

BOARD OF GOVERNORS  
OF THE  
FEDERAL RESERVE SYSTEM  
WASHINGTON

R- 709

ADDRESS OFFICIAL CORRESPONDENCE  
TO THE BOARD

September 30, 1940



Dear Sir:

It will be appreciated if you will advise the Board the number of copies of the forms listed below that will be required by your bank (including branches, if any) during the calendar year 1941:

<u>Form</u>	<u>Title</u>
F. R. 34	Daily balance sheet
F. R. 38	Classification of discounted and purchased bills held at the end of the month
F. R. 95	Monthly report of current earnings
F. R. 96	Monthly report of current expenses
F. R. 96a	Monthly report of reimbursable expenses
F. R. 160	Monthly report of receipts and payments of paper currency
160A	
160B	
160C	
E	Semiannual functional expense report.

Please show separately the number of copies of each form, except Form F. R. 34, required if revised and the number if not revised.

In the case of Form F. R. 34, please state the number of forms required for the head office and for each branch, if any, separately, and indicate whether you desire forms ruled with double or with single columns on the asset and liability sides. Unless otherwise instructed all forms will be punched as heretofore with four round, slotted holes with four-inch spacing. As it is understood that the usual paper stock is not suitable for Ditto machine use and some of the Federal Reserve Banks desire to make copies of the statement by that process, arrangements will be made on request to have any specified portion of the forms printed on Ditto Longrun ledger or similar stock.

Very truly yours,

J. R. Van Fossen, Assistant Chief,  
Division of Bank Operations.