

BOARD OF GOVERNORS  
OF THE  
FEDERAL RESERVE SYSTEM  
WASHINGTON

S-464

ADDRESS OFFICIAL CORRESPONDENCE  
TO THE BOARD

April 23, 1942



Dear Sir:

Referring to Mr. Cravens' wire of April 20, there is enclosed a form prepared for use by financing institutions in applying to the Federal Reserve Banks as fiscal agents of the United States for guarantees of loans made for financing war production, pursuant to Executive Order No. 9112 of March 26, 1942.

Both the War Department and the Board's War Loans Committee think it desirable that all Federal Reserve Banks use substantially the same form for the above purposes, and that the form be as brief as is feasible in the circumstances. It is believed that the information called for on the attached form will give the War Department and the Federal Reserve Banks as fiscal agents of the United States the information they need in passing upon applications of financing institutions for guarantees of loans to be made for war production purposes. There is no objection to your making minor changes in the form, if you think them desirable in order to conform to existing policies of your Bank, but it is requested that no substantial changes through additions or otherwise be made in the form. Information supplementary to that contained in the form can be obtained where deemed necessary, but in order to avoid delay and unduly burdening the borrower and the financing institution such additional information should be asked for only in exceptional circumstances. If the submission of all of the information called for in item 9 would unduly delay the submission of the application, the part not readily obtainable may be omitted.

In case you find it desirable to prepare a form to be used by prime and subcontractors in applying directly to your Bank for loans to finance war contracts, it is suggested that the information called for in such forms be similar to that called for in the attached form with the omission, of course, of information to be supplied by the financing institution (items 1, 4, 5, and 10).

The form has been approved by Paul Cleveland, Major, A.U.S., of the War Department.

Very truly yours,

L. P. Bethea,  
Assistant Secretary.



BUY  
UNITED  
STATES  
WAR  
BONDS  
AND  
STAMPS

Enclosure

TO THE PRESIDENTS OF ALL

APPLICATION BY FINANCING INSTITUTION  
TO FEDERAL RESERVE BANK OF \_\_\_\_\_, FISCAL AGENT OF THE UNITED STATES,  
FOR GUARANTEE OF LOAN, PURSUANT TO EXECUTIVE ORDER NO. 9112  
DATED MARCH 26, 1942

1. Name and location of financing institution
2. Name and location of applicant for loan
3. Amount of loan applied for
4. Percentage of loan to be guaranteed
5. (a) Rate of interest to be charged Borrower  
(b) Maturity of proposed loan  
(c) Other terms and conditions of loan
6. Description of collateral, if any
7. War products to be supplied by applicant for loan
8. Purposes for which funds will be used
9. (a) If applicant for loan is a prime Government contractor, give the following information with respect to each prime contract:
  - (1) Unit of Government with which the prime contract is held
  - (2) Name, title, and address of Government contracting officer
  - (3) Contract number
  - (4) Amount of contract and approximate per cent completed
  - (5) Date of first and last delivery
- (b) If applicant for loan is a subcontractor, give the following information with respect to each subcontract:
  - (1) Name and address of concern with which applicant for loan has a subcontract or order for supplying war products
  - (2) Name and address of prime Government contractor for whom products are being produced
  - (3) Unit of Government for which products are being provided
  - (4) Amount of applicant's subcontract or purchase order and approximate per cent completed
  - (5) Date of first and last delivery

10. General statement by financing institution with respect to the applicant's ability to perform the above contracts; the general character, reputation, and capability of the applicant; normal type and volume of production; and any other information which the financing institution would ordinarily take into account in considering a loan to the applicant.
11. Copy of audited balance sheet and operating statement for the last fiscal period of Borrower and copy of latest available balance sheet and of latest available interim operating statement should accompany application. (If audited reports for the last fiscal period are not available, furnish balance sheet and statement of earnings and expenses for that period properly certified.)

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(Full name of financing institution)

By \_\_\_\_\_  
(Signature) (Title)