



Annual Anti-Money Laundering Training

The annual Anti-Money Laundering Training must be completed on a desktop or laptop computer. At the present time, it cannot be completed on a cell phone. If training is not completed annually, MEMO has the right to LOCK the machine until this requirement is met.

Annual Independent Review Audit Form

The Independent Review Audit Form must be completed annually by someone other than the Compliance Officer. This is a requirement of the anti-money laundering rules and regulations. Examiners, auditors and banks ask for this review.

Transactional Reporting

Money orders may only be purchased by Cash. If a customer purchases \$2,000 in money orders and then completes a Bill Pay transaction for \$1,000, the combined total of these transactions is \$3,000. In this case, a record of the transaction must be completed and submitted to MEMO.

MEMO Transaction Reports

You must send completed Money Order Transaction Reports or Bill Payment Transaction Reports to MEMO on the same day the customer purchases money service products in amounts between \$3,000 and \$10,000. Additionally, two (2) forms of ID must be obtained for all transactions for \$3,000 or more. **DO NOT MAKE COPIES OF A CUSTOMER'S SOCIAL SECURITY CARD, as doing so, violates compliance and federal state law regulations. It is illegal.**

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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