

FEDERAL RESERVE BANK OF DALLAS

DALLAS, TEXAS 75222

Circular No. 81-214  
November 10, 1981

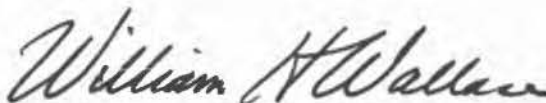
MUTILATED CURRENCY

TO THE CHIEF OPERATIONS OFFICER  
OF THE BANK ADDRESSED IN THE  
ELEVENTH FEDERAL RESERVE DISTRICT:

The Federal Reserve Bank of Dallas receives many inquiries concerning the proper handling of mutilated currency, i.e., burned currency, bills with more than one-half missing, etc. In an effort to expedite your processing and reimbursement for these notes, the procedures established by the Department of the Treasury for the preparation of mutilated currency are printed on the reverse of this circular. Mutilated currency should be forwarded to the Department of the Treasury, not to the Federal Reserve Bank.

Questions regarding these procedures, should be directed to Charles A. Worley, Head Office, Ext. 4275; Jerry A. Silvey, El Paso Branch, Ext. 265; Oscar Bryan, Houston Branch, Ext. 71; or Herb Barbee, San Antonio Branch, Ext. 300.

Sincerely yours,



William H. Wallace  
First Vice President

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Banks and others are encouraged to use the following incoming WATS numbers in contacting this Bank: 1-800-442-7140 (intrastate) and 1-800-527-9200 (interstate). For calls placed locally, please use 651 plus the extension referred to above.

HOW TO PREPARE MUTILATED PAPER CURRENCY TO BE  
FORWARDED TO THE BUREAU OF GOVERNMENT FINANCIAL OPERATIONS

Our special examiners are usually able to determine the value of mutilated currency when it has been carefully packed and boxed as described below:

1. Regardless of the condition of the currency, do not disturb the fragments any more than is absolutely necessary.
2. If the currency is brittle or inclined to fall apart, pack carefully in cotton and box it as found, without disturbing the fragments, if possible.
3. If the money was in a purse, box or other container when mutilated, it should be left therein, if possible, in order to prevent the fragments from being lost or further deterioration.
4. If it is absolutely necessary to remove the fragments from the container, send the container along with the currency and any other contents found, except as noted in paragraph 8 below.
5. If the money was flat when mutilated, do not roll or fold.
6. If the money was in a roll when mutilated, do not attempt to unroll or straighten.
7. If coin or any other metal is mixed with the currency, remove it carefully. Do not send coin in the same package with mutilated paper currency, as the coin will break up the currency.
8. Any fused, melted, or otherwise "mutilated coin" should be sent to the United States Assay Office, 32 Old Slip, New York, New York 10005, for evaluation.

ALL MUTILATED CURRENCY SHOULD BE FORWARDED TO:

Department of the Treasury  
Bureau of Government Financial Operations  
DCS/BEPA  
Room 132 - Treasury Annex No. 1  
Washington, D. C. 20226

\*\*\*We suggest that you use registered mail service, with return receipt requested, to assure prompt delivery of your currency.\*\*\*