



September 14, 2009

**Paper Check Processing Restructuring Update:  
Los Angeles Paper Check Processing to Move to Cleveland**

To: Chief Operations Officers and Check Contacts at Depository Institutions in the **Los Angeles** Zone

Over the past several years, the Reserve Banks have been restructuring their paper check processing configuration in response to rapidly declining paper volumes. In November, we announced an accelerated restructuring timeline that will result in a single full service paper check processing site at the Federal Reserve Bank of Cleveland.

We now have some further details to share with you regarding the timetable of the move for the Los Angeles Office and the related effects on deposit options and deadlines as it relates to the paper check processing operations that will move to the Federal Reserve Bank of Cleveland.

**Los Angeles Paper Check Processing to Move to Cleveland**

After the 3 a.m. PT deposit deadline on **Friday, November 13, 2009<sup>1</sup>**, the Los Angeles Office will no longer accept paper items for processing. After that date and time, all paper forward and return items previously processed by the Los Angeles Office should be delivered to the Cleveland Office at the following address:

For regular mail deliveries:

Federal Reserve Bank of Cleveland  
Check Department  
P.O. Box 6387  
Cleveland, OH 44101

For deliveries that require a signature:

Federal Reserve Bank of Cleveland  
Check Department  
1455 East Sixth Street  
Cleveland, OH 44114

The deposit deadlines for Los Angeles items at the Cleveland Office are 12:01 a.m. ET Tuesday through Friday and 6 p.m. ET Sunday.

If you currently mail paper checks to the Los Angeles Office, you should begin mailing those items to the Cleveland Office beginning Thursday, November 12. Any items arriving at the Los Angeles Office after November 13 will be transported to Cleveland, with credit and availability based on when items arrive in Cleveland. Beginning December 1, 2009, any paper items received at the Los Angeles Office will be returned to the depositor.

Attachment I includes the mailing addresses for paper forward and return checks, Canadian items, Foreign items, and EZ Clear savings bonds. If you mail items directly from your branch offices, please make sure these offices are aware of the correct mailing addresses.

<sup>1</sup> Same-day Settlement items will be accepted in Los Angeles up to 8:00 a.m. PT on Friday, November 13, 2009

As we move forward with these efforts over the next several weeks, we will be sending you additional information on changes that will occur as a result of this shift in paper check processing. For your convenience, this check restructuring information will also be found on [FRBservices.org](http://FRBservices.org).

### **Check 21-enabled Services**

If you've not already done so, I encourage you to explore the advantages of moving to the Federal Reserve Banks' Check 21-enabled services including FedForward<sup>®</sup>, FedReturn<sup>®</sup>, FedReceipt<sup>®</sup>, and FedReceipt for Returns to minimize the disruption that may occur as a result of this shift in paper check processing from Los Angeles to Cleveland. Customers who are using Check 21-enabled services will experience minimal change to their daily operation and availability after the check processing shift to Cleveland. As a reminder, Treasury items and US Postal Money Orders can be deposited in Check 21 FedForward cash letters.

Should you have questions or concerns, or to learn more about the advantages of moving from paper to full Check 21 electronic check processing, contact your Account Executive as soon as possible.

We appreciate your patience during this time and look forward to continuing to provide you with efficient, high-quality payment services.

Sincerely,

A handwritten signature in cursive script that reads "Howard Ng".

Howard Ng  
Director  
Federal Reserve Bank of San Francisco

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**Forward Collection and Return Item Paper Check Deposits, including NOIs**

For regular mail deliveries:  
Federal Reserve Bank of Cleveland  
Check Department  
P.O. Box 6387  
Cleveland, OH 44101

For deliveries that require a signature:  
Federal Reserve Bank of Cleveland  
Check Department  
1455 East Sixth Street  
Cleveland, OH 44114

**Canadian Items**

For regular mail deliveries:  
Federal Reserve Bank of Cleveland  
Check Department  
Attn: Canadian  
P.O. Box 94583  
Cleveland, OH 44101

For deliveries that require a signature:  
Federal Reserve Bank of Cleveland  
Check Department  
Attn: Canadian  
1455 East Sixth Street  
Cleveland, OH 44114

**Foreign Items**

For regular mail deliveries  
Check Department- Foreign  
Federal Reserve Bank of Atlanta  
1000 Peachtree Street NE  
Atlanta, GA 30309-4470

For deliveries that need a signature  
Check Department – Foreign  
Federal Reserve Bank of Atlanta  
2301 Defoors Hills Road  
Atlanta, GA 30318

**EZ Clear Savings Bonds**

For regular mail deliveries:  
Attn: EZ Direct  
Federal Reserve Bank of Cleveland  
Pittsburgh Branch  
P.O. Box 399  
Pittsburgh, PA 15230-0399

For deliveries that require a signature:  
Attn: EZ Direct  
Federal Reserve Bank of Cleveland  
Pittsburgh Office  
717 Grant St.  
Pittsburgh, PA 15219-1928