

# ANTI-MONEY LAUNDERING EXPRESS GUIDE

## REPORTING

### Currency transactions greater than \$10,000 (including consumer fees)

- Report on CTR – Form 104
- File within 15 days
- Follow instructions on form

### Suspicious activity, including structured transactions, of at least \$2,000

- Report on SAR-MSB form
- File within 30 days
- Follow instructions on form

## RECORDKEEPING

### Transactions of \$3,000 or more

#### Verify:

- Customer's name and address
- Customer's valid, government issued photo ID (passport, driver's license, etc.)

#### Record:

- Customer's name and address
- Type of ID provided, ID #, and ID issuer
- Customer's Social Security # or alien ID
- Customer's date of birth
- Transaction date
- Serial # of money orders or MoneyGram reference #
- Amount of transaction
- Point of sale address
- For money transfers also record:
  - Receiver's/Sender's name and occupation, and any other information provided about them
- For transactions conducted for someone else, record similar information on that other person

#### Where to record the above information:

Money orders – on the money orders log

Money transfers – on the Send/Receive Form or FormFree receipt

- This Applies to any method of payment for money transfers – not just cash

**Maintain copies of all reports and records for 5 years**

## USA PATRIOT ACT REQUIREMENTS FOR MSBs

1. Adopt written anti-money laundering compliance program
2. Designate Compliance Officer for their business
3. Train employees on anti-money laundering compliance, including record keeping and reporting requirements, as well as identification of suspicious activity
4. Conduct independent reviews of the anti-money laundering compliance program and make improvements as needed

## MSB REGISTRATION

Register with US Treasury on MSB Registration form. Many non-check casher agents are covered by the MoneyGram registration and do not need to register on their own.

**See Registration Form for details.**

## OFAC SANCTIONS

US businesses and individuals are prohibited from doing business with any country, entity, or person listed on OFAC sanctions list.

### For More Information

Treasury Department's Financial Crimes  
Enforcement Network (FinCEN)  
"Hotline" 1-800-949-2732

Money transfers  
1-800-926-9400 Ext. 4899

Money orders  
1-800-328-5678 Ext. 3385

Online  
[www.msb.gov](http://www.msb.gov)  
[www.fincen.gov](http://www.fincen.gov)  
[www.treas.gov/ofac](http://www.treas.gov/ofac)  
[www.moneygram.com](http://www.moneygram.com)

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