



FEDERAL RESERVE BANK OF DALLAS

2200 N. PEARL ST.
DALLAS, TX 75201-2272

HELEN E. HOLCOMB
FIRST VICE PRESIDENT AND
CHIEF OPERATING OFFICER

March 31, 2004

Notice 04-16

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

SUBJECT

Introducing New Standard Cash Letter Forms on the Web

DETAILS

As part of the Federal Reserve Bank's ongoing efforts to improve check processing services, we have developed a series of standard cash letter forms available on the Financial Services web site beginning today, **March 31, 2004**. The new forms can be downloaded or completed online at www.frbservices.org. Select "Standard Forms" from the left-hand navigation bar.

The forms include standard formats and terminology to help expedite payments processing nationwide. We have incorporated several elements of the current online cash letter forms, plus user-friendly technology that will make the new forms efficient and straightforward to use.

An interactive learning tool for the cash letter forms also will be available at www.frbservices.org. The tool gives a preview of each form, allows you to try out a form, and provides a comparison of District-specific and standardized terminology.

We are pleased to offer the new cash letter forms and believe that you will find them easy to use in your daily operations. If you have a supply of printed cash letter forms on hand, you may deplete the supply before changing to the new standard forms. We also will continue to provide our District cash letter forms in hard copy by request.

Thank you for your continued business relationship with the Federal Reserve Bank of Dallas. If you have any questions, please call Payments Services Customer Support at (800) 333-1715. Paper copies of this notice or previous Federal Reserve Bank notices can be printed from our web site at www.dallasfed.org/banking/notices/index.html.

Sincerely,

A handwritten signature in black ink that reads "Helen E. Holcomb". The signature is written in a cursive style with a large, looped initial "H".