

REPORTING HIGH DOLLAR TRANSACTIONS

Any transaction of \$3,000 or more per person, per day, must be recorded on the correct form and sent to MEMO. It is important to send the Money Order Transaction Report, Bill Payment Transaction Report, or the Currency Transaction Report by the end of that business day. If the form is not received, MEMO will contact you as a courtesy to assist agents in complying with this Federal requirement.

MONEY ORDER/BILL PAYMENT TRANSACTION REPORT

Federal law requires every person **SELLING** money orders and/or bill payment transactions **totaling between \$3,000 and \$10,000** (including fees) per person, per day, to make a record of the sale.

The Money Order Transaction Report must be completed for the store's records and also faxed to MEMO.

Required information is Customer's Name, Address, Birthday, Occupation, Social Security Number or Alien ID Number and Photo Identification (driver's license, passport, visa, or anything a bank would accept).

CURRENCY TRANSACTION REPORT

Federal law requires every person **SELLING** money orders and/or bill payment transactions **totaling over \$10,000** (including fees) per person, per day, to inform the Internal Revenue Service (IRS) of these transactions by filing the Currency Transaction Report (CTR) within 15 days.

The Currency Transaction Report (CTR) can be accessed and filed at:

<http://bsaefiling.fincen.treas.gov/main.html>



IMPORTANT:

Money Order Transaction Reports, Bill Payment Transaction Reports, and Currency Transaction Reports need to be **faxed to MEMO (717-214-5966)** and kept for 5 years. All other Compliance documentation should be kept with your compliance documents in Section 7 of the MEMO Agent Anti-Money Laundering Manual.

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