



MONEY ORDER REQUEST FORM

Send To: MEMO, P.O. BOX 8863, CAMP HILL, PA 17001-8863 · (800) 922-8079 · FAX: (800)715-3590 · www.memoco.com · cc@memoco.com

INSTRUCTIONS: PLEASE READ and PRINT CLEARLY

- INCLUDE A COPY OF THE MONEY ORDER RECEIPT(S) that was attached to the money order(s), keeping the original(s) for your records
- A non-refundable processing fee per money order applies to photocopy and replacement requests. This non-refundable fee may be changed without notice and will be deducted from any replacement request if the fee is not included with this form. DO NOT SEND CASH. Payment accepted by money order or cashier's check made payable to MEMO. (no personal checks)
- Fee for money orders with a value of \$50.00 or greater is \$25.00. Fee for money orders .01-\$49.99 is 50% of the value of the money order.
- A photocopy(ies) will be provided if the processing fee is included and the money order(s) has been or becomes cashed.
- If the money order(s) has not been cashed, a replacement(s) money order will be processed only if this form is properly completed and signed by the purchaser of the money order.
- If the money order(s) has been damaged or is no longer needed for its original purpose, include the original money order(s) with this form and mail to MEMO. THERE IS NO FEE REQUIRED when returning an original money order(s) for replacement.
- This is NOT an immediate stop payment. A stop payment is not placed on the money order(s) until a replacement(s) is issued.
- Allow up to 20 business days for processing of a replacement money order(s) and up to 10 business days for photocopy(ies)
- KEEP A COPY OF THIS FORM FOR YOUR RECORDS.

Purchaser Information:

Name	Daytime Phone #	Email Address
Current Street Address	Apt #/Suite	
City	State	Zip Code

Money Order Information:

DATE OF PURCHASE	MONEY ORDER SERIAL NUMBER	AMOUNT	PAYABLE TO	NAME OF STORE WHERE PURCHASED
1				
2				
3				
4				

If the records of MEMO Financial Services, Inc. and Subsidiaries indicate that the above money order(s) has not been cashed and a replacement is issued to me, I authorize the Company to stop payment on this money order(s). I further agree to indemnify and hold MEMO Financial Services, Inc. and Subsidiaries harmless against any and all payments, loss, damage, expense and/or liability suffered or incurred by MEMO Financial Services, Inc. and Subsidiaries by reason of my stop payment authorization. If the original money order returns to my possession, I will return it to MEMO Financial Services, Inc. and Subsidiaries and use the new money order provided. In addition, I agree to repay MEMO Financial Services, Inc. and Subsidiaries the amount of any replacement given by it if this money order at any time whatsoever is paid through inadvertence or oversight or demand thereon made by a holder in due course.

SIGNATURE OF PURCHASER

TODAY'S DATE