

# 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.***

## 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 U.S. Central at the appropriate address listed below
  - o Send currency to the Lenexa, KS address (not the P.O. box) to ensure faster processing

## Criteria

Cash letter items can be any of the following:

- Foreign currency (cash)
- Foreign postal money orders
- Checks or drafts denominated in the currency of the foreign institution on which they are drawn
  - o 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*

## Shipping information

<b>International items sent via Express Mail, DHL, FedEx or registered mail:</b>	<b>International items sent via certified or regular mail:</b>
U.S. Central 9701 Renner Blvd., Suite 100 Lenexa, KS 66219 ATTN: Payment Operations	U.S. Central P.O. Box 413845 Kansas City, MO 64141 ATTN: Payment Operations

