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**FEDERAL RESERVE BOARD**

**WASHINGTON**

**H. PARKER WILLIS, SECRETARY**  
**SHERMAN P. ALLEN, ASST. SECRETARY**  
**AND FISCAL AGENT**

ADDRESS REPLY TO  
**FEDERAL RESERVE BOARD**

December 29, 1917.

Dear Sir:

Section 9 of the Federal Reserve Act provides that state banks admitted to membership under authority of that section shall be required to make reports of condition and of the payments of dividends to their respective Federal Reserve banks, reports to be made on call of the Federal Reserve bank, on dates to be fixed by the Federal Reserve Board.

You will call upon your state member banks for information as to dividends paid and disposition of earnings for the dividend period ending December 31st and the Board will within a short time telegraph you advising you of the date fixed for which you should call for report of condition from your state bank members. The necessary printed blanks for their reports are in transit to you. In forwarding forms to your state bank members, please instruct each one to fill out the forms in triplicate, retaining one copy for itself, and sending two copies to you as promptly as possible after the date of the report has been communicated to it. As these reports are received, retain one copy for your files and send one copy to the Board. Please advise the state bank members that no publication of these reports is required, although there is no objection to their publishing them as an official report made to the Federal Reserve bank if they care to do so.

Very truly yours,

Governor.