



**Federal Reserve Banks  
Cash Operations Manual of Procedures**

**CASH SERVICES**

**Effective November 1, 2009**

# CASH SERVICES

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## **1.0 INTRODUCTION**

This Cash Services Manual of Procedures (CSMOP) contains the requirements that apply to an Institution's currency and coin transactions with a Federal Reserve Bank. An Institution that orders from, and/or deposits currency and coin with, a Federal Reserve Bank shall adhere to this CSMOP which contains the prescribed procedures for FRB Cash Services. A copy of this CSMOP can be found on the website.

## **2.0 DEFINED TERMS**

All terms used and not specifically defined in this Cash Services Manual of Procedures shall have the meaning set forth in Operating Circular 2, Cash Services, and Appendix 1 (Custodial Inventory Program) to the Circular.

## **3.0 OBTAINING AND RECEIVING CASH SERVICES**

### ***3.1 Requirements for Obtaining and Receiving Cash Services***

To obtain Cash Services, Institutions must comply with all applicable requirements noted in Operating Circular 2.

For information and forms to add or modify Your service, for new financial services customer set-up forms and instructions, or for the steps to follow for making service set-up changes following mergers, acquisitions and consolidations, go to the following link on the FRB services webpage:

<http://www.frbervices.org/servicesetup/index.html>

### ***3.2 UCAP – Frequency of Orders/Deposits***

Under the Uniform Cash Access Policy (UCAP), a FRB provides a basic level of free access for all Institutions. Customers requesting deposits or orders beyond the basic level of access will be assessed a fee, depending on the volume and frequency of the access. The basic level of service allows each Institution to designate up to ten Endpoints per zone, each of which will be allowed one deposit and one order per Business Week, free of charge. Each of the ten Endpoints may receive additional free access each Business Week (up to once per day) for any deposit or order that meets or exceeds the aggregate high bundle threshold of 20 bundles. Additionally, if an Institution has more than ten Endpoints that exceed 50 bundles per deposit or order (the large volume threshold), these Endpoints also will receive free access.

The FRB recognizes that an Institution's Cash Service needs may exceed the levels defined for free access. To accommodate the demand for additional access to FRB Cash Services, supplemental access will be allowed for a fee. The current level of the fee can be found at:

[http://www.frb services.org/servicefees/fedcash\\_services\\_2009.html](http://www.frb services.org/servicefees/fedcash_services_2009.html)

For specific requirements and additional information, refer to the UCAP Policy found at:

<http://www.frb services.org/files/servicefees/pdf/national/UcapBrochure.pdf>

### **3.3 Cross-Shipping Currency**

Institutions should carefully review their deposit and order practices in order to avoid cross-shipping or, in cases of cross-shipping, to plan for payment of a Recirculation Fee. If You deposit Fit currency in a Covered Denomination and order the same denomination within the same Business Week and within the same Zone or Sub-zone, the Recirculation Fee will apply to activity that exceeds the quarterly *De minimis* Exemption. The Recirculation Fee will also apply if You alter Your deposit and order practices solely to circumvent the goal of the Recirculation Policy, as described in the Operating Circular.

For more specific information about cross-shipping, the Recirculation Policy and related applicable fees, refer to the Recirculation Policy, which can be found at:

[http://www.frb services.org/files/operations/pdf/Recirculation\\_CashFS.pdf](http://www.frb services.org/files/operations/pdf/Recirculation_CashFS.pdf)

### **3.4 Custodial Inventory Program**

The Custodial Inventory (CI) Program is a program established by the Reserve Banks in accordance with the Federal Reserve Currency Recirculation Policy. More information and requirements of this program can be found in the Circular Appendix 1 and at:

[http://www.frb services.org/files/operations/pdf/Custodial\\_Inv\\_CashPS.pdf](http://www.frb services.org/files/operations/pdf/Custodial_Inv_CashPS.pdf)

### **3.5 Business Continuity – Preparing for Cash Services Disruptions**

All Federal Reserve Banks have devoted significant attention to planning for business continuity events and recovering from them. These events may disrupt Cash operations, local transportation networks, and other key infrastructure, causing delays or changes in services. Communications about business continuity events and response are usually conveyed via website, e-mail, or phone. Institutions should consider the following to help limit or lessen the impact of a business continuity event:

- Develop and periodically review a business continuity plan that has been tested and considers issues related to currency and coin, including potential response actions and communication activities;

- Maintain FRB Cash Services contact numbers, e-mail addresses, and local District website addresses available; and
- Provide Your servicing FRB with your Institution's contact information.

### **3.6 Third Party Arrangements**

#### **3.6.1 Cash Depots**

In some locations Cash Services are provided by cash depots on behalf of the Federal Reserve Bank to improve operating efficiency and to align with shifts in currency demand resulting from population and business environment changes.

A cash depot is an alternative market presence for Cash Services. With a cash depot, the Federal Reserve Bank contracts with a third party, usually an armored carrier that acts as a secure point to receive deposits and distribute currency, on behalf of the FRB, to Institutions in the region. The Federal Reserve Bank pays for the transportation between its offices and the depot, and the depot operators follow Federal Reserve Bank mandated procedures.

#### **3.6.2 Coin Terminals**

Coin services are often provided by coin terminals instead of, or in addition to, a Federal Reserve Bank. Coin terminals provide additional distribution points for orders and deposits of coin. Armored carriers operate under contract with the Federal Reserve Bank to provide these services on behalf of the FRB.

The Federal Reserve Bank, at its option, may direct customers to coin terminals and/or the local Federal Reserve Bank for coin services.

## **4.0 DEPOSITS OF CASH**

### **4.1 Approved Packaging for Currency Deposits**

All currency deposits must be packaged in clear plastic bags designed for one-time use, or clear plastic or metal containers. If You use clear plastic bags, the requirements are as follows:

- Seal on bag must be tamper-evident so that unauthorized access is easily detectable;
- Plastic bag material must be a minimum of 5-mil;
- Bag must be clear enough that contents are easily distinguishable through the packaging material; and
- A full bag may not contain more than 16 bundles.

For additional information, or if You have any questions, call Your servicing FRB.

To facilitate the preparation of currency deposits, the following link provides a visual reference guide:

[http://www.frb services.org/operations/currency/currency\\_depositing\\_examples.html](http://www.frb services.org/operations/currency/currency_depositing_examples.html)

## 4.2 Preparing a Currency Deposit

Before depositing currency with us, You must bundle currency according to denomination. A **bundle** consists of 1,000 notes of the same denomination in ten equal straps of 100 notes each. For the \$1s through \$20s denomination, Your deposit(s) must contain **full bundles**. If depositing \$50s and/or \$100s denomination, it must be in **full straps** or **bundles**.

You are responsible for piece counting, verifying for authenticity and properly assembling Your currency deposit.

Standard units for currency deposits are as follows:

### Currency Orders

Denomination	Standard Strap (100 notes) Dollar Amount	Standard Bundle (1,000 notes in 10 straps) Dollar Amount	Standard ABA Color Code
Ones	N/A	\$1,000	Blue
Twos	N/A	2,000	Green
Fives	N/A	5,000	Red
Tens	N/A	10,000	Yellow
Twenties	N/A	20,000	Violet
Fifties	\$5,000	50,000	Brown
Hundreds	10,000	100,000	Mustard

Each 100 notes must have only one strap around it. Straps must be color-coded (along the edges) to conform to existing standards of the American Bankers Association (“ABA”).

When assembling currency into straps:

- Remove any pin, clip, staple and/or rubber band;
- Piece count and verify for authenticity the notes in each strap;
- Do not mix notes of different denominations in the same strap;
- Include only U.S. currency. Under no circumstances should coin, or other valuables be included;
- Face all notes portrait-side forward; and

- The face forward orientation of the portrait may be right-side up or upside-down.

Each strap must be stamped with the following information:

- Your name, ABA routing number, and the four-digit identification number of the depositing office. A strap not indicating an office identification number is deemed to be from Your head office;
- Dollar amount of currency in the strap;
- Initials or names of the persons who verified the strap;
- Date of verification; and
- To facilitate processing, Your bank stamp should be placed on the back outside of the strap, not the portrait side. The front side of the strap is used by the FRS for labeling Your deposit when it arrives at a Reserve Bank.

To facilitate the resolution of potential deposit differences, You should do the following:

- Use white (not brown or beige) straps to provide a higher color contrast;
- Use dark ink, but **not** red;
- Use large and easy-to-read font on Your stamp; and
- Refresh ink pads frequently.

The bags/containers containing Your deposit must *be securely* sealed so that any unauthorized access is easily detected. Use bags/containers with a “tamper-evident” seal that will show signs when compromised and that bears Your Institution’s identification (logo and/or name).

The FRB may refuse Cash deposits, defer or reverse credit and/or return deposits if You fail to comply with any of the requirements noted in this CSMOP. Returns are at Your risk and expense. The FRB may refuse a deposit if the integrity of Your bag/container appears to have been compromised.

#### ***4.3 Process for Handling Counterfeit or Unlawfully Altered Currency or Coin***

If Your institution finds any counterfeit or unlawfully altered currency or coin, You should send it directly to the local U.S. Secret Service office. Counterfeit or unlawfully altered currency or coin that is found in Your deposit will be forwarded to the Secret Service and Your Account will be charged for the difference.

#### ***4.4 Process for Handling Contaminated Currency***

On occasion You may receive currency that is deemed to be contaminated. Contamination may result from exposure to a contaminant to the extent that it cannot be processed under normal operating procedures or may pose a health or

safety risk. Contamination may also result in currency emitting offensive odors and displaying mold-like conditions. You should obtain as much information as possible from the customer regarding the type and extent of the contamination before contacting us about making a deposit of Contaminated currency.

Currency that is burnt, but has not been exposed to any contaminants, is not considered Contaminated currency.

For complete instructions on Contaminated currency and coin, please visit:

[http://www.frb services.org/operations/currency/contaminated\\_currency\\_coin.html](http://www.frb services.org/operations/currency/contaminated_currency_coin.html)

In the event of a large scale natural disaster (such as a hurricane) that results in an unusually large amount of contaminated currency exposed to unknown toxins, Your servicing FRB will provide upon request, and free of charge, special bags with moisture and oxygen barriers. For more information please call Your servicing FRB.

#### **4.5 Process for Handling Mutilated Currency**

Mutilated currency should not be sent to Your servicing FRB. This currency should be sent, along with a letter stating the estimated value of the currency and an explanation of how the currency became mutilated, by Registered Mail, Return Receipt Requested, directly to the following address:

Department of the Treasury  
Bureau of Engraving and Printing  
MCD/OFM, BEPA  
Room 344A  
Post Office Box 37048  
Washington, D.C. 20013

If You believe the mutilated currency has also been contaminated such that it may pose a health or safety risk, write the word “contaminated” on all internal packaging (not on the outside of the mailing container) and include a description of the contaminant, if known, in Your letter.

The Director of the BEP is the final authority for the settlement of a mutilated currency claim. You may call the BEP toll-free number, 1-866-575-2361, to obtain information on a mutilated currency claim. You will need the 6-digit case number assigned to Your claim.

Burnt currency that is clearly less than one-half a complete note, and cannot be handled without compromising its integrity, is considered mutilated currency. Call Your servicing FRB for specific instructions or additional information.

Currency that is clearly more than one-half but less than a complete note, heavily soiled, limp, worn or torn, is not considered mutilated and should be included in Your normal deposit.



To view examples of mutilated currency, the following link provides a visual reference guide:

[http://www.frbservices.org/operations/currency/currency\\_depositing\\_examples.html](http://www.frbservices.org/operations/currency/currency_depositing_examples.html)

## ***4.6 Approved Packaging for Coin Deposits***

Coin deposits may be made in either traditional standard canvas bags with seals or plastic bags.

If using plastic bags, they must meet the following requirements:

- Must possess a tamper-evident seal;
- Reinforced handle able to withstand hang test with +100 lb. load;
- Material must be 6.5-mil gauge;
- Size must approximate that of standard canvas bag;
- Contents must be clearly visible through the packaging material; and
- Each bag must have label on opposite side of handle showing denomination, dollar amount, depositor's name, and ABA routing number (with four-digit branch code if applicable).

If using canvas bags, they must meet the following requirements:

- Each canvas bag must have a color-coded tag, in accordance to ABA standards based on denomination;
- The tag must contain denomination, dollar amount, your Institution name and ABA routing number with four-digit branch identifier, if applicable; and
- You must use a tamper-evident seal with your Institution's identification.

For additional information, or if you have any questions, contact Your servicing FRB.

## ***4.7 Preparing a Coin Deposit***

You are responsible for piece counting, verifying for authenticity and assembling coin before depositing it with us. Coin must be sorted and bagged by denomination. The FRB **does not accept** wrapped coin.

Standard units for coin deposits are as follows:

### ***Coin Deposits***

<b>Denomination</b>	<b>Standard Unit Dollar Amount</b>	<b>Standard ABA Color Code</b>
Pennies	\$50	Red
Nickels	200	Blue
Dimes	1,000	Green
Quarters	1,000	Orange
Halves	1,000	Buff
Dollars:		
Eisenhower Dollars	1,000	Gray
Presidential Dollars	2,000	Gray
Sacagawea/Susan B. Anthony	2,000	Gray

To facilitate the preparation of coin deposits, the following link provides a visual reference guide:

[http://www.frb services.org/operations/currency/currency\\_depositing\\_examples.html](http://www.frb services.org/operations/currency/currency_depositing_examples.html)

## ***4.8 Current Coin***

When preparing coin deposits, the following procedure will apply:

- Include only U.S. coin;
- Piece count and verify the coin;
- Do not mix coins of different denominations in the same bag;
- Susan B. Anthony, Sacagawea and Presidential dollar coins may be bagged together, but they must be bagged separately from Eisenhower dollars; and
- Sack loose coin by denomination in plastic or canvas bags. Plastic and canvas bags must have “tamper-evident” seals so that any signs of tampering will be clearly visible.

The FRB may refuse a deposit if the integrity of a bag, plastic or canvas, appears to have been compromised or if a seal does not effectively deter access to the bag’s contents.

## ***4.9 Uncurrent Coin Deposits***

If You receive coin that shows excessive wear and/or cannot be easily authenticated (uncurrent coin), call Your servicing FRB for instructions before depositing.

If You receive instructions from Your servicing FRB to deposit this coin, prepare the deposit in the same manner as current coin. Each denomination of uncurrent coin must be in a separate bag with a tag clearly marked “**UNCURRENT COIN.**”

#### ***4.10 Handling Mutilated Coin***

The Federal Reserve Bank does not accept deposits of mutilated coin. Coin classified as mutilated should be forwarded directly to the U.S. Mint at the following address:

United States Mint  
Independence Mall  
Post Office Box 400  
Philadelphia, PA 19105

Mutilated coin is not redeemable at face value; it is redeemable only at its bullion (metal) value as established by the Director of the U.S. Mint.

#### ***4.11 Process for Handling Contaminated Coin***

On occasion You may receive coin that is deemed to be contaminated. The FRB **does not accept** deposits of Contaminated coin. Contaminated coin must be decontaminated per the guidelines established by the Center for Disease Control (CDC) for decontamination of “Other Household Surfaces and Items.” If You want to deposit the coin after decontamination, contact the FRB for further instructions.

For complete instructions on Contaminated coin, please visit:

[http://www.frb services.org/operations/currency/contaminated\\_currency\\_coin.html](http://www.frb services.org/operations/currency/contaminated_currency_coin.html)

#### ***4.12 Crediting your Account for Currency and Coin Deposits***

For information on crediting Your Account, please refer to Operating Circular-2.

### **5.0 ORDERS FOR CASH**

#### ***5.1 Methods for Ordering Cash***

You may order Cash by using:

- The Federal Reserve Internet based FedLine Web® system<sup>1</sup>; or
- In an emergency or other unusual circumstances, **and only after confirming with Your servicing FRB**, by facsimile (FAX), telephone, or e-mail.

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<sup>1</sup> The FedPhone® system for ordering cash will remain an option for current FedPhone system users ONLY through February 2010. Existing FedPhone system users are being transitioned to the FedLine Web system.  
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## 5.2 Submitting Currency Orders

All currency orders must:

- Be verified according to the denomination breakdown and accuracy of the amounts *before* placing the order; and
- Be submitted within the ordering schedule set by Your servicing FRB (schedules shown in the link below).

<http://www.frbervices.org/operations/currency/deadlines.html>

Orders received after the FRB's scheduled cut-off time will be assigned the next available ship date. If You miss the scheduled cut-off time for orders but have an urgent need for a currency order, You may call Your servicing FRB to discuss available options.

Late or same day currency order requests must be from an officer listed on Your Official Authorization List (OAL).

Notify Your servicing FRB immediately if You discover an error on the order You submitted.

Standard units for ordering currency are as follows:

### Currency Orders

Denomination	Standard Strap (100 notes) Dollar Amount	Standard Bundle (1,000 notes in 10 straps) Dollar Amount	Standard ABA Color Code
Ones	N/A	\$1,000	Blue
Twos	N/A	2,000	Green
Fives	N/A	5,000	Red
Tens	N/A	10,000	Yellow
Twenties	N/A	20,000	Violet
Fifties	\$5,000	50,000	Brown
Hundreds	10,000	100,000	Mustard

Your Institution and all Your Endpoints must order in the following basic standard units:

- **full bundles** of the \$1, \$2, \$5, \$10 and \$20 denominations; and
- **full straps or bundles** of the \$50 and \$100 denominations.

Except as provided in Section 5.3, currency orders are first filled with Fit currency, as inventory levels dictate.

Your servicing FRB may, at its discretion, reduce Cash orders to maintain currency and coin inventories.

### **5.3 New Currency Ordering**

FRBs will accept and process orders for new currency, if available, in support of the holiday season.

Communications in advance of those weeks during the holiday season in which the FRBs accept orders for new currency (i.e. Holiday Ordering Periods) are posted on the Website, and on the FedLine Web system. Specific dates, order and pick-up information will be included in the announcements. The order requirements noted in Section 5.2 will apply.

If Your Institution wants both “fit” and new currency, You will have to submit two separate orders. If You place two orders during the Holiday Ordering Period, one for “fit” and one for new, the UCAP Fee for the second order will be waived. Any additional orders, beyond the one “fit” and one new, will be assessed the UCAP Fee. If You are designated as a “large volume threshold” Institution (Endpoint that exceeds 50 bundles per deposit or order), UCAP Fees do not apply.

Some FRBs may accept requests for new currency under certain or unusual circumstances. New currency requests for other occasions, such as a customer needing new currency for foreign adoption transactions, or certain cultural holidays are managed by Your local FRB. **For further information on these types of requests, and/or instructions, contact Your servicing FRB.**

### **5.4 Verification**

To ensure the integrity and security of all FRB Cash shipments, You or Your agent, should verify the contents of each shipment You receive from us when the package(s) are initially opened<sup>2</sup>. Furthermore, the FRB requires at a minimum, You control and verify a Cash shipment using **dual control**<sup>3</sup>. If a difference is detected, You, rather than Your agent, must submit a difference claim. For more information on difference claims please refer to Section 6.0, Handling Differences in Cash.

Before accepting a Cash shipment from Your armored carrier, the FRB recommends that:

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<sup>2</sup> The FRB recommends that initial opening and verification of the Cash shipment be performed under camera surveillance coverage.

<sup>3</sup> **Dual Control** means that two employees maintain custody of a currency and/or coin shipment and both verify it to the appropriate records.

- You count the bags and verify the presence of the FRB identification. If You receive a container(s), verify that the containers all have FRB seals on them;
- You examine the integrity of the bags and look for any signs of tampering;
- You verify that the seals on the containers are properly affixed. If You detect any sign or indication of tampering, notify Your servicing FRB immediately; and
- You verify the number of straps and bundles in the shipment before opening it. If a difference is detected, do not open the bag or remove the wrapping from the BEP cash pack. Notify Your servicing FRB immediately.

After the initial verification, and when the packages(s) are initially opened, such as when preparing the shipment for internal processing and/or distribution, You should perform a closer inspection of the contents. The FRB recommends that You open the bag(s) and/or containers and perform a strap and bundle count of the currency. If You find a difference, notify Your servicing FRB immediately.

If You find a difference when piece counting currency You receive in one of Our shipments, refer to Section 6.0, Handling Differences in Cash, for instructions.

## **5.5 Submitting Coin Orders**

All coin orders must:

- Be verified according to the denomination breakdown and accuracy of the amounts before placing the order;
- Be submitted within the ordering schedule set by Your servicing FRB; and
- Be received before the FRB's scheduled cut-off time. Orders received after the cut-off time will be assigned the next available ship date.

Notify Your servicing FRB immediately if You discover an error on the order You submitted. If You miss the scheduled cutoff time for orders but have an urgent need for a coin order, You may call Your servicing FRB to discuss available options.

Standard units for ordering coin are as follows:

### **Coin Orders**

<b>Denomination</b>	<b>Standard Unit Dollar</b>	<b>Standard ABA Amount Color Code</b>
Pennies	\$50	Red

Nickels	200	Blue
Dimes	1,000	Green
Quarters	1,000	Orange
Halves	1,000	Buff
Dollars:		
Sacagawea/Susan B. Anthony	2,000	Gray
Presidential Dollars	1,000	Gray

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Please call us before ordering Eisenhower dollars because they are subject to availability.

Except as provided in Section 5.6, all coin orders are first filled with Current coin, as inventory levels dictate.

Late or same day coin order requests must be from an officer listed on Your Official Authorization List (OAL).

Your servicing FRB may, at its discretion, reduce Cash orders to maintain currency and coin inventories.

### **5.6 New or Special Coin Releases - Handling Process**

For certain occasions, the FRB may allow You to receive new or special coin in advance of the official public release date. New or special release coin is subject to the following:

- Reserve Bank may limit the size of orders, based upon availability; and
- You must order in the standard units set forth by the Reserve Bank.

More detailed information can be found in the Operating Circular 2, Section 5.6. A copy of this Circular can be found at the following link:

[http://www.frbervices.org/files/regulations/pdf/operating\\_circular\\_2\\_110109.pdf#page=10](http://www.frbervices.org/files/regulations/pdf/operating_circular_2_110109.pdf#page=10)

### **5.7 Handling Requests for a Direct Mint Coin Order**

In the event that your Institution requires a large quantity of coin, Your servicing FRB may be able to arrange for the coin to be shipped directly from the U.S. Mint to You or to another location. This type of shipment is generally sent at no cost to You; however, You are responsible for notifying and coordinating this with Your armored carrier.

For questions regarding this type of order, call Your servicing FRB. If You request that a Mint shipment is sent directly to a third party, Department of the Treasury rules and regulations covering direct shipments of coin to an Institution apply.

## ***5.8 Debiting your Account***

For information on debiting Your Account, please refer to Operating Circular-2.

# **6.0 HANDLING DIFFERENCES IN CASH**

## ***6.1 Filing a Difference Claim***

When filing a claim, the following shall apply:

- The notice must be provided on your Institution's letterhead or the Difference Claim Request form, and signed by an officer listed on Your OAL. The form can be found at the following link:

[http://www.frb services.org/forms/fedcash\\_services.html](http://www.frb services.org/forms/fedcash_services.html)

- For currency shipments, You must file Your claim within **five Business Days after receipt**. Claims received more than five business days after receipt will not be honored.
- For currency shipments, if You did not verify when You received it from us, claims of differences found after it has been paid to Your customer(s) will not be honored.
- For coin shipments, You must file Your claim on differences found within **fifteen Business Days** after receipt of the shipment. Claims received more than fifteen business days after receipt will not be honored.
- The FRB will not honor any difference claim received from a third party.

## ***6.2 Differences Found in "Fit" Currency***

When filing the Difference Claim Request for a difference found in a Fit currency order, You must include the following information:

- Amount of the difference, denomination and whether the difference is an over or short;
- Total amount of the shipment;
- Date You received the shipment;



- Name of the armored carrier company that delivered the shipment;
- Date of Your verification; and
- Identity of the persons who received and verified the shipment.

The form must be signed by an officer listed in Your OAL.

You must enclose the following with Your claim:

- The strap containing the difference;
- The entire shrink wrap or polybag;
- The FRB shipping bag (if available); and
- A copy of the shipping manifest provided by Your armored carrier.

### **6.3 Differences Found in New (BEP) Currency**

When filing a claim for a difference found in new currency, the following is required:

- All of the information and items in Section 6.2;
- The series and serial numbers, with suffix letters, of the missing or extra note(s);
- The serial numbers of the note preceding and following the missing or extra note(s); and
- The BEP wrapping (the outer plastic wrap, the bundle wrap, or both if applicable). Claims for missing straps (100 notes) will not be honored if BEP shrink wrap and bundle wrap was removed prior to discovering the discrepancy.

The notice must be provided on your Institution's letterhead or the Difference Claim Request form, and signed by an officer listed in Your OAL. The form can be found at the following link:

[http://www.frb services.org/forms/fedcash\\_services.html](http://www.frb services.org/forms/fedcash_services.html)

### **6.4 Differences Found in Coin Orders**

When filing the Difference Claim Request for a difference found in a coin order, You must include the following information:

- Amount of the difference, the denomination per bag and whether the difference is an over or short;
- Total amount of the coin order;
- Date You received the shipment;

- Name of the armored carrier that delivered Your order;
- Date that You verified the shipment;
- If Your claim is for mutilated or foreign coin, include the number of coins found; and
- Name of individuals who verified the order.

Along with the claim form, which must be signed by an officer listed on Your OAL, enclose the denomination tag from the bag, seals and any other shipping tags from the bag containing the difference.

When submitting a Difference Claim Request on a shipment of U.S. Mint coin, call the FRB for additional instructions.

## ***6.5 Disputing a Deposit Adjustment***

If You believe that the adjustment to Your deposit was made in error or if You disagree with the difference, You may dispute the adjustment. You must provide us with a written, or e-mail notice of Your dispute.

If e-mail notification is used, it must be from Your officer's e-mail account. If a written notification is made, it must be provided on stationery bearing Your letterhead and signed by one of Your officers. Your servicing FRB must receive the notice within **five Business Days** after You receive the adjustment advice and/or call from the Reserve Bank's management.

## **7.0 TRANSPORTATION OF CASH**

### ***7.1 Transportation by Armored Carrier***

You must provide written notification to Your servicing FRB of the company You contract with to provide You with Cash transportation services. The notice must be on your Institution's letterhead, and signed by an officer listed on Your OAL.

You must provide us with a list of names and sample signatures of the armored carrier personnel who are authorized to pick up Cash shipments for You at Our dock and You must require the armored carrier company to notify us in writing immediately of any changes to the list of authorized personnel.

If You change armored carriers, You must notify us immediately of that change. Notification must be in writing and on your Institution's letterhead and the letter must be signed by an officer listed on Your OAL.

### ***7.2 Dock Access Schedule***

The Federal Reserve Dock is scheduled to be open to armored carriers every Business Day.

Contact Your servicing FRB for the dates and times when Your armored carrier is authorized to have access to the Federal Reserve Dock.