



DEPARTMENT OF THE TREASURY  
FINANCIAL MANAGEMENT SERVICE  
P.O. BOX 51318  
PHILADELPHIA, PA 19115 - 6318

To All Federal Agencies For  
Which Financial Services Are  
Provided By The Philadelphia  
Financial Center (PFC)

Management Letter No. 08-04  
December 19, 2008

I am writing to share with you the processing schedule we will observe for the upcoming Christmas holidays on December 25 and 26, 2008, and New Years Day, January 1, 2009.

The Philadelphia Financial Center (PFC) will be closing down operations on Wednesday, December 24, 2008, at 8:00 PM. Since Friday, December 26, 2008, is now a Federal holiday but not a Federal Reserve Bank holiday, electronic payments received prior to the 5:30 PM cut off time on December 24, 2008, can be dated for Friday, December 26, 2008. However, since we will not be working and issuing checks on December 26, 2008, due to the Executive Order making that day a holiday, check payments received on December 24, 2008, prior to the 5:30 PM cut off time, will be processed and dated Monday, December 29, 2008. Please take these timeframes into careful consideration as you plan your payment activity throughout this holiday.

All Fedwire Payments, also known as Same Day Payment Request in the Secure Payment System (SPS), will be processed as usual. All payments received prior to the cutoff time of 5:30 PM for domestic and 4:30 PM for International on Wednesday, December 24, 2008 will be processed for that day. No payments will be issued on the holiday, December 25, 2008 and December 26, 2008. Normal processing will resume on Monday, December 29, 2008.

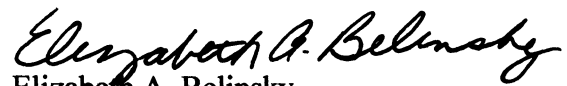
A similar schedule will also be followed for New Years Day as this is a Federal holiday. Therefore, no payments will be issued that day and all files and certifications received before the normal cutoff time of 5:30 PM on New Year's Eve, December 31, 2008, will be processed and dated for Friday, January 2, 2009.

We also would like to take the time to wish all of you a very happy and safe holiday season and look forward to working with you in 2009.

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If you have any questions or concerns with the above, please direct all inquiries to Mr. Philip J. Tropea, Manager, Electronic Operations Branch. Mr. Tropea can be reached at 215-516-8067. As always, the Philadelphia Financial Center SPS Help Desk will also be available to assist. The SPS Help Desk number is 215-516-8034.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth A. Belinsky". The signature is written in a cursive style with a large initial 'E'.

Elizabeth A. Belinsky  
Regional Director  
Philadelphia Financial Center