

FEDERAL RESERVE BANK OF DALLAS

DALLAS, TEXAS 75222

Circular No. 83-6
January 11, 1983

CASH LETTER FORMS

TO ALL DEPOSITORY INSTITUTIONS IN THE
HEAD OFFICE TERRITORY OF THE
ELEVENTH FEDERAL RESERVE DISTRICT:

Effective January 31, 1983, the Federal Reserve Bank of Dallas will begin making changes in its advice system for notification of cash letter credits and debits. On that date, the Dallas office will begin providing a separate "Cash Letter Credit Advice" for all cash letters received and processed. On February 28, 1983, a separate "Cash Letter Debit Advice" will be provided for cash letters containing checks drawn on your institution and forwarded for payment. Presently, the Dallas office provides three separate advices: "Advice of Availability of Cash Letters Received by Us or Sent Direct by You", "North Texas Regional Check Processing Center - Statement of Clearings", and "Cash Letter Autocharge Advice". All of these will be discontinued and replaced by the new credit and debit advices.

The change in cash letter forms will allow the Dallas office to provide more detailed information concerning deferred availability items received in incoming cash letters. This information will be of particular use to those institutions now utilizing the mixed cash letter program.

Attached are samples of the new advices with descriptive information. Questions concerning these advices should be directed to Mr. John Weems of this Bank's Payments Mechanism Department, (214) 651-6280.

Additional copies of this circular will be furnished upon request to the Public Affairs Department, Extension 6289.

Sincerely yours,



William H. Wallace
First Vice President

CASH LETTER CREDIT ADVICE

ADVICE OF AVAILABILITY OF CASH LETTERS RECEIVED BY FRB DALLAS
 PROCESS DATE: 1/31/83

REPORT: RCPC INCOMING ADVICE (1)
 AREA: RESPONDENT COPY

MAIL TO: FIRST NATIONAL BANK (2)
 1119-0000-0 ANYWHERE, TEXAS

SETTLEMENT REFERENCE (3)	SORT (4)	SUB SHIP (4)	C/L AMOUNT (5)	DEF (6)	-----AVAILABILITY-----			-VOLUMES-	
					1/31/83 (7)	2/1/83 (8)	2/2/83 (9)	ITEMS (10)	PKG (11)
1119-0000-0	CITY	MIX	100,000.00	C	50,000.00	30,000.00	20,000.00	3,928	
1119-0000-0	RCPC		1,000.00	0	1,000.00				23
(12)TOTAL PROCESSED 1/31/83			101,000.00		51,000.00	30,000.00	20,000.00		
(13) FROM	1/28/83		50,000.00		40,000.00	10,000.00			
(13) FROM	1/27/83		20,000.00		20,000.00				
	TOTAL		70,000.00		60,000.00	10,000.00			
			TOTAL		111,000.00	40,000.00	20,000.00		

1. Report: Type of advice or processing section (City, DCPC, RCPC)
2. Respondent: Name, Location, and Account Number of Depositing Institution
3. Settlement Reference: Reserve account credited by Dallas office (Your institution or your correspondent)
4. Sort Sub Ship: Class of Cash Letter (City, DCPC, RCPC, Mixed, Low Speed, etc.)
5. Cash Letter Amount: Amount of cash letter deposited
6. Def: Indicates deferment of cash letter (0 = immediate, 1 = 1 day, 2 = two day, C = computed)
7. Amount Available Immediately
8. Amount Deferred 1 Day
9. Amount Deferred 2 Days
10. Items - number of items in the cash letter
11. PKG - number of fine sort packages deposited
12. Breakdown of deferment for total items deposited
13. Total amounts due and available from previous day's receipts.

CASH LETTER DEBIT ADVICE

SETTLEMENT:	FIRST NATIONAL BANK				FRB DALLAS
1119-1234-5	BIG CITY TEXAS (1)	7777			RCPC ADVICE (2)
RESPONDENT:	SECOND NATIONAL BANK				MAIL: 123 W901 1
1119-2345-6	LITTLE CITY TEXAS (3)	8888			
					C/L DATE: 11/17/82 (4)
					POSTED: 11/17/82 (5)
CASH LETTERS	REFERENCE	VOLUME			
	RIA-0001				DEBIT 1,000.00 CREDIT
	TOTAL				1,000.00 (6)
RESPONDENT COPY					

1. Settlement: Name, Location, Routing Number of Institution to be debited
2. Advice: Processing Section (City, Country, Group , RCPC)
3. Respondent: Yourself (A correspondent copy will be furnished if charge is to be functional through another institution)
4. Date of Cash Letter
5. Posted: Date transaction is to be debited to reserve account
6. Amount to be debited to reserve account (Either yourself or correspondent)

(Institutions that act as correspondents for settlement will also receive a correspondent summary report)