



FEDERAL RESERVE BANK
OF DALLAS

HELEN E. HOLCOMB
FIRST VICE PRESIDENT AND
CHIEF OPERATING OFFICER

DALLAS, TEXAS
75265-5906

December 26, 1997

Notice 97-122

TO: The Chief Operating Officer of each
financial institution and others concerned
in the Eleventh Federal Reserve District

SUBJECT

**Claim Forms for Operating Circular No. 3 (Collection
of Cash Items and Returned Checks)**

DETAILS

Enclosed are forms for your use in making a claim of late return (Attachment I), responding to a claim of late return (Attachment II), and making a claim due to an underencoding error (Attachment III). Specific references to these forms are found in paragraphs 18.4, 18.5, and 18.7 of new Operating Circular No. 3 (*Collection of Cash Items and Returned Checks*), which becomes effective January 2, 1998. Operating Circular No. 3 was included in the operating circular binder distributed to all financial institutions on November 12, 1997.

ENCLOSURES

Enclosed are the three claim forms for your use with Operating Circular No. 3.

MORE INFORMATION

For more information regarding the use of the forms, please contact Charles Hunter, (214) 922-6543, at the Dallas Office; Jane Pyke, (915) 521-8244, at the El Paso Branch; Louis Moore, (713) 652-1581, at the Houston Branch; or Martin Ramsey, (210) 978-1500, at the San Antonio Branch.

Sincerely,

A handwritten signature in cursive script that reads "Helen E. Holcomb".

For additional copies, bankers and others are encouraged to use one of the following toll-free numbers in contacting the Federal Reserve Bank of Dallas: Dallas Office (800) 333-4460; El Paso Branch *Intrastate* (800) 592-1631, *Interstate* (800) 351-1012; Houston Branch *Intrastate* (800) 392-4162, *Interstate* (800) 221-0363; San Antonio Branch *Intrastate* (800) 292-5810.