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# FEDERAL RESERVE BOARD

WASHINGTON

ADDRESS OFFICIAL CORRESPONDENCE TO  
THE FEDERAL RESERVE BOARD

June 25, 1924.  
St. 4107.

SUBJECT: Condition reports of state  
bank and trust company mem-  
bers, form 105.

Dear Sir:

There are being forwarded to you today under separate cover        copies of form 105 revised as of May 15, 1924. Copies of these forms should be sent to each state bank and trust company member in your district in accordance with the following schedule, with instructions to hold them pending receipt of a call for condition reports.

Banks having no branches - 3 copies

Banks having branches:

For consolidated report of head office  
and branches - 3 copies

For combined report showing condition  
of branches in head-office city -  
3 copies

For combined reports showing condition  
of all branches located in each other  
city - 3 copies for each city in which  
one or more branches are located.

Upon receipt of notice from the Board of a call for condition reports kindly notify the banks, by mail if they are located within two days' time from the Federal reserve bank or by telegram if not within 2 days' time by mail, and request them to fill out the reports and mail them to you promptly - in no case later than ten days after receipt of the call.

It will be appreciated if you will furnish the Board at your early convenience with a list of cities in your district whose corporate limits at some point coincide with the corporate limits of another city or town. This will enable the Board to determine whether or not a branch of a given bank is located in a city or town contiguous to the city or town in which the parent bank is located.

In order that the compilation of the Board's abstract showing the condition of all state bank and trust company members combined as of the date of the next call may not be unduly delayed, it is requested that the reports be forwarded to the Board as soon as practicable after they are received from the member banks. If it is necessary to communicate with a bank regarding apparent errors in its report, a note to that effect should be made on the report itself, before it is mailed to the Board, and the Board should be advised of the necessary corrections when the desired information is received from the member bank.

Kindly acknowledge receipt.

Very truly yours,

Walter L. Eddy,  
Secretary.

LETTER TO ALL FEDERAL RESERVE AGENTS.