

FEDERAL RESERVE BANK OF DALLAS

DALLAS, TEXAS 75222

Circular No. 69-49
March 7, 1969

To All Banks Remitting For Our Daily Cash Letters
By the Automatic Payment Plan

Attached is a copy of Form TR-418 which was designed for use in returning unpaid items and reporting adjustments in our daily cash letters. A supply of this form is being forwarded to you under a separate cover along with a reorder card. Form TR-408 will no longer be forwarded to you with our daily cash letter.

Also enclosed is a facsimile of the new form illustrating how it is to be prepared. As indicated in the illustration, any unpaid items are to be listed in the space provided and totaled. The total of your return items plus or minus any adjustments are to be entered in the block labeled "Amount of Return Items Including Any Adjustments." The amount of any adjustments should be noted in the space provided at the bottom of the form and described on the reverse side. The date the items are returned by your bank is to be entered in the block with the caption "Date."

The first three copies of the form, along with your return items, are to be returned to this office in the special envelopes which have been provided your bank for the purpose of returning your remittance for our cash letters. The last copy of the form should be retained for your files.

If you have any questions regarding the use of this form, please contact the Management of the Transit Department.

Your cooperation in this matter will be appreciated.

TRANSIT DEPARTMENT

Enclosure