

FEDERAL RESERVE BANK OF DALLAS  
HOUSTON BRANCH

Houston, Texas, September 27, 1965

DISCONTINUANCE OF  
CASH LETTER FORM TR-1

To All Members and Par Nonmember Banks  
in the Houston Branch Territory:

Early in October the Houston Branch, Federal Reserve Bank of Dallas, will discontinue the use of conventional cash letter Form TR-1. This change results from the installation of a high-speed check-handling system.

Replacing the conventional cash letter form will be two tapes printed on the high-speed equipment serving as a cash letter on which will appear the following data:

Name of this bank.  
Date of cash letter.  
Name of drawee bank.  
Cash letter total.

One of the tapes enclosed with our daily cash letter should be retained by your office as a file copy and the second tape should be returned to us with your remittance for our cash letter, together with items returned by your bank and your remittance draft.

It will be appreciated if any adjustments for differences found in the letter are fully explained and a list of the return items is furnished with your remittance for our cash letters. In the event you find a check was listed to you incorrectly in our cash letter, please return to us our proof tape with the erroneously listed item marked and, if possible, furnish a photostatic copy of the front and back of the check which was incorrectly listed.

For the protection of your bank, we suggest you retain a micro-film record or complete description of all items returned by your bank which will enable you to establish identity of any items that might become lost while being returned to us.

Your cooperation and assistance in this new procedure will be sincerely appreciated.

Yours very truly,

J. L. Cook  
Vice President in Charge