

## TREASURY DEPARTMENT

FOR Mr. J. C. Ballard,  
Auditor  
DEPARTMENT Wisconsin Steel Company,  
OR WORKS Benham, Kenrucky.

DATE 11/8/32

YOUR LETTER

SUBJECT  
OR FILE NO.

PAYROLL HOLDUP INSURANCE  
INTERIOR HOLDUP INSURANCE  
SAFE BURGLARY INSURANCE  
MESSENGER INSURANCE

On November 12, 1932 our new policy year for the above captioned lines of insurance will commence and we therefore deem it advisable to have a survey made of the entire situation appertaining thereto. We assume you have on file previous instructions relating to this matter and suggest you review them to see if there has been any change in your situation which will require a change in your coverage for the coming year and whether or not the instructions given are being carried out at the present time.

If there has been any change in your safes, vaults, alarm and watchman service, method of distributing payroll checks, etc., kindly advise us. Also please bear in mind that future changes should be reported to us immediately.

PAYROLL ROBBERY INSURANCE

At present your location is covered by insurance on bearer checks for \$(See below) and applies to each pay day risk regardless of the number of pay days.

Please send to us by return mail the best estimate you are able to make of the amount of your largest net payroll for any one day during the year beginning November 12, 1932 and ending November 12, 1933. If at any time during the coming year you anticipate that your payroll will exceed this estimate, this office should be advised immediately. Fill out and return the attached questionnaire promptly.

As soon as possible after November 12th you must furnish us, as in former years, with a typewritten statement in triplicate, on letter size paper, separate from your letter of transmittal, giving the date of each of your pay days and the net amount of each day's payroll, after giving effect to deductions made, for the period from November 12, 1931 to November 11, 1932, both dates inclusive. This statement should be totaled and the correctness of same certified to at the bottom over the signature of the Works Auditor, showing his title.

P/R Money - \$10,700.  
" Private Money - \$5,400.