

FOREIGN CASH LETTER INSTRUCTIONS AND REQUEST FORM

Foreign cash letter items include foreign currency (cash), foreign postal money orders and checks or drafts denominated in the currency of the foreign institution on which they are drawn. Payment is NOT final (provisional credit is given) on foreign checks and drafts and these items may be returned. Foreign item return timeframes can be *much* longer than the timeframe for domestic returns (more than a month compared to four business days, especially for fraud returns). ***To reduce return risk, high dollar value items should be processed as collection items, not cash letters and Kansas Corporate will require confirmation on all items over \$3,000 submitted as a cash letter.***

Instructions

- 1) List international cash letter items that meet the criteria below directly on the foreign cash letter request form or provide a separate listing that includes the **same** information
- 2) Mail the foreign cash letter request form and the international items to Kansas Corporate Credit Union at the address listed below.

**Kansas Corporate Credit Union
8615 W Frazier
Wichita, KS 67212
Attn: Member Service**

Criteria

Cash letter items can be any of the following:

- Foreign currency (cash)
- Canadian postal money orders
- Checks or drafts denominated in the currency of the foreign institution on which they are drawn
 - Exceptions include checks or drafts denominated in an uncommon currency or drawn on an institution in a less developed or exotic country (most frequently Israel, Mexico, South Africa and Trinidad and Tobago) – these items are eligible for collection item processing
- Checks or drafts denominated in U.S. dollars drawn on a Canadian financial institution

Notes:

- *Checks or drafts denominated in British pounds (GBP) and drawn on a financial institution in England or Northern Ireland are cash letter items*
- *Checks or drafts denominated in euros and drawn on an institution in one of the 13 Eurozone countries (Austria, Belgium, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Slovenia and Spain) are cash letter items*
- *U.S. dollar denominated checks and drafts include the terms “U.S. dollar,” “USD” or “U.S. funds” on the item*

