

FEDERAL RESERVE BANK

OF NEW YORK

Accounting Department

[Circular No. 763
January 26, 1927]

Standardization of the Size and Arrangement of Bank Checks, Etc.

To all Banks and Trust Companies

in the Second Federal Reserve District:

For some time past the Bureau of Standards of the United States Department of Commerce, in cooperation with the American Bankers Association and other representative groups, has been giving consideration to the standardization of the size and arrangement of subject matter on bank checks, notes, drafts and other similar instruments. This study has now resulted in a definite recommendation which has been published in pamphlet form by the Bureau of Standards and is known as Simplified Practice Recommendation No. 50. Copies may be obtained by application to the Superintendent of Documents, Government Printing Office, Washington, D. C. at 5 cents each.

For your convenience we are reproducing on the last two pages of this circular the various forms recommended for use. The sizes recommended are as follows:

Bank Drafts, Certificates of Deposit, Cashier's Checks, Special
or Individual Checks, Customer's Drafts, Notes, Trade
Acceptances; Voucher Checks, Collateral Notes, Special
Notes (when folded), and other similar Instruments. } $3\frac{3}{8} \times 8\frac{3}{8}$
inches.

Deposit Slips— $3\frac{3}{8} \times 6\frac{7}{8}$ inches or multiples of $6\frac{7}{8}$ inches.

Customer's Checks, Counter Checks— $3\frac{1}{16} \times 8\frac{1}{4}$ inches.

Pocket Checks— $2\frac{3}{4} \times 6\frac{1}{4}$ inches. (End Stub for Pocket Checks when
not interleaved, including binding margin— $2\frac{3}{4} \times 2\frac{1}{8}$ inches.)

Since the checks are designed for both member and non-member banks they do not contain the symbol of membership. That symbol may be inserted by member banks in an appropriate place.

The pamphlet of the Department of Commerce points out that the forms shown in its recommendation offer a means of eliminating much waste if the banks and others will extend their cooperation by adhering to the approved simplification.

“Some of the specific advantages which can confidently be expected to follow the adoption of this simplification are:

- Saves money by reducing clerical personnel.
- Saves paper by cutting from standard size stock without waste.
- Eliminates misunderstandings and inconveniences.
- Saves time in filing, finding, and handling while being checked.
- Eliminates wasted filing space through uniformity of size.”

The Department's recommendations have the approval of various organizations interested in the development of the best practice in banking and also of most of the large printers and suppliers of bank stationery. This Bank is adopting the recommendations with respect to its own checks and those furnished member banks, and we believe that all banks will find it likewise to their advantage to follow the standards recommended and also to encourage such of their customers as print their own checks to adopt these standards.

Very truly yours,

BENJ. STRONG,
Governor.

STANDARDVILLE, U. S. 19 No.

STANDARD NATIONAL BANK ⁶⁰⁻⁵⁷⁵/₅

PAY TO THE ORDER OF \$

DOLLARS

NATIONAL STANDARD POCKET CHECK

8%

2 1/8

6 1/4

STANDARDVILLE, U. S. 19 No.

STANDARD TRUST COMPANY ⁶⁰⁻⁵⁷⁵/₅

THIS SPACE FOR STUB
AND BINDING MARGIN

PAY TO THE ORDER OF \$

DOLLARS

End stub for pocket checks when not interleaved—2 3/4 by 2 1/8 inches in width, including binding margin.

NATIONAL STANDARD BANK DRAFT

8%

STANDARD NATIONAL BANK ⁶⁰⁻⁵⁷⁵/₅

STANDARDVILLE, U. S. 19 No.

PAY TO THE ORDER OF \$

DOLLARS

NATIONAL STANDARD CUSTOMER'S CHECK IN DRAFT STYLE

No. _____

STANDARDVILLE, U. S. _____ 19__

PAY TO THE ORDER OF _____

\$ _____

DOLLARS

TO STANDARD STATE BANK

60-575
5 STANDARDVILLE, U. S.

NATIONAL STANDARD VOUCHER CHECK

STANDARDVILLE MANUFACTURING COMPANY

AUDIT No. _____

DEPT. No. _____

DATE OF VO. _____
APPROVED _____

APPROVED _____

AUDITED _____

STANDARDVILLE, U. S.
MARCH 1, 1926

IN SETTLEMENT OF THE ABOVE ACCOUNT

PAY TO THE ORDER OF



DOLLARS \$ _____

STANDARD STATE BANK
60-575
5 STANDARDVILLE, U. S.

NOTE: The space reserved for approvals may be divided to accommodate 1, 2 or 3 as desired.

The above is a facsimile of the National Standard Voucher Check, and provides space for stating detail in which six lines of pica typewriting may be accommodated. When this space is insufficient, the details covered by the payment may ordinarily be taken care of by a memorandum enclosure, but where a larger size voucher check is considered necessary, it should be 6 6/8x8 1/8 inches.

When folded the size would be 3 3/8x8 3/8 inches and the negotiable part, or face, should conform to the National Standard Voucher Check shown above; the form should be so arranged that endorsements and bank stamps may be affixed without unfolding. The inside, or folded-in part of the form would be devoted to the lengthy statement of detail incident to the payment.

The endorsement of the payee in usual form is to be the only receipt required on voucher checks.