

## Mixed Regular Unencoded Cash Letter Form Instructions

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### When to use this Cash Letter Form

The Mixed Regular Unencoded cash letter form is used to deposit unencoded Forward Collection items of various types. For example, Forward items, including commercial checks, Treasury checks, and Postal Money Orders, can be deposited in a single cash letter.

Paper Savings Bonds and Canadian items must be deposited in a separate cash letter using the applicable Savings Bond or Canadian Item cash letter form. Also, use the Foreign Item cash letter form to deposit all other foreign items.

### Cash Letter Forms

Standardized cash letter forms are offered via the Federal Reserve Financial Services web site for your institution's use when sending paper cash letters to the Federal Reserve Bank of Atlanta at the address noted on the forms. The forms have been standardized, and the layout and information required should be familiar to all experienced users.

The cash letter forms are spreadsheets that open in Microsoft® Excel® for your use. These forms can be completed, when opened from the website, or saved to your computer for later use. If you have questions about submitting cash letters or cash items, please refer to Operating Circular #3 on the [Checks Services](#) page at FRBservices.org.

### Using a Cash Letter Form

Access [FRBservices.org](http://FRBservices.org) and click the "Forms" link available in the left hand navigation bar. Select "Check Services" and locate the "Cash Letter Forms" section. After selecting the type of cash letter you need, the system will present the options to "Open" or "Save" the form.

**"Open"** - The selected form will open in a Microsoft® Internet Explorer® browser window.

**"Save"** - This option will allow you to save the form to your hard drive so that you can use it more than once.

### Cash Letter Field Description

The Depository institution's routing number (RT), name and address, and preparer information sections are text and/or numeric fields. All required fields, noted with an asterisk, should be entered on the form before it is printed. This allows you to have forms that can be easily read when they reach the Federal Reserve Bank.

MIXED REGULAR UNENCODED -- MIXED REGULAR UNENCODED -- MIXED REGULAR UNENCODED		
FRB OFFICE: <b>Atlanta</b> 061000146 (1)	DATE: (mm/dd/yy)* (3)	DEPOSITOR RT* (6)
<i>US Mail, FedEx, UPS and other couriers</i> Federal Reserve Bank of Atlanta Check Department 1000 Peachtree Street NE Atlanta, GA 30309-4470 <b>Preparer Information*</b> Contact Name*: (2) Contact Phone*:	DEPOSITOR NAME AND ADDRESS*	CASH LETTER TOTAL* (7)
	Bank Name:	\$ (8)
	Address: (4) City/State/Zip:	
<b>MIXED REGULAR UNENCODED</b> (5)		BUNDLE COUNT* (8)
TO ENSURE PROPER PROCESSING: <b>Required fields are noted with an asterisk</b> <small>ATTACH A LISTING OF BUNDLE TOTALS TO EACH CASH LETTER.            THIS FORM IS LOCATED AT:  <a href="http://www.frb.services.org/forms/index.html">http://www.frb.services.org/forms/index.html</a></small>		ITEM COUNT* (9)
		Updated February 2016 (10)

- 1. FRB Office** - The Federal Reserve Bank you are sending the cash letter and item(s) to. All paper cash letter deposits should be sent to the Federal Reserve Bank of Atlanta at the address noted on the form.
- 2. Preparer Information** - The contact name and phone number of the person preparing the cash letter.
- 3. Date** - The date you are sending the deposit.
- 4. Depositor Name and Address** - The corresponding name and address of the institution in the Depositor RT field.
- 5. Cash Letter Name** - The name of the cash letter form; represents the type of item(s) you are depositing.
- 6. Depositor RT** - The nine-digit routing number of the institution receiving credit for the deposit.
- 7. Cash Letter Total** - The grand total, dollar amount, of the item(s) you are depositing. Include the item(s) you are depositing with the cash letter form. To ensure proper processing, make sure the total amount of the items you are depositing equals the grand total.
- 8. Bundle Count** - The total number of bundles you are depositing. Avoid depositing more than 300 items in a bundle. To ensure proper processing, if you are depositing more than one bundle, attach a listing of the bundle totals to each cash letter.
- 9. Item Count** - The total number of items you are depositing. To ensure proper processing, if you are depositing more than one item, attach a listing of the dollar amounts and corresponding sequence numbers to each cash letter.
- 10. Version Date** - The date the cash letter form was last updated. Be sure to update any saved versions of the standardized forms you are using with the most current version on the Federal Reserve Financial Services web site.

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