



MEMO HAS A VENDOR PAY PROGRAM FOR MONEY ORDERS

MEMO will begin charging a \$100.00 fee for agents that are not in the Vendor Payment Program and use money orders for vendor payments. Agents in the Vendor Pay Program who exceed their Vendor Payment Cap will also be charged \$100.00. As stated in the MEMO Trust Agreement – your contract with MEMO - Agents CANNOT use Money Orders to pay vendors UNLESS they are in the Vendor Pay Program. Repeated violations of the Trust Agreement may result in termination of service. Agents in the Vendor Pay Program are NOT REQUIRED to use money order to pay their vendors.

Contact the MEMO Risk Department at 1-800-922-8079, EXT 5003 for additional information regarding the MEMO Vendor Pay Program.

REMINDER: Money orders can only be purchased using CASH!

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. IT IS ILLEGAL TO COPY THE 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

Kevin M. Lutkins, Esq., CAMS
Compliance Officer & General Counsel
717-760-5903

Tiara Banks
Compliance Analyst
717-760-5936

Jeanette L. Frady
Compliance Trainer
717-760-5937