinctive markings, supplied for that purpose.

(C) The special envelopes must be used only for the purpose provided. They may not be used for the mailing of bonds for redemption, reissue, or other purposes. (Attention is directed to the penalty provided for the improper use of the franking privilege.) The envelope should not be used for other than original delivery of bonds even though postage is paid, but there is no objection to enclosing as penalty matter a letter of transmittal describing the 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 bonds campaigns should not be enclosed in penalty envelopes.*

(D) 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.)

(E) No reimbursement will be allowed for postage and registry fees in connection with the delivery of savings bonds to owners.

(F) The use of this special penalty envelope in mailing bonds to authorized purchasers or owners residing in foreign countries is prohibited.

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UNDELIVERABLE BONDS

25. Every issuing agent should make diligent effort and exhaust all available means to make delivery of bonds. When, however, the bonds have been issued by an issuing agent at the request of another person or organization, the necessary effort to deliver the bonds may be made by such other person or organization.

26. As used in these instructions, the term “undeliverable bond” includes any bond issued against payment in full, which remains undelivered after a diligent effort has been made and all available means have been exhausted to make delivery, and which—

(A) remains undelivered in the possession of an authorized issuing agent, or in the possession of an employer that operates a payroll savings plan but is not an authorized issuing agent, after six full months from the date on which the bond was issued, as shown by the issuing agent’s dating stamp; or

(B) remains undelivered, regardless of the date of issue, in the possession of an authorized issuing agent, whose qualification is being terminated.

27. Such undeliverable bonds should be submitted to this bank accompanied by appropriate forms for submission to the Treasury Department. Each agent holding undeliverable bonds should report its holdings promptly to this bank at which time forms and instructions will be furnished in order that the bonds may be shipped.

28. A request from an issuing agent, organization operating a payroll savings plan, or registered owner for the release and delivery of a bond which was previously undeliverable should be addressed to the Treasury Department, Division of Loans and Currency, 536 South Clark Street, Chicago 5, Illinois. The bond will be released by the Treasury and forwarded to the registered owner if satisfactory evidence is submitted establishing his right to such bond. Such requests should not be addressed to this bank.

UNCLAIMED CASH BALANCES REMAINING IN BOND PURCHASE PAYROLL ALLOTMENT ACCOUNTS

29. The Treasury Department, upon the request of an employer, is willing to accept cash balances credited to employees’ accounts under payroll allotment plans, where the balances are insufficient to purchase bonds and where refunds cannot be made because the employee’s whereabouts are unknown, to be held in custody subject to claim by the employee or an authorized representative of his estate.

30. A full explanation of the procedure for this arrangement will be furnished upon request.

LOSS, THEFT, OR DESTRUCTION OF BOND STOCK OR BONDS

31. In the event of loss, theft, or destruction of unissued bond stock or of inscribed bonds which have not been delivered to the purchasers thereof, immediate notice of the facts, together with a complete description of the bonds, including serial numbers, should be furnished to this bank.
32. In the event of the loss, theft, destruction, mutilation, or defacement of a bond after delivery to the owner, relief, either by the issue of a duplicate bond or by payment, may be had under the provisions of the Government Losses in Shipment Act, as amended, upon the filing of a claim and furnishing proof of loss satisfactory to the Treasury Department. In any such case, immediate notice of the facts, together with a complete description of the bond (including series, month and year of issue, serial number, and name and address of the registered owner) should be given by the registered owner to the Office of the Register of the Treasury, Chicago Branch, 536 South Clark Street, Chicago 5, Illinois. Forms PD 1048 are available for this purpose, and a supply of these forms may be obtained from this bank or one of its branches.

REPORT OF SALES AND REMITTANCE FOR BONDS SOLD

33. General — Each qualified consignment issuing agent shall open and maintain on its books, for the account of the Federal Reserve Bank of Dallas as Fiscal Agent of the United States, a separate deposit account for the proceeds of all sales of Savings Bonds, Series E, to be known as “Series E Bond Account.”

34. Each consignment issuing agent should submit to this bank reports of sales on Form FA 82, accompanied by the original stubs from the bonds reported sold and a remittance of the sales price. Issuing agents paying in advance for bond stock should submit reports on Form FA 102, disregarding this reference to remittance for bonds sold. Spoiled bonds should be submitted on the same forms.

35. Each agent should submit reports at frequent intervals during the month, preferably weekly, except that agents with comparatively small amount of sales may report monthly or semimonthly. Sales should not be held unreported in any event for more than 30 days. If no sales are made during a particular month, a sales report for reconciliation purposes should be forwarded indicating such fact and showing the issue price of the unissued stock on hand.

36. Remittances should be in funds that are immediately available; or, in the case of qualified depositary banks, by credit to the Treasury Tax and Loan Account.

37. Military Issuing Agents — Designated Finance Officers of the Armed Forces should render accountings for sales on Form FA 82 at least once each month and always upon their transfer or removal.

METHODS OF PAYMENT

38. Treasury Tax and Loan Account — Any incorporated bank or trust company which is qualified as a special depository under the provisions of Treasury Department Circular No. 92, as revised, and which is also qualified as an issuing agent, may make settlement for the balance in its Series E Bond Account by credit in its “Treasury Tax and Loan Account” up to any amount for which it shall be qualified in excess of existing deposits. Advice of credit, Form FA 794, authorizing payment through the “Treasury Tax and Loan Account” should accompany each sales report submitted.
39. **Prepayment Agents** — Funds deposited with this bank in prepayment for bond stock will be used in settlement for bonds issued upon return of original registration stubs. If practicable, an accounting should be made on Form FA 102 once each week; however, agents who issue bonds at monthly or semimonthly payroll periods may account for sales accordingly.

40. **Other Forms of Payment** — Qualified issuing agents, other than banking institutions, which do not pay in advance for bond stock should deposit the proceeds of sales of bonds in a separate bank account, segregated from any of their own funds. These agents should report, and remit the entire proceeds of sales of bonds at least monthly, and preferably weekly.

41. Banking institutions which do not utilize Treasury Tax and Loan Accounts may make payment by bank drafts, or in the case of member banks, through their reserve accounts.

42. United States Savings Stamps accepted in payment for Series E bonds should be cashed by issuing agents at their local post office and the proceeds remitted at the time report Form FA 82 or requisition Form FA 101 is submitted. Where it is not feasible for issuing agents to obtain payment for stamps at post offices, the stamps may be forwarded to the Federal Reserve Bank or Branch as full or part payment for sales, at the risk of the United States, provided all stamps are canceled thoroughly in a manner which will not make verification difficult, and the agent's dating stamp is impressed on the back of each card or album. Shipment of stamps not conforming to the foregoing requirements will be at the risk of the sender.

43. **Preparation of Reports** — The original (manila) registration stubs from bonds issued should be forwarded with the report of sales, Form FA 82 (and remittance) or FA 102, to the address shown in the section captioned “Mailing Address.” All original stubs of bonds issued must be accounted for, and the number of pieces of each denomination enclosed must agree with the figures shown on the report. Stubs of different months of issue should be listed on separate reports. *Every care should be exercised to prevent the original stubs from being stapled, folded, creased, or mutilated in any way, since they are designed for use in mechanical accounting equipment.* Also to facilitate their processing through the mechanical equipment, the original stubs should be detached from the bond assemblies at the perforation in a manner which will not mutilate the stubs or leave fragments of paper attached to the stubs. Agents should refrain from cutting the stubs from the assemblies to minimize such mutilation.

44. Issuing agents should maintain for a period of at least one year an adequate record of all bonds issued, showing for each bond the series, denomination, serial number, issue date, validating date, and the form of registration. This may consist of duplicate (salmon-colored) registration stubs or other form of record. After a period of one year, duplicate stubs may be destroyed or salvaged as waste paper provided
they are mutilated in such manner that lists of bond owners could not be compiled therefrom. If other adequate record is maintained, the stubs may be destroyed at any time.

45. Bonds spoiled in process of issue should be returned with the original registration stubs attached (but not pinned or stapled) to the bonds, scheduled on Form FA 82 or FA 102, in the space provided. *Spoiled bonds and related stubs should not be punched or perforated in any manner, but the word “Spoiled,” “Void” or “Canceled” should be written or stamped on the face of each bond and related stub.*

**FORWARDING ORIGINAL STUBS, BONDS, AND REMITTANCES**

46. Each sales report Form FA 82 or FA 102, together with the related original registration stubs, United States Savings Stamps and other remittances, spoiled bonds, or unissued stock, should be dispatched in the following manner:

(A) Shipments weighing eight ounces or less should be dispatched by first class registered mail, uninsured, declared at the minimum valuation for shipments of no intrinsic value.

(B) Shipments weighing more than eight ounces, but not in excess of appropriate limitations, should be dispatched as insured mail to be treated as registered mail at the fourth class rate of parcel post, in addition to the insurance fee for domestic insured mail for an amount of insurance of $25.01 to $50.00 on each shipping unit. The package must be securely wrapped and sealed by two responsible employees, and must bear the following notation:

"This article is put up and mailed by authority of the Post Office Department upon prepayment of postage at the fourth-class (parcel post) rate and insurance fee. It must be recorded and handled as a registered article by postal employees.

By authority of Assistant Postmaster General,
Bureau of Finance."

(C) Shipments of this type mailed from first class post offices are subject to a seventy-two-inch size limitation, girth and length combined, and to a weight limitation of forty pounds if the delivery point (this bank) is in the first or second zone from the point of shipment. The weight limit is twenty pounds if delivery is in the third to eighth zone. The current one-hundred-inch size limitation and seventy-pound weight limitation will continue to apply to all such shipments mailed from second, third, or fourth class offices or from any rural or star route.

Under Postal regulations the remittance check, or draft, is first class matter, and must be handled accordingly. If stubs are forwarded at the fourth class rate of postage, the remittance check should be either separately mailed as first class matter, accompanied by one copy of the sales report, or enclosed in a separate addressed envelope, securely attached to the package of stubs, with first class postage affixed thereon.

47. Shipments made in accordance with the foregoing instructions are covered under the Government Losses in Shipment Act, as amended, and related regulations provided that an inventory of the contents of each shipment is maintained by the issuing agent. The Act applies also to properly canceled savings stamps included in shipments as remittances for bond sales. If cash or instruments payable to bearer are included as remittances, the valuations should be increased to include them.
MAILING ADDRESS

48. Sales reports of consignment agents and military issuing agents (Form FA 82, original registration stubs, remittance, and spoiled or unissued bond stock) should in all cases be addressed to:

Federal Reserve Bank of Dallas
Fiscal Agency Department
Station K,
Dallas, Texas

49. Prepayment issuing agents should address their sales reports (Form FA 102, original registration stubs, spoiled or unissued stock, and requisitions for replacement stock as well as requisitions and remittances for additional stock) to the office of this bank to which payment was made covering the issue price of the bonds. In other words, prepayment agents located in the El Paso, Houston, and San Antonio territories of the branches of this bank should forward sales reports to the respective branches, while agents located in the territory served by the head office should submit reports to the Dallas office.

REIMBURSEMENT FOR POSTAGE AND REGISTRY FEES

50. 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 as outlined in this circular. Reimbursement may be requested periodically, preferably on a monthly basis, on Form FA 103, directed to this bank.

51. The right is reserved to withdraw, add to, or amend, at any time, any of the provisions of this circular.

FEDERAL RESERVE BANK OF DALLAS
Fiscal Agent of the United States.

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<td>Reimbursement for Postage and Registry Fees</td>
<td>50</td>
</tr>
</tbody>
</table>