

Currency Quality Sampling Instructions

Thank you for agreeing to participate in the important Federal Reserve effort to collect a random sample of \$1, \$5, \$10 and \$20 notes to assess the overall quality of currency in circulation. In order to obtain the most accurate estimates, we request that you select and submit the quantity of notes listed below.

Please note that the procedures below are generic procedures based on a survey of financial institutions and may not exactly reflect your particular operational environment. **If you believe that your internal procedures are significantly different from the procedures referenced below and will not yield a sample that is representative of typical deposits that your institution receives, or if you have any questions, concerns, or suggestions, please contact (FRB contact) at <email>.**

Quantity of sample notes:

<u>Denomination</u>	<u>Quantity (must be in whole bundles)</u>
Ones	3 bundles (3,000 notes)
Fives	3 bundles (3,000 notes)
Tens	3 bundles (3,000 notes)
Twenties	3 bundles (3,000 notes)

Please follow these steps for each selected endpoint when assembling your currency sample:

1. Notes collected for the currency sample should represent the typical range of fitness characteristics of your incoming deposits. Please select notes from a variety of customers on different shifts and/or different days. Do not handpick the worst or best quality notes from your customers.
2. Select the notes after deposits are piece counted and sorted by denomination.
 - a. Do not select sample notes from deposits that are fitness sorted prior to receipt by your facility, such as deposits from your branch network or any casino customers. Also, the sample should not include any suspected counterfeit notes.

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IF...	THEN...
A selected endpoint is known to correspond exclusively to an ATM...	Disregard that endpoint and call (FRB contact) at (number/email) to inform them that this endpoint corresponds exclusively with an ATM.
A high-speed processing machine is used to count, verify, and denomination sort your commercial deposits...	Ensure that the sample contains the notes that were out-sorted to the reject pocket as well as those sorted to the fit pocket(s).
Your commercial deposits are counted, verified, and sorted by denomination either manually or via tabletop equipment...	Ensure that the sample contains the notes that are normally set aside as unfit/ "mutilated" as well as those identified as fit.

3. Combine the notes by denomination and verify that the total quantity is 3 bundles (3,000 notes) for each denomination (\$1s, \$5s, \$10s, and \$20s), for a total of 12 bundles, or 12,000 notes. Please prepare the deposit for the Federal Reserve in accordance with deposit guidelines in section 4.2 of the [Federal Reserve Cash Manual of Procedures](#).
4. Package the notes in standard FRB deposit increments of 100 notes per strap and 10 straps (1,000 notes) per bundle.



5. Each strap should indicate your DI name, ABA routing number, the four-digit identification number of your depositing office (endpoint number) and the date of packaging.
6. Place the combined sample notes in its own deposit bag, separate from other deposit(s), and enclose the "Currency Quality Sample" labeling form (see Attachment

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It on page 5 of these instructions) in the bag, **preferably printed on colored paper**. Note the sample on a separate shipping manifest if you are sending it in the same shipment as your regular deposit and send the deposit to your local Federal Reserve office.

Deposits should be sent to your local Federal Reserve office anytime between March TBDst and April TBDth. On the day of shipment to your local Federal Reserve office, please notify **(FRB contact name and phone number and/or email address)** that the sample has been sent. If applicable, the receiving Federal Reserve office will key the electronic deposit information for you. If you do not have a scheduled deposit to your local Federal Reserve office during this two-week period, please contact **(FRB contact name and phone number and/or email address)** for further instructions.

CURRENCY QUALITY SAMPLE

FRB Receiving Team:

Please deliver to **(FRB contact name)** after receipt and verification.

From: _____
Bank Name

Location: _____

Endpoint Number: _____

Date of Sample: _____

Currency Quality Sample Notes:

	No. of Bundles	Total \$ Amount
\$1	_____ (Requested: 3 bundles/\$3,000)	_____
\$5	_____ (Requested: 3 bundles/\$15,000)	_____
\$10	_____ (Requested: 3 bundles/\$30,000)	_____
\$20	_____ (Requested: 3 bundles /\$60,000)	_____