

SPECIAL NOTICE

On Christmas Day, Tuesday, December 25, no issue of the **POSTAL BULLETIN** was published.

INSTRUCTIONS OF HEARING EXAMINERS

FOREIGN FRAUD ORDER NOTICES

Foreign fraud orders have been issued against the following persons and concerns. Postmasters authorized to dispatch mail to the foreign countries listed should return to senders, stamped "Fraudulent—Mail to this address returned by order of Postmaster General" all mail addressed to these persons and concerns. No money order or postal notes in favor of these persons or concerns shall be issued, certified, or paid.

These orders are to be enforced at offices authorized to dispatch mail to foreign countries.

MEXICO

Mexico City

Leicam Books.

DOMESTIC FRAUD ORDER NOTICES

Fraud orders have been issued against the persons and concerns named below. All mail addressed to these persons and concerns at the addresses indicated should be returned to senders, stamped "Fraudulent—Mail to this address returned by order of the Postmaster General" and no money order in favor of said persons or concerns shall be paid. These orders are to be enforced at the offices of address and delivery.

State	City	Name covered by order
Arkansas	Danville	V. M. Becket.

INSTRUCTIONS OF THE COMPTROLLER

WITHHOLDING TAX REPORTS FOR THE CALENDAR YEAR 1951 DUE IMMEDIATELY AFTER DECEMBER 31, 1951

All postmasters must submit reports of wages paid and Federal taxes withheld therefrom during the calendar year 1951.

Forms B/A-150, B/A-151, and 1282-S are now in the process of distribution. Forms 1282-S will be furnished to and used by first- and second-class offices only. Forms B/A-151 and 1282-S are being mailed directly to first- and second-class offices from the Post Office Department. In the event any postmaster at these classes of offices has not received Forms B/A-151 and 1282-S by December 29, 1951, notice of this fact should be sent to the Bureau of Accounts, Withholding Tax Section, Post Office Department, Washington 25, D. C., on that date.

Supplies are being furnished to third- and fourth-class offices by the central accounting offices without requisition. However, if any postmaster at offices of these classes has not received the applicable forms by January 2, 1952, notice of this fact should be sent to the central accounting office immediately thereafter.

Forms W-2 will not be furnished by the Post Office Department. Postmasters at first-class offices should secure the necessary supply of these forms from the nearest collector of internal revenue. Postmasters at all district offices should requisition the necessary Forms W-2 from their central accounting offices. This should be done immediately.

Postmasters at offices where division headquarters of the Post Office Inspection Service and Postal Transportation Service are located should furnish supplies of Form W-2 to post office inspectors in charge and general superintendents of the Postal Transportation Service.

The handling of the withholding tax reports is an important function which concerns both the Post Office Department and the individual employees. When final audit of the individual's income tax return is made by the Bureau of Internal Revenue, credit for taxes withheld during the calendar year 1951 may be disallowed until a Form W-2a has been completed and forwarded through this Bureau, as outlined hereinafter. It is essential, therefore, that this work be given prompt and adequate attention by postmasters at all classes of offices.

Careful attention to the reporting procedure and requirements will greatly facilitate the completion of related work in this Bureau.

PREPARATION AND DISPOSITION OF ALL FORMS

The 1951 withholding tax forms are the same as those used for 1950 (with the exception of the provision for the Federal Insurance Contribution Act which does not affect the Postal Field Service), and the procedure for preparation and disposition remains unchanged. General directions for completing are printed on the reverse of Forms B/A-150 and B/A-151.

In connection with Form W-2 it is necessary to emphasize that:

1. Employees' names and addresses must be legible and complete, including house number, street, postal zone number, if any, post office, and State. If the present address of a separated employee is not known, the last known address should be shown.

2. Form W-2 must be prepared whether taxes have been withheld or not. If no taxes were withheld the word "none" should be shown under, "Federal income tax withheld, if any."

3. Each postmaster is considered to be the employer at his office. Therefore, in the space for "employer by whom paid" should be inserted the name and title of the postmaster followed by the name of the office, for example:

Joseph Doe, Postmaster,
Roe, Tex.

This applies to the postmaster's own Form W-2 as well as those of all other employees.

4. The original and duplicate copies of Form W-2 must be delivered to the employees whose names appear thereon. The original copy of Form W-2 must be attached to the employee's United States income-tax return, Form 1040 or 1040A, the duplicate copy is his personal file copy, while the triplicate copy, Form W-2a, must accompany the Form B/A-150 or B/A-151, as the case may be.

5. At any office where a change occurred during the year, the present postmaster must transmit a completed Form W-2a for the former postmaster, or for any other former employee whether or not the earnings were subject to tax deductions. If a completed Form W-2a is not now on hand for the former postmaster or any other former employee, a Form W-2 should be prepared from information shown on the office records.

All district offices must submit the original copy of completed tax report, Form B/A-150 or B/A-151, accompanied with all Forms W-2a, to their central accounting offices within the same limit of time as that allowed for the submission of postal accounts. All first-class offices must submit such reports direct to the Bureau of Accounts, Withholding Tax Section, Post Office Department, Washington 25, D. C.

At first- and second-class offices Form 1282-S must be completed in triplicate. The original and duplicate copies must accompany the postal account for the quarter ending December 31, 1951.

Forms W-1 and W-3 are not to be used by postmasters and under no circumstances shall Forms W-2a and related reports above-described be sent to the Collector of Internal Revenue. With the exception of their personal income-tax returns, postmasters must not submit any forms, reports, or funds, pertaining to taxes withheld, to the Collector of Internal Revenue.

PREPARATION FOR SHIPMENT AND DISPOSITION OF FORMS B/A-151 AND W-2A AT FIRST- AND SECOND-CLASS OFFICES

Upon completion of all forms in connection with withholding tax reports postmasters should prepare them for shipment in accordance with the following instructions:

1. Forms W-2a should be separated by States according to the residence addresses of the employees. For each State group a listing should be made, preferably on an adding machine, of the amount of tax shown on each form in the group, and the total taken to show the taxes for that State. The forms should then be tied into bundles, by States, and the tape for each State securely fastened to the correct bundle.

2. Prepare a grand total tape using the State totals as individual entries. Attach this tape to the original Form B/A-151 for transmittal to this Bureau. Lines 8 and 9 of Form B/A-151 must be in agreement with the grand total shown on this tape.

3. At offices where division headquarters of the Post Office Inspection Service and Postal Transportation Service are located, and at rural disbursing offices, Forms W-2a should be obtained from the division headquarters of the Inspection and Postal Transportation Services and a complete report for the office submitted at one time. The inspector in charge and the general superintendent of the Railway Mail Service should be requested to make the State separation of Forms W-2a for their services and submit them to the disbursing postmaster with adding machine tapes prepared and attached as described in items 1 and 2 above. It will not be necessary for the disbursing postmaster to combine the State groups of these services with the State groups of his office but the totals for these services must be included on the grand total tape to be attached to Form B/A-151.

4. Where the number of Forms W-2a are few enough to be mailed in an envelope, the original of Form B/A-151 should be folded and securely fastened to the Forms W-2a. When it is necessary to make a package of

the several State bundles, the original of Form B/A-151 should be placed in an envelope and wrapped in the package with Forms W-2a. When it is necessary to make more than one package, the packages should be numbered consecutively and the final package marked with an "X" following the number. Form B/A-151 should then be placed in an envelope and included in the "X" or final, package. All envelopes and packages containing these forms should be clearly marked "Withholding tax report."

Withholding tax reports, prepared as above, will include the original of Form B/A-151, adding machine tapes as indicated, and one Form W-2a for each employee, including the postmaster, former postmaster, or any former employee to whom wages were paid during the calendar year 1951.

Instructions are being issued by letter to central accounting offices concerning the checking in and forwarding of district office reports. Separate letters of instructions are being furnished third- and fourth-class offices.

AMENDED FORMS W-2

After the submission of withholding tax reports, if it becomes necessary to furnish any employee an amended Form W-2 because of an error on the one originally furnished or because of a change in either wages or taxes originally shown, the second form must be clearly marked, "Amended." In the event the employee concerned has already filed an income tax return, he may be advised that an amended return may be filed on the basis of the amended Form W-2. The triplicate copy of the amended withholding statement, Form W-2a, must be forwarded to the Bureau of Accounts, Withholding Tax Section, Post Office Department, Washington 25, D. C., with a statement showing the difference between the new form and the first one prepared. When the circumstances warrant, an amended report, Form B/A-151 or B/A-150 must be submitted.

TAXING AUTHORITIES OF CERTAIN STATES AND MUNICIPALITIES TO BE FURNISHED COPIES OF FORM W-2

In conformity with the procedure followed in prior years, copies of the 1951 withholding tax statements, Form W-2, should be furnished for the information and use of those States and municipalities which have enacted laws or ordinances requiring employers to report wages paid annually to employees. Form W-2b (a single form identical to the triplicate copy of Form W-2) has been provided for this purpose. The necessary supplies of Form W-2b may be procured by postmasters at first-class offices upon request to the local collectors of internal revenue, and any supplies needed by district offices should be requisitioned from the designated central accounting offices. When a saving can be effected by supplying these taxing authorities with lists containing the same information that would otherwise be supplied on Form W-2b, this procedure may be followed. The copies of Form W-2b should be sorted according to State of residence, and the copies for each State, municipality, or other taxing authority should be forwarded to the appropriate agency or official with a letter of transmittal.

Requests have been received for copies of Form W-2b from the States, cities and territories listed below, and the forms should be prepared and forwarded to the designated officials or offices.

<i>State or city</i>	<i>To be mailed to—</i>
Alabama.....	Department of Revenue, Montgomery, Ala.
Arizona.....	State Tax Commission, Phoenix, Ariz.
Arkansas.....	Commissioner of Revenues, Little Rock, Ark.
California.....	Franchise Tax Board, Sacramento, Calif.
Colorado.....	Department of Taxation, Denver, Colo.
Delaware.....	State Tax Department, Wilmington, Del.
Georgia.....	State Revenue Commissioner, Atlanta, Ga.
Idaho.....	State Tax Commission, Boise, Idaho.
Indiana.....	State Department of Revenue, Indianapolis, Ind.
Iowa.....	State Tax Commission, Des Moines, Iowa.
Kansas.....	State Commission of Revenue and Taxation, Topeka, Kans.
Kentucky.....	Department of Revenue, Frankfort, Ky.
Louisiana.....	Collector of Revenue, Baton Rouge, La.
Maryland.....	State Comptroller, Annapolis, Md.
Massachusetts.....	Commissioner of Corporations and Taxation, Boston, Mass.
Minnesota.....	Department of Taxation, Saint Paul, Minn.

<i>State or city</i>	<i>To be mailed to—</i>
Mississippi.....	State Tax Commission, Jackson, Miss.
Missouri.....	Department of Revenue, Jefferson City, Mo.
Montana.....	State Board of Equalization, Helena, Mont.
New Mexico.....	Bureau of Revenue, Santa Fe, N. Mex.
New York.....	Department of Taxation and Finance, Albany, N. Y.
North Carolina.....	Commissioner of Revenue, Raleigh, N. C.
North Dakota.....	State Tax Commissioner, Bismarck, N. Dak.
Oklahoma.....	Oklahoma Tax Commission, Oklahoma City, Okla.
Oregon.....	State Tax Commission, Salem, Oreg.
South Carolina.....	South Carolina Tax Commission, Columbia, S. C.
Utah.....	State Tax Commission, Salt Lake City, Utah.
Vermont.....	Commissioner of Taxes, Montpelier, Vt.
Virginia.....	Department of Taxation, Richmond, Va.
Wisconsin.....	Department of Taxation, Madison, Wis.
Territory of Alaska.....	Tax Commissioner, Juneau, Alaska.
District of Columbia.....	Assessor, District of Columbia, Washington, D. C.
Territory of Hawaii.....	Tax Commissioner of the Territory of Hawaii, Honolulu, T. H.
Louisville, Ky.....	Commissioner of the sinking fund of the city of Louisville, Louisville, Ky.
Paducah, Ky.....	City Treasurer, Paducah, Ky.
Dayton, Ohio.....	Superintendent of Taxes, Dayton, Ohio.
Springfield, Ohio.....	Commissioner of Taxation, Springfield, Ohio.
Toledo, Ohio.....	Commissioner of Taxation, Toledo, Ohio.
Philadelphia, Pa.....	Receiver of Taxes of the city of Philadelphia, Philadelphia, Pa.

INSTRUCTIONS OF ASSISTANT POSTMASTERS GENERAL BUREAU OF POST OFFICE OPERATIONS BUREAU OF FACILITIES

POSTERS REGARDING BLOOD DONATIONS FOR THE ARMED FORCES

In the near future you will be furnished with a poster issued by the Department of Defense relating to a public information effort to provide blood for the Armed Forces.

Upon its receipt the poster should be displayed in a prominent location in the public lobby, in such manner as not to mar the walls or woodwork, for an indefinite length of time.

The foregoing instructions do not apply to post office lobbies located in Government-owned buildings not operated by the post Office Department.

INSTRUCTIONS OF ASSISTANT POSTMASTER GENERAL BUREAU OF TRANSPORTATION

BAKERY GOODS ADDRESSED TO OVERSEAS APO'S NOT ACCEPTABLE UNLESS PACKED IN ACCORDANCE WITH REGULATIONS

It has been reported that many parcels containing fancy cakes, placed in a carton without a top other than a single sheet of cellophane, are being accepted at various post offices for dispatch by air mail to overseas APO's, care Postmaster, San Francisco, Calif. These parcels are usually received in a damaged condition at San Francisco and consigned to waste.

Postmasters are requested to take immediate steps to see that no further mailings of this nature are accepted.

Bakery goods such as cakes and cookies must be adequately cushioned in a strong shipping carton so as to carry without damage in any position inside of mail sacks. It is obvious that decorated or heavily frosted cakes would be marred in transit. Fruit cakes or possibly plain cakes or cookies wrapped in waxed paper, then placed in a strong tightly closed carton of metal or fiberboard and then cushioned on all six sides by means of shredded or crumpled newspaper in a strong shipping carton should reach destination in good condition.

PREPARATION OF PRINTS FOR FOREIGN COUNTRIES

Reference is made to Change No. 90 published elsewhere in this BULLETIN amending the instructions appearing in chapter II, article 6, of the 1951 Postal Guide, Part II, concerning the preparation of prints for foreign countries.

A number of foreign postal administrations have complained for the receipt from this country of newspapers and magazines without wrapper or envelope, the covers bearing the addresses having slipped off, or become torn off, in transit. In such cases it is often impossible to associate the empty wrappers and envelopes with the periodicals they originally covered, resulting in nondelivery of the articles.

Postmasters, particularly those handling newspapers and magazines mailed at their offices by the publishers, should contact the mailers when it is observed that their periodicals are not properly prepared for mailing, explaining the need for adequate wrapping of prints intended for delivery in a foreign country. The following measures may be suggested where it appears that such would be remedial:

(a) The use of wrapping paper of a quality strong enough to withstand the pressure and friction incident to an ocean voyage;

(b) Careful wrapping, with an end of the wrapper extending between the pages of the periodical to lessen the danger of slipping;

(c) Placing the name of the publication on each wrapper, so that wrappers which slip off intact may be replaced on the proper periodicals.

Complaint has also been made concerning the receipt from this country of prints in the form of circulars, pamphlets, booklets, etc., which, although prepared in accordance with the conditions governing their transmission in the domestic mails, do not conform to the requirements for international mailing for the reason that such articles in the international mails must be enclosed in unsealed envelopes or wrappers.

Postmasters are requested to take appropriate action to assure compliance with the instructions governing the preparation of prints for foreign countries, and to give the matter as much publicity as possible without expense to the Department.

AIR SERVICE

A. M. 29

Effective on or about January 22, 1952, air mail service will be inaugurated at Manhattan-Junction City-Fort Riley, Kans., over route A. M. 29.

Special cachets will be provided for Manhattan, Junction City, and Fort Riley, and the usual treatment of philatelic mail will be authorized.

First-flight air-mail covers sent to the postmasters at Manhattan, Junction City, and Fort Riley must be prepaid at the appropriate air mail postage rate. Double postal cards and double post cards intended for return reply purposes are not acceptable as first-flight covers. All covers should be accompanied by a letter authorizing the holding of the covers for the first flight and requesting the application of the cachet.

Space approximately 2½ by 2½ inches to the left on the address side of all covers is required for the cachet. An enclosure of medium weight should be placed in each envelope to obtain better impression of cachet and postmark, and to prevent damage to cover or canceling machine.

No provision will be made for point covers. However, at request of collectors, covers receiving cachet will be given directional service only to an office designated by the General Superintendent, Postal Transportation Service, and served by the first flight in each direction, and will there be backstamped and dispatched onward to destination.

**INSTRUCTIONS OF
ASSISTANT POSTMASTER GENERAL
BUREAU OF FINANCE**

NEW NO. 6 2-CENT REPLY CARD

Within the next few days plates will be in readiness for printing the new No. 6 2-cent reply card. The initial distribution of the No. 6 cut cards will be made through the Washington, D. C., post office on December 29, 1951, for the benefit of collectors desiring first day cancellations.

The new 2-cent reply card will conform in dimensions and design with the current No. 6 1-cent reply card, except as to color which will be red and the denomination numeral.

Stamp collectors desiring first-day cancellations may submit orders to the Postmaster, Washington, D. C., with money order remittance to cover the face value of such canceled cards at 4 cents each as may be desired, enclosing therewith a covering envelope suitably addressed with return postage affixed at the rate of 3 cents for each 4 cards requested. If more than 24 cards are ordered 10 percent over face value must be added. Only the message half of these double cards will be canceled with the usual postmark reading in the bars "First Day of Issue." The attached reply half of the card will remain uncanceled.

In view of the short notice to stamp collectors, postmasters will take immediate steps to see that the press and all local stamp clubs are suitably

advised and that this notice is conspicuously posted on post office bulletin boards.

Postmasters at central and direct-accounting post offices may submit requisitions for their minimum requirement of No. 6 2-cent reply cards, both sheet and cut, for a 3-month period. In some instances, it may be necessary to reduce the number called for to an approximate 6 weeks' supply in view of the limited quantities of such cards which will be available for distribution for a period of at least 30 days.

In all probability, the production will not permit the filling of postmasters' orders much before January 15, regardless of public demands so that it will serve no purpose to notify the Department of the failure to have received cards in response to requisitions.

3-CENT 4-H CLUBS COMMEMORATIVE POSTAGE STAMP

The Department will issue a 3-cent stamp through the Springfield, Ohio, post office on January 15, 1952, in honor of the 4-H Club movement.

The stamp will be 0.84 by 1.44 inches in dimensions, arranged horizontally, printed by the rotary process, electric-eye perforated, and issued in sheets of 50. The color of the stamp will be green. The printing of 110,000,000 4-H Clubs commemorative stamps has been authorized.

The central design of the stamp depicts a group of typical farm buildings at the left, while in the center appears the symbolic four-leaf clover, with the letter "H", in white face gothic, superimposed on each of the four leaves, representing head, heart, hands, and health. Directly beneath this symbol is inscribed: "The 4-H Clubs", in dark gothic. Dominating the right side of the design are a teen-age boy and girl, facing the club symbol. In the lower left corner of the design the denomination "3¢" is shown in shaded modified gothic. A solid dark panel forms the top of the stamp in which appears the wording: "To Make The Best Better" in white face roman. The bottom of the stamp is also formed by a solid dark panel on which appears the wording "United States Postage" in white face roman.

Stamp collectors desiring first-day cancellations of this stamp may send a limited number of addressed envelopes, not in excess of 10, to the Postmaster, Springfield, Ohio, with money order remittance to cover the cost of the stamps to be affixed. **Postage stamps and personal checks will not be accepted in payment.**

Envelopes submitted should be of ordinary letter size, and each must be properly addressed. An enclosure of medium weight should be placed in each envelope, and the flap either sealed or turned in. An outside envelope must not be sent for return of first-day covers. The envelope to the Postmaster, Springfield, Ohio, should be endorsed "First Day Covers." Collectors should refrain from requesting hand cancellations, since covers will be machine canceled so far as practicable. Orders for first-day covers must not include requests for uncanceled stamps.

For the benefit of collectors desiring stamps of selected quality for philatelic use, the 3-cent 4-H Clubs commemorative stamp will be available at the Philatelic Agency, Post Office Department, Washington 25, D. C., on and after January 16, 1952. To insure prompt shipment, mail orders to the agency should include no other stamp issues. **The Philatelic Agency does not service first-day covers.**

Postmasters at direct and central-accounting post offices will receive an initial supply of the 4-H Clubs commemorative stamps on orders prepared in the Department. Therefore, postmasters at these offices will not submit requisitions for the same. Direct and central-accounting postmasters are furnished commemorative stamps as fast as they can be manufactured. They are, therefore, requested to refrain from reporting the nonreceipt of shipments until a reasonable time has elapsed after the first day of issue.

Postmasters at district accounting post offices may obtain needed quantities of the 3-cent 4-H Clubs commemorative stamps by requisition on the central-accounting postmaster.

Postmasters will please post a copy of this notice on the bulletin board, give information to the press, and notify all local stamp clubs regarding the issuance of the 3-cent 4-H Clubs commemorative stamp.

Postmasters are cautioned not to place the stamp herein announced on sale before January 16, 1952.

NO. 8 1-CENT CUT CARDS REVALUED 2 CENTS

All postmasters and employees of the postal service are informed that the Department has undertaken the revaluation of No. 8 1-cent cut cards by means of tickometers at a number of the larger post offices where substantial quantities of such cards will remain on hand after January 1, 1952.

The revaluing surcharge will consist of a rectangular enclosure measuring ⅝ by ⅝ inch arranged horizontally and containing the words "Revalued—2¢—P. O. Dept." in three lines. It will be printed in green ink slightly lighter than that of the 1-cent Jefferson stamp and placed directly to the left thereof.

These revalued cards will be distributed from subagencies on requisitions of postmasters as rapidly as they can be overprinted. The Department has received in response to a bulletin notice reports as to where stocks

suitable for revaluing now exist and will reassign machines to such points as soon as they become available. Indications are that it will be impracticable to undertake the overprinting of any quantities of less than 100,000 and postmasters will, accordingly, take steps to move smaller quantities by the affixment of 1-cent postage stamps.

As a suggestion designed to insure a minimum of accounting, 1-cent postal cards may be supplied to window clerks at their face value, with instructions to see that they are disposed of by the affixment of 1-cent postage stamps during their spare time and sold in lots of 49 or less, thus obviating any need for accounting for the 10 percent increase. When requests for 50 or more cards are received the new 2-cent card should be supplied.

STOLEN NOTICE—NEW CARD MONEY-ORDER FORMS

Since October 1, 1951, the blank domestic money-order forms listed below have been reported stolen.

4-9,697,784 to 4-9,697,817-----	Nov. 20, 1951	Indianapolis, Sta. 20, Ind.
4-9,748,106 to 4-9,748,119-----	Nov. 28, 1951	Indianapolis, Sta. 20, Ind.
4-9,832,474 to 4-9,832,600-----	Dec. 23, 1951	INDIANAPOLIS, STA. 15, IND.
4-10,126,991 to 4-10,127,580----	Dec. 16, 1951	Columbus, Sta. 14, Ohio.
5-17,788,498 to 5-17,788,507----	Oct. 14, 1951	Huntingtown, Md.
5-18,373,324 to 5-18,373,500----	Nov. 29, 1951	Essex, N. C.
5-18,974,661 to 5-18,974,950----	Oct. 21, 1951	Edgehill, Va.
5-19,254,472 to 5-19,254,499----	Dec. 22, 1951	POTOMAC BEACH, VA.
5-29,211,201 to 5-29,211,400----		
6-17,657,318 to 6-17,657,400----	Nov. 3, 1951	Lebanon, Ga.
7-18,833,133 to 7-18,833,170----	Dec. 15, 1951	Bellwood, Sta. 1, Ill.
8-9,152,053 to 8-9,152,250-----	Dec. 24, 1951	HOLLISTER, MO.
8-13,314,851 to 8-13,315,500----		
10-5,076,120 to 10-5,076,150----	Nov. 9, 1951	Barber, Okla.
10-10,944,001 to 10-10,944,050--		
10-10,256,237 to 10-10,256,600--	Nov. 19, 1951	Granger, Wyo.
11-11,695,851 to 11-11,695,871--	Nov. 19, 1951	Meadow, Tex.
11-12,224,701 to 11-12,224,800--	Dec. 14, 1951	Lueders, Tex.
11-12,736,012 to 11-12,736,250--	Dec. 16, 1951	Brandon, Tex.
11-15,360,521 to 11-15,360,600--	Dec. 24, 1951	DENISON, MILLS BR., TEX.
11-19,285,751 to 11-19,286,000--	Dec. 16, 1951	Brandon, Tex.

12-17,551,488 to 12-17,551,550--	Oct. 7, 1951	Seattle, Sta. 27, Wash.
12-19,258,852 to 12-19,259,250--	Oct. 27, 1951	Tacoma, Sta. 1, Wash.
12-20,305,459 to 12-20,305,600--	Oct. 28, 1951	Spokane, Sta. 3, Wash.
12-21,890,146 to 12-21,890,200--	Dec. 1, 1951	Boise, Sta. 2, Idaho.
12-25,075,691 to 12-25,075,800--	Nov. 7, 1951	Puyallup, Edgewood Rural Sta., Wash.
12-29,200,916 to 12-29,201,900--	Oct. 19, 1951	Thousand Oaks, Calif.
12-30,059,946 to 12-30,059,950--	Oct. 29, 1951	Isabella, Calif.

If any of the above numbered forms are presented, payment should be refused, and the inspector in charge of your division notified immediately. In this connection attention is called to the instructions appearing on page 401, chapter 17, paragraph 12 of the Manual of Instructions for Postal Personnel, and the provisions of section 71.23 Postal Laws and Regulations.

CHANGES—POSTAL GUIDE 1951—PART II

PRINTED MATTER

CHANGE No. 90.

Page 7.—In article 6, paragraph 3, "Preparation for mailing:", amend subparagraphs (a), (b), and (c) to read as follows:

"(a) Prints, including second-class matter mailed by publishers or registered news agents to the countries to which table 2 on page 3 applies, must be placed either under wrapper, in rolls, between cardboard, in an open case, or in an unsealed envelope, provided, if need be, with easily removable fasteners offering no danger, or be fastened with a string which is easily untied. Care should be exercised in all instances to see that articles of printed matter are not prepared in such a manner as to allow other articles to slip into them.

"(b) Prints of the shape and consistency of a card and either folded or unfolded may be forwarded without wrapper, envelope, or fastener.

"(c) The right half, at least, of the front of all prints sent in the form of cards, including illustrated post cards, must be reserved for the address of the addressee and the service notes or labels. The postage stamps or postage-paid impressions are placed in the upper right corner of the cards."

GERMANY—PROHIBITIONS

CHANGE No. 91.

Page 185.—In the subcaption "Prohibitions" under "Postal Union (Regular) Mails" add the following to the paragraph concerning arms, munitions, etc.:

"Shotguns and other weapons for use in hunting are admitted if the addressee possesses an import permit."

DISPLAY AND SELL AIR MAIL ENVELOPES

SAFETY REQUIRES CLEAR THINKING . . .
. . . CLEAR THINKING REQUIRES GOOD HEALTH

IF YOU DON'T KNOW THE SAFE WAY
STOP! and FIND OUT