

## REPORTING CURRENCY TRANSACTIONS

Federal law requires a Currency Transaction Report (CTR) be filed for all transactions of currency in amounts over \$10,000.00, per person, per day. These transactions may occur in combination with other money services (e.g., wire transfers) and need to be reported to the Internal Revenue Service (IRS) when the total purchases are over \$10,000.00 (including fees).

The CTR is FinCEN Form 104 and is provided to all agents in both the MEMO Sales Kit and MEMO Agent Anti-Money Laundering Manual. For additional forms contact MEMO Customer Service at 1-800-922-8079 or download at [www.fincen.gov](http://www.fincen.gov).

Agents must write down the following information **BEFORE SELLING** more than \$10,000.00 in money orders to any person(s):

### Part I – Purchaser(s) Information

Complete all sections including Name, Address, Date of Birth, Social Security Number (or Alien Identification Number), and Occupation of purchaser. If the purchase is on behalf of a business or other person, complete section A which includes obtaining the Tax or Employer Identification Number.

### Part II – Transaction Description

In this section be sure to include the amount of cash received (Cash In) and Type of Transaction (Negotiable Instrument Purchased).

### Part III – Location

This section is for the selling store's information and signature.

## CURRENCY TRANSACTION REPORT CHECKLIST



- Check purchaser's Photo ID.
- Verify if purchase is on behalf of another person or organization.
- Complete ALL applicable parts of the CTR.
- Collect cash and print money orders.
- Mail completed CTR to the IRS within 15 calendar days (certified mail recommended).
- Fax or mail a copy of the CTR to MEMO.
- Keep a copy of the CTR for five (5) years.

## IMPORTANT:

**COPIES OF ALL COMPLETED CTRs MUST BE MAILED TO THE IRS  
AND SENT TO MEMO:**

**FAX: 717-214-5966 OR 1-800-715-3590**

**MAIL TO: 1029 Mumma Road, P.O. Box 8863, Camp Hill, PA. 17001-8863**

Print, sign, and keep this document as proof that you received continuous training on anti-money laundering laws and regulations. Make additional copies for employees as proof that you trained employees on anti-money laundering laws and regulations. Keep all signed copies for 5 years.

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Agent Number

\_\_\_\_\_  
Date