



ATTENTION!

**WATCH FOR EMAIL ALERTS FROM MEMO:
MEMO sends all correspondence by email.**

IMPORTANT: EMAILS FROM MEMO’S COMPLIANCE TRAINER ARE SENT AS REMINDERS FOR ANTI-MONEY LAUNDERING TRAINING. If the training email is not opened, it will resend automatically. If training has been completed and you receive another email, please disregard the email. The email needs to be acknowledged to not be automatically resent. AML training is an annual regulatory requirement. It is important to complete annually, because IRS agents can and will randomly audit money services businesses at any time.

Make sure employees know who the Compliance Officer is for the company.

An Independent Review Audit must be completed annually. The Compliance Officer and Independent Reviewer cannot be the same person.

Anti-Money Laundering documentation must be kept for 5 years.

You must send completed Money Order Transaction Reports or Bill Payment Transaction Reports to MEMO on the day a customer buys MEMO products in amounts between \$3,000 and \$10,000. You must get two (2) forms of ID for all transactions of \$3,000 or more. DO NOT MAKE A COPY OF A CUSTOMER’S SOCIAL SECURITY CARD.

Currency Transaction Reports (CTR’s) and Suspicious Activity Reports (SAR’s) must be filed within required time periods.

IMPORTANT: COMPLETE AN INDEPENDENT REVIEW OF YOUR AML PROGRAM NOW. THE INDEPENDENT REVIEW OF YOUR AML PROGRAM MUST BE CONDUCTED BY SOMEONE OTHER THAN THE COMPLIANCE OFFICER. FORMS CAN BE FOUND IN CHAPTER 2 OF THE AML MANUAL AND ONLINE AT WWW.MEMOCO.COM

IMPORTANT: PLEASE RESPOND PROMPTLY WHEN YOUR BANK REQUESTS INFORMATION AND ANSWER ALL QUESTIONS TO AVOID THE BANK CLOSING YOUR ACCOUNT. Banks are required by law to obtain and maintain detailed information about their account holders, especially Money Services Businesses (MSBs).

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 have trained employees on Anti-Money Laundering Laws and Regulations. Keep all signed copies for 5 years.

Name/Signature

Agent Number

Date

MEMO’s Compliance Department Contacts

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