

CURRENCY DISTRIBUTION AND CASH CONTROL CENTER LETTER

Date: _____
 Officer-in-Charge Branch#: _____

 Currency Distribution/Cash Control Center

 Location

Dear Sir/Madam:

In order to facilitate our review for compliance with Financial Recordkeeping and Reporting Regulations, please submit the following information. Supporting source records should be made available for review upon request.

 Examiner

Please provide, according to the attached format, the following information for the period _____ to _____, inclusive.

- 1) For branches which ship and receive currency through a central currency distribution center within the institution please provide:
 - a) A list of all currency shipments between the distribution center and the Federal Reserve Bank or correspondent institution;
 - b) A list, by branch, of all currency shipments between the distribution center and branches;
 - c) A list of currency shipments between branches;
 - d) A list of branches which have shown a significant increase in the use of large bills during the past twelve months, either as a portion of their total shipment of currency or in comparison to other branches.
- 2) For branches which transact (ship and/or receive currency) with the Federal Reserve Bank or correspondent institution:
 - a) A list of all currency transactions between the branch and the Federal Reserve Bank or correspondent institution;
 - b) A list of all currency transactions with other branches.
- 3) Copies of all correspondence with the Department of the Treasury or the Internal Revenue Service regarding exemption lists, requests for special exemptions and incorrectly filed CTRs.

Signed _____
 (Title and Position)