# Section and Redline Page # 1 3.1	Cash Services Manual of Procedures					
To accommodate further services 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, refer to the following link on the Website: https://www.frbservices.org/resources/service-setup/index.html						
Requirements for Obtaining and Receiving Cash Services, p. 3 2 3.2 Requirements for Obtaining and Receiving Cash Services, p. 4 2 3.2 Requirements for Obtaining and Receiving Cash Services, p. 4 3 3.2 Requirements for Obtaining and Receiving Cash Services, p. 4 3 3.2 Requirements for Obtaining and Receiving Cash Services, p. 4 3 3.2 Requirements for Obtaining and Receiving Cash Services, p. 4 3 3.2 Requirements for Obtaining and Receiving Cash Services, p. 4 3 3.2 Requirements for Obtaining and Receiving Cash Services, p. 4 3 3.2 Requirements for Obtaining and Receiving Cash Services, p. 4 3 3.2 Requirements for Obtaining and Receiving Cash Services, buttps://www.frbservices.org/servicefees/index. https://www.frbservices.org/servicefees/index. https://www.fr						
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p. 3 consolidations, refer to the following link on the Website: https://www.frbservices.org/resources/service-setup/index.html https://www.frbservices.org/resources/service-setup/index.html https://www.frbservices.org/resources/service-setup/index.html https://www.frbservices.org/resources/service-setup/index.html https://www.frbservices.org/resources/service-setup/index.html https://www.frbservices.org/resources/service-setup/index.html https://www.frbservices.org/servicefees/index.html https://www.frbservices.org/servicefees/index.html						
the Website: https://www.frbservices.org/resources/service- setup/index.html 2 3.2 Requirements for Obtaining and Receiving Cash Services, p. 4 https://www.frbservices.org/services.org	nect via					
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<u> </u>	•					
For specific requirements and additional hyperlinks.	riect via					
information, refer to the UCAP Policy found at: For specific requirements and additional						
information, refer to the OCAF Folicy found at:						
http://www.frbservices.org/files/servicefees/p found at: on the FRBservices.org website.						
df/national/UcapBrochure.pdf						
http://www.frbservices.org/files/servicefees/pdf/n						
ational/UcapBrochure.pdf						
3 3.3 For more specific information about cross- For more specific information about cross- To accommodate fur	ure edits to					
shipping, the Recirculation Policy, and related shipping, the Recirculation Policy, and related referenced website						

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	Cross-Shipping Currency, p. 4	applicable fees, refer to the Recirculation Policy, which can be found at: https://www.frbservices.org/resources/financial-services/cash/currency-recirculation-policy/index.html	applicable fees, refer to the <u>Currency Recirculation</u> <u>Policy</u> , which can be found at: on the FRBservices.org website. https://www.frbservices.org/resources/financial-services/cash/currency-recirculation-policy/index.html	addresses have been replaced with webpage location information that connect via hyperlinks.		
4	3.5 Business Continuity – Preparing for Cash Services Disruptions, p. 4	Communications about business continuity events and response are usually conveyed via the link below, e-mail, or phone: https://www.frbservices.org/financial-services/cash/business-continuity/index.html	Communications about business continuity events and response are usually conveyed via the link below, e-mail, or phone, or on the Business Continuity page of the FRBservices.org website. : https://www.frbservices.org/financial-services/cash/business-continuity/index.html	To accommodate future edits to referenced website addresses, all addresses have been replaced with webpage location information that connect via hyperlinks.		
5	4.1 Approved Packaging for Currency Deposits, p. 6	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/containers, the requirements are as follows: • Plastic bag material must be a minimum of 5-mil or the equivalent in strength and durability; • Bags/containers must bear Your identification (logo and/or name); • Bag must be clear enough that contents are easily distinguishable through the packaging material;	All Currency deposits must be packaged in clear plastic bags designed for one- time use, or clear plastic or metal containers. • Bags/containers must bear Your identification (logo and/or name); and • The bags/containers containing Your deposit must be securely sealed. If You use clear plastic bags/containers, the Additional requirements for plastic bags are as follows:	Section re-organized to easily identify the standards for using containers or bags, respectively. Language also updated to provide more succinct guidance.		

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		 A full bag may not contain more than 16 Bundles; The bags/containers containing Your deposit must be securely sealed; The seal on the bag must be tamper-evident so that unauthorized access is easily detectable. 	 Plastic bag material must be a minimum of 5-mil or the equivalent in strength and durability; Bags/containers must bear Your identification (logo and/or name); Bag must be clear enough that Contents must be are easily distinguishable through the packaging material; A full bag may not contain more than 16 Bundles; The bags/containers containing Your deposit must be securely sealed; and the seal on the bag must be tamper-evident so that unauthorized access is easily detectable. 		
6	4.1 Approved Packaging for Currency Deposits, p. 6	To facilitate the preparation of Currency deposits, refer to the Deposit Visual Reference Guide (VRG).	To facilitate the preparation of Currency deposits, refer to the <u>Deposit Visual Reference Guide</u> (<u>DVRG</u>).	Updated Deposit Visual Reference Guide acronym to DVRG and added hyperlink.	
7	4.2 Preparing a Currency Deposit, p. 7-8	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. A Strap is a package of 100 notes. For \$1 through \$20 denominations, Your deposit(s) must contain full Bundles. If depositing \$50 and/or \$100 denominations, it must be in full Straps and/or full Bundles. Refer to the VRG for information on preparing a Bundle for deposit.	Before depositing Currency with us, You must bundle prepare Currency according to denomination. A Bundle consists of 1,000 notes of the same denomination in ten equal Straps. A Strap is a package of 100 notes. For \$1 through \$20 denominations, Your deposit(s) must contain full Bundles. If depositing \$50 and/or \$100 denominations, it must be in full Straps and/or full Bundles. A Bundle consists of 1,000 notes of the same denomination in ten equal Straps. A Strap is a package of 100 notes.	Updated entire section to begin with Band and Strap requirements before outlining Bundle requirements. This is to better accommodate the natural process flow of preparing a deposit.	

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		You are responsible for piece counting, verifying for authenticity, and properly assembling and packaging Your Currency deposit. Standard units for domestic Currency deposits are available on page 7. However, with respect to Institutions that have executed a contract governing international Currency activity in accordance with Section 3.1 of Operating Circular 2, all international Currency deposits (regardless of denomination) relating to such activity are only accepted in standard bundle increments.	You are responsible for piece counting, verifying for authenticity, and properly assembling and packaging Your Currency deposit. Standard units for domestic Currency deposits are available on page 7. However, with respect to Institutions that have executed a contract governing international Currency activity in accordance with Section 3.1 of Operating Circular 2, all international Currency deposits (regardless of denomination) relating to such activity are only accepted in standard bundle increments. ((Currency Deposits Table))	← Language moved to further down within the section, see table item #8.			
		((Currency Deposits Table)) Each Strap must have only one Band around it. A Band is a strip of paper material used to bind or hold together a Strap. The Band must be color-coded (along the edges) to conform to existing standards of the American Bankers Association (ABA). The Currency processing machines used by the Reserve Banks automatically cut and remove the Band around the Strap. For our equipment to function properly, the Band material must be between 1.00 to 1.57 inches wide, with an approximate weight of 100 g/sqm, made of paper and not synthetic materials.	Each Strap must have only one Band around it. A Band is a strip of paper material used to bind or hold together a Strap. The Band must be colorcoded (along the edges) to conform to existing standards of the American Bankers Association (ABA). The Currency processing machines used by the Reserve Banks automatically cut and remove the Band around the Strap. For our equipment to function properly, the Band material must be between 1.00 to 1.57 inches wide, with an approximate weight of 100 g/sqm, made of paper and not synthetic materials. Each Band must be stamped with the following information:				

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	Neume Fage #	 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; Notes in each Strap of the \$1 through \$20 denominations may be packaged without regard to direction or facing; All Currency of the \$50 and \$100 denominations must be faced with the portrait-side forward, and the orientation of the portrait may be right-side up or upside down. Each Band must be stamped with the following 	 Your institution name, ABA routing number, and the four-digit endpoint number of the depositing office. A Band without 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 must be clearly visible on the Band; and Date of verification. When assembling Currency into Straps: Remove any pin, clip, staple, rubber bands, or excess tape on the notes or Band (causing notes to unnecessarily stick together or to the Band) 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; 	Added requirement to remove excess 'tape' that can cause notes within to inadvertently stick together.	
		 information: Your institution name, ABA routing number, and the four-digit endpoint number of the depositing office. A Band without 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 must be clearly visible on the Band; and Date of verification. 	 Include only U.S. Currency. Under no circumstances should Coin or other valuables be included; Notes in each Strap of the \$1 through \$20 denominations may be packaged without regard to direction or facing; Bands must be applied to the middle of each Strap; and Band length must be such that it wraps the Strap once without any residual material (such as a tail). 	Removed note facing requirement. Included description of where paper Bands should be applied on a Strap and that Band tail length should not be excessive.	

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			- All Currency of the \$50 and \$100	Removed note facing		
			denominations must be faced with the portrait-side forward, and the orientation of the portrait may be right-side up or upside down.	requirement.		
			Securing the Straps together to make a Bundle	Added Bundle description to		
			may be achieved through the use of rubber bands or other tension material.	enhance language on how to properly prepare a Bundle and adhering tension material to		
			When assembling Bundles, all Strap edges must be	secure the Bundle		
			vertically aligned into a single organized stack and			
			oriented in the same direction.			
			The Bundle tension material:			
			Must be secured enough to remain intact			
			through transportation and handling: (1) not too			
			tight as to overstress the notes causing them to bend/crease within the Bundle; or (2) not too			
			loose where the notes or straps move around or			
			the tension material breaks and/or falls off of the			
			bundle;			
			Must be secured across the short side at both			
			ends of the Bundle (and not on subgroupings of Straps within the Bundle);			
			 Must allow for a clear view of the currency Band; 			

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			• Must not be placed around the long end of the Bundle (i.e., lengthwise); and			
			• Must not have any residual material (such as a tail) that could risk compromising the shipping bag or the Bundles/Straps around it.			
8	4.2 Preparing a Currency Deposit, p. 8	Refer to the VRG for information on preparing a Bundle for deposit.	Refer to the <u>DVRG</u> for information on preparing a Bundle for deposit.	Updated Deposit Visual Reference Guide acronym to DVRG and added hyperlink.		
9	4.2 Preparing a Currency Deposit, p. 8- 12	You are responsible for piece counting, verifying for authenticity, and properly assembling and packaging Your Currency deposit. Standard units for domestic Currency deposits are available on page 7. However, with respect to Institutions that have executed a contract governing international Currency activity in accordance with Section 3.1 of Operating Circular 2, all international Currency deposits (regardless of denomination) relating to such activity are only accepted in standard bundle increments. ((Currency Deposits Table))	You are responsible for piece counting, verifying for authenticity, and properly assembling and packaging Your Currency deposit. Currency deposits that do not meet the stated criteria upon inspection at Your servicing FRB may be refused. Standard units for domestic Currency deposits are available on page 7 in the table below. However, with respect to Institutions that have executed a contract governing international Currency activity in accordance with Section 3.1 of Operating Circular 2, all international Currency deposits (regardless of denomination) relating to such activity are only accepted in standard bundle increments.	Added notification that a Cash office has the option to refuse a deposit that does not meet the CSMOP requirements. This statement mirrors the language in Section 4.1 of OC2. Updated table location reference.		
10	4.2	For all denominations, Bands must be arranged within the Bundle so that all bank stamps	((Currency Deposits Table)) For all denominations, Bands must be arranged within the Bundle so that all bank stamps within	Removed note facing requirement.		

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	Preparing a Currency Deposit, p. 13	within the Bundle are facing in one direction. For \$50 and \$100 denominations Your bank stamp must be placed on the back outside of the Band.	the Bundle are facing in one direction. For \$50 and \$100 denominations Your bank stamp must be placed on the back outside of the Band.			
11	4.2 Preparing a Currency Deposit, p. 13	For additional clarification, please refer to the Deposit Visual Reference Guide.	For additional clarification, please refer to the DVRG .	Updated reference for DVRG and refreshed hyperlink.		
12	4.2 Preparing a Currency Deposit, p. 13	Your servicing FRB requires You to include a deposit document, or ticket, with Your deposit or provide an electronic deposit notification. Consult with Your servicing FRB for specific policies and procedures.	Your servicing FRB requires You to include a deposit document, or ticket, with Your deposit or provide an electronic deposit notification. Consult with Your servicing FRB for specific policies and procedures.	Removed 'ticket' reference as 'deposit document' can be inclusive of both and also adjusts language towards utilizing the more standardized approach of the .pdf document.		
13	4.3 Process for Handling Counterfeit or Unlawfully Altered Currency or Coin, p. 13	If You find 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.	If You find any counterfeit or unlawfully altered Currency or Coin, You should send it directly to the local appropriate 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. If You are concerned that Your order from Your servicing FRB contained any suspect counterfeit or unlawfully altered Currency or Coin, please contact Your servicing FRB.	The reference to 'local' USSS office has been removed in anticipation of the upcoming shift in procedures: sending notes to a centralized location. Recognizing some DIs may suspect a counterfeit note received from the FRB, guidance has been added.		
14	4.4 Process for Handling	For complete instructions on Contaminated Currency and Coin, please visit:	For complete instructions, visit the on Contaminated Currency and Coin page on the FRBservices.org website., please visit:	To accommodate future edits to referenced website addresses, all addresses have been replaced with webpage location		

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	Contaminated	https://www.frbservices.org/resources/financi	https://www.frbservices.org/resources/financial-	information that connect via		
	Currency, p. 14	al-services/cash/exception-	services/cash/exception	hyperlinks.		
		processing/contaminated-coin-currency.html	processing/contaminated-coin-currency.html			
15	4.5 Process for	Mutilated Currency should not be sent to Your	Mutilated Currency should not be sent to Your	To accommodate future edits to		
	Handling	servicing FRB. This Currency should be sent,	servicing FRB. This Currency should be sent, along	referenced addresses, this		
	Mutilated	along with a letter stating the estimated value	with a letter stating the estimated value of the	section has been replaced with		
	Currency, p. 14	of the Currency and an explanation of how the	Currency and an explanation of how the Currency	the webpage information that		
		Currency became mutilated, to the correct	became mutilated, to the correct addresses listed	connects via a hyperlink.		
		address below based on the shipping method:	on the <u>BEP website</u> . below based on the shipping method:			
		If using the United States Postal Service (USPS),				
		please use the following P.O Box and specific	If using the United States Postal Service (USPS),			
		zip code:	please use the following P.O Box and specific zip			
			code:			
		Bureau of Engraving and Printing (BEP)				
		Mutilated Currency Division, Room 344-A	Bureau of Engraving and Printing (BEP) Mutilated			
		P.O. Box 37048 Washington, DC 20013	Currency Division, Room 344-A			
			P.O. Box 37048 Washington, DC 20013			
		If using a private carrier, please use the				
		following street address:	If using a private carrier, please use the following			
		Bureau of Engraving and Printing	street address:			
		Mutilated Currency Division, Room 344-A 301 14th Street, SW	Bureau of Engraving and Printing			
		Washington, DC 20228	Mutilated Currency Division, Room 344-A 301 14th			
			Street, SW			
			Washington, DC 20228			
16	4.5 Process for	To view examples of Mutilated Currency,	To view examples of Mutilated Currency, review	Updated Deposit Visual		
	Handling	review the Deposit Visual Reference Guide.	the Deposit Visual Reference Guide <u>DVRG</u> .	Reference Guide acronym to		
				DVRG and added hyperlink.		

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	Mutilated					
47	Currency, p. 15	T ()	T 6 1111 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
17	4.7 Preparing a	To facilitate the preparation of Coin deposits,	To facilitate the preparation of Coin deposits,	Updated Deposit Visual		
	Coin Deposit,	review the Deposit Visual Reference Guide.	review the Deposit Visual Reference Guide <u>DVRG</u> .	Reference Guide acronym to		
18	p. 16	Sack loose Coin by denomination in plastic	Package Sack loose Coin by denomination in	DVRG and added hyperlink.		
10	4.8 Currency Coin, p. 16	 Sack loose Coin by denomination in plastic or canvas bags. Plastic and canvas bags 	 Package Sack loose Coin by denomination in plastic or canvas bags. Plastic and canvas bags 	Updated terminology from 'sack' to 'package' which aligns with		
	Com, p. 10	must have "tamper-evident" seals so that	must have "tamper-evident" seals so that any	current practices.		
		any signs of tampering will be clearly	signs of tampering will be clearly visible.	carrent practices.		
		visible.				
19	4.8	Your servicing FRB may require You to include a	Your servicing FRB may require You to include a	Removed 'ticket' reference as		
	Current Coin,	deposit document, or ticket, with Your deposit.	deposit document , or ticket, with Your deposit.	'deposit document' can be		
	p. 17	Consult with Your servicing FRB for specific	Consult with Your servicing FRB for specific policies	inclusive of both and also adjusts		
		policies or procedures.	practices or procedures.	language towards utilizing the		
				more standardized approach of		
				the .pdf document.		
				Rephrased to 'practices' as		
				'policy' was an incorrect		
				reference.		
20	4.10 Handling	The Federal Reserve Bank does not accept	The Federal Reserve Bank does not accept deposits	To accommodate future edits to		
	Bent or Partial	deposits of Bent or Partial Coin. Coin classified	of Bent or Partial Coin. Coin classified as Bent or	referenced addresses, this		
	Coin	as Bent or Partial should be forwarded directly	Partial should be forwarded directly to the U.S.	section has been replaced with		
		to the U.S. Mint at the following address:	Mint at the following address: listed on their	the webpage information that		
		United States Mint Indonondones Mall Dest	website for the Mutilated Coin Redemption	connects via a hyperlink.		
		United States Mint Independence Mall Post Office Box 400	Program. United States Mint Independence Mall Post Office			
		Philadelphia, PA 19105	Box 400			
		Timadeipina, IA 19109	Philadelphia, PA 19105			

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21	4.11 Process for Handling Contaminated Coin, p. 18	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 and Prevention (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: https://www.frbservices.org/resources/financial-services/cash/exception-processing/contaminated-coin-currency.html	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 and Prevention (CDC) for decontamination of surfaces in the "Other Household Surfaces and Items Cleaning & Sanitizing-" section. If You want to deposit the Coin after decontamination, contact the FRB for further instructions. For complete instructions on Contaminated Coin, please visit the Contaminated Coin and Currency page on the FRBServices.org website. : https://www.frbservices.org/resources/financial-services/cash/exception-processing/contaminated-coin-currency.html	Updated CDC section reference to match current title. To accommodate future edits to referenced website addresses, all addresses have been replaced with webpage location information that connect via hyperlinks.		
22	5.1 Methods for Ordering Cash	You may order Cash by using: •The Federal Reserve Internet based FedLine Web® access solution; or	You may order Cash by using: •The Federal Reserve Internet based FedLine Web® access sSolution; or	Updated FedLine reference to current standard.		
23	5.2 Submitting Currency Orders, p. 18	All Currency orders must: •Be verified according to the denomination breakdown and accuracy of the amounts before placing the order; and	All Currency orders must: Be verified according to the denomination breakdown and accuracy of the amounts before placing the order; and	To accommodate future edits to referenced website addresses, all addresses have been replaced with webpage location information that connect via hyperlinks.		

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		•Be submitted within the ordering schedule set	Be submitted within the ordering schedule set by		
		by Your servicing FRB (schedules shown at the	Your servicing FRB (schedules are available shown		
		link below).	at the link below on the <u>Deadlines for Orders and</u>		
			<u>Deposit Notifications</u> page of the FRBservices.org		
		https://www.frbservices.org/resources/financi	website).		
		al- services/cash/depositing-			
		ordering/deadlines.html	https://www.frbservices.org/resources/financial-		
			services/cash/depositing ordering/deadlines.html		
24	5.3 New	FRBs will accept and process orders for New	FRBs will accept and process orders for New	Updated FedLine reference to	
	Currency	Currency, if available, in support of the holiday	Currency, if available, in support of the holiday	current standard.	
	Ordering	season. Communications in advance of those	season. Communications in advance of those		
		weeks during the holiday season in which the	weeks during the holiday season in which the FRBs		
		FRBs accept orders for New Currency (i.e.	accept orders for New Currency (i.e. Holiday		
		Holiday Ordering Periods) are posted on the	Ordering Periods) are posted on the Website and		
		Website and on the FedLine Web access	on the FedLine Web access s Solution. Specific		
		solution. Specific dates, order and pick-up	dates, order and pick-up information will be		
		information will be included in the	included in the announcements. The order		
		announcements. The order requirements noted	requirements noted in Section 5.2 will apply.		
		in Section 5.2 will apply.			
25	5.5	Coin Orders Table	Coin Orders Table	After confirming System standard	
	Submitting			practices with the SCC, the \$1	
	Coin Orders, p.	International Unit Dollar Amount	International Unit Dollar Amount	coin order amount has been	
	25	Presidential, Native American, and Susan B.	Presidential, Native American, and Susan B.	updated to \$140,000 to reflect	
		Anthony Dollars	Anthony Dollars	current operations.	
		\$120,000	\$120,000 \$140,000	Through the SCC, the few Cash	
				offices that have inventory	
				stacked at \$120,000 have	
				committed their willingness to	

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				restack to \$140,000 as needed to pay orders.
26	6.2 Differences Found in Coin Orders Received	When submitting a Difference Claim Request form on an order of Coin with U.S. Mint packaging, call the FRB for additional instructions.	When submitting a Difference Claim Request form on an order of Coin with U.S. Mint packaging, call the Your servicing FRB for additional instructions.	Updated sentence to read appropriately.
27	7.1 Transportation by Armored Carrier, p. 29	Our dock, and You must require the armored carrier company to notify us in writing immediately of any changes the list of authorized personnel.	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.	Updated sentence to read appropriately.