

**FEDERAL RESERVE BANK
OF NEW YORK**

Fiscal Agent of the United States

[Circular No. 2694]
September 22, 1943]

**UNITED STATES WAR SAVINGS BONDS OF SERIES E
REDUCTION IN SIZE**

*To All Issuing Agents in the Second Federal Reserve District
Qualified for Sale of United States War Savings Bonds of Series E:*

The Treasury Department has announced its intention to reduce the size of United States War Savings Bonds of Series E to approximately $7\frac{3}{4}$ by $4\frac{1}{4}$ inches, or about the size of the present bond folded once from top to bottom. There will be no change in the terms of the bond or its designation. The purpose of the reduction in size is to conserve labor, paper and other materials, and it is estimated that a saving of about \$1,750,000 a year in paper and production costs alone will be realized on the basis of sales of Series E bonds during the year ended June 30, 1943. It is expected that the smaller bond will be available in about a month, depending on the rate at which supplies of the present size bond are exhausted.

The smaller bond will be produced in two types of assembly. The Type "A" assembly will be used by issuing agents inscribing bonds by means of typewriters or other methods employing carbon paper to reproduce the registration data on the stubs. This assembly will be substantially the same as that now used by such agents and, accordingly, there will be no change in their operations when they commence to issue the smaller bonds.

The Type "B" assembly, which is for use by issuing agents inscribing bonds by means of addressing machinery or other methods *not* employing carbon paper to reproduce the registration data on the stubs, will be changed in some respects with the introduction of the smaller bonds. In order to permit such agents to examine the new Type "B" assembly in advance of the date on which the change to the smaller bond will become effective, we have obtained a supply of dummy Type "B" assemblies and will furnish limited quantities thereof to issuing agents upon written request.

When stocks of the smaller bond are available for distribution to issuing agents, a change will be made in the dimensions of the special penalty window envelopes supplied for the purpose of delivering bonds by mail where over-the-counter delivery is impracticable. The size of the new window envelope will be approximately $8\frac{1}{8}$ by $4\frac{3}{8}$ inches, with a covered window 1 by $3\frac{1}{2}$ inches situated $1\frac{3}{8}$ inches below the top of the envelope, the left-hand margin of the window being $1\frac{3}{4}$ inches from the left-hand edge of the envelope. No change will be made at this time in the dimensions of the closed face envelope.

Accordingly, after the termination of the Third War Loan Drive, all issuing agents are requested to requisition minimum supplies of bond stock and of special penalty window envelopes of the present sizes in order to facilitate the transition to the smaller sizes.

ALLAN SPROUL,
President.