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. 11-03
November 23, 2011

The purpose of this memo it to outline the Philadelphia Financial Center's (PFC) schedule for the upcoming holiday season. First, in observance of the Thanksgiving holiday on Thursday, November 24, 2011, PFC along with the Federal Reserve Banks will be shutting down Operations on Wednesday, November 23, 2011 at 11:00 PM. All payments received on November 23, 2011 prior to the normal cutoff time of 5:30 PM, will be processed for payment using Friday's date of November 25, 2011.

All files and certifications received after the normal cutoff time on Wednesday will be processed on Friday, November 25, 2011 using the payment date of November 28, 2011.

All Fedwire Payments, also known as Same Day Payment Request in the Secure Payment System (SPS), will also follow a similar schedule. All payments received prior to the cutoff of time of 5:30 PM for domestic and 4:30 PM for International on Wednesday, November 23, 2011 will be processed for that day. No payments will be issued on the holiday, November 24, 2011 and normal processing will resume on Friday, November 25, 2011.

In addition, due to the Christmas holiday falling on Sunday this year, all federal agencies will be closed on Monday, December 26, 2011 in observance of the holiday. All files and certifications received prior to the normal cutoff time on Friday, December 23, 2011 will be processed and dated for Tuesday, December 27, 2011. All files and certifications received after the normal cutoff time on Friday will be processed with a payment date of Wednesday, December 28, 2011.

All Fedwire Payments, also known as Same Day Payment Request in SPS, will also follow a similar schedule. All payments received prior to the cutoff of time of 5:30 PM for domestic and 4:30 PM for International on Friday, December 23, 2011 will be processed for that day. No payments will be issued on the observed holiday, Monday, December 26, 2011. Normal processing will resume on Tuesday, December 27, 2011.

Finally, the New Years Day holiday will be observed on Monday, January 2, 2012. All payments received on December 30, 2011 prior to the normal cutoff time of 5:30 PM, will be processed for payment using Tuesday's date of January 3, 2012.

All files and certifications received after the normal cutoff time on Friday will be processed on Tuesday, January 3, 2012 using the payment date of January 4, 2012.

All Fedwire Payments, also known as Same Day Payment Request in SPS, will also follow a similar schedule. All payments received prior to the cutoff of time of 5:30 PM for domestic and 4:30 PM for International on Friday, December 30, 2011 will be processed for that day. No payments will be issued on the observed holiday, January 2, 2012 and normal processing will resume on Tuesday, January 3, 2012.

Please take these timeframes into careful consideration as you plan your payment activity throughout this holiday. We hope by giving you advance notice; you will be able to appropriately plan your payment activity accordingly. 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 2012.

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,

Elizabeth A. Belinsky

Elizabeth A. Belinsky
Regional Director
Philadelphia Financial Center