

AGENT PERIODIC COMPLIANCE MONITORING REPORT

All agents should complete this report at regular intervals to help demonstrate compliance with applicable anti-money laundering laws.

AGENT NAME: _____ FROM: _____ TO: _____
Date Date

	Yes	No
SUSPICIOUS ACTIVITY REPORTS (SAR-MSB): 1. Have there been any money order sales for \$2,000 or more? 2. Have there been any bill payments to non-Authorized billers of \$2,000 or more? 3. If yes, is the transaction suspicious? Examples of suspicious activity: a. Structuring or splitting up purchases b. Buying money order just below the dollar thresholds (\$1,999; \$2,999, etc.). c. Use of fake IDs d. Customer changes transaction amount after learning about ID requirement. 4. SAR-MSB form completed as much as possible? 5. Was the SAR-MSB form filed with the IRS within 30 days of detecting the suspicious activity?	 	
MONEY ORDER AND BILL PAYMENT TRANSACTION REPORTS: 1. Have there been any money order sales totaling between \$3,000 and \$10,000 (including fees)? 2. Have there been any bill payments to non-Authorized billers totaling between \$3,000 and \$10,000 (including fees)? 3. If yes, is the Money Order Transaction Report or Bill Payment transaction Report complete? Needed Information: Purchaser Name, Purchaser Address, Form of ID and ID number, Social Security Number, Date of Birth, Amount of Transaction and Occupation.	 	
CURRENCY TRANSACTION REPORT (CTR): 1. Have there been any sales of money orders totaling more than \$10,000 (including fees)? 2. Have there been any bill payments to non-Authorized billers totaling more than \$10,000 (including fees)? 3. If yes, is the CTR accurately and fully completed? Needed Information: Purchaser Name, Purchaser Address, Form of ID, Social Security Number, Date of Birth, Amount of Transaction, Purchaser's occupation. 4. Was the CTR filed with the IRS within 15 days of the money order sale?	 	
EMPLOYEE TRAINING: 1. Were New Employees trained between the above dates? 2. Were existing employees trained between the above dates? 3. Was all training documented?	 	

Explain all no responses and describe any actions taken to correct deficiencies:

Signature

Print Name

Date

Independent Review

Agent Name _____ Agent # _____

Review Time Period, From:

To:

	Yes	No	Comments/Corrective Action
Policies and Procedures			
Is the MEMO Manual at the selling location			
Are there written policies and procedures			
Does the selling location's anti-money laundering policies and procedures reflect the current laws and regulations?			
Does the selling location communicate the policies and procedures to employees selling money orders?			
Compliance Officer:			
Has the business designated a Compliance Officer			
Does the Compliance Officer perform the duties and requirements written in the business' anti-money laundering program?			
Training			
Have all employees who sell money orders or bill payment services to consumers received anti-money laundering training during the review period?			
Are there records showing which employees have been trained?			
Has the Compliance Officer made sure employees understand the business' compliance policies and procedures relating to anti-money laundering?			
Currency Transaction Reports			
Review money order sales report			
Has the business sold more than \$10,000 (including fees) in money orders or Bill payment services for non-Authorized billers to a single consumer in a single day, if yes answer the next questions.			
Did the business submit a CTR for each sale of money orders or bill payment service for non-Authorized billers exceeding \$10,000 to a single consumer in a single day?			
Are the CTRs properly completed (included signed and dated by Agent)?			
Were the CTRs filed within 15 days of the transaction?			
Has the business kept copies of the CTRs for 5 years?			
Suspicious Activity Reports			
Review completed SAR-MSBs			
Has the business filed any SAR-MSBs? If yes, answer the following questions.			
Were the SAR-MSBs filed within 30 days of the suspicious activity			
Were the SAR-MSBs completed properly			
Has the business kept the SAR-MSB for 5 years			

