

# FOREIGN COLLECTION ITEMS INSTRUCTIONS AND REQUEST FORM

Foreign collection items are checks or drafts denominated in a currency other than the national currency of the foreign institution on which it is drawn. Payment is final (items do not receive provisional credit); however, collection items typically take six to eight weeks to pay (eight to twelve weeks for items drawn on financial institutions in exotic countries) and are subject to processing fees by the clearing institution.

## Instructions

- 1) List international collection items that meet the criteria below directly on the foreign collection items request form or provide a separate listing that includes the *same* information
- 2) Mail the foreign collection items request form and the international items to U.S. Central at the appropriate address listed below

## Criteria

Collection items must be valued at or greater than \$200 U.S. dollars **and** fit any of the following criteria:

- Checks or drafts denominated in a currency other than the national currency of the foreign institution on which it is drawn
  - Exceptions include U.S. dollar items drawn on a Canadian institution – these items are eligible for cash letter processing
- Photo copies of checks or drafts sent in lieu of the original documents
- Any check or draft that would normally be processed as a cash letter item, but for which payment must be final
- Checks or drafts denominated in an uncommon currency or drawn on an institution in a less developed or exotic country

## Notes:

- *A check or draft must be processed as a collection item (versus cash letter) if it is drawn in U.S. dollars on an institution in the United Kingdom (England, Northern Ireland), Europe (France, Germany, Spain, Italy, etc.), Australia or New Zealand*
- *An item must be processed as a collection item (versus cash letter) if it is payable in Israeli shekels, Trinidad and Tobago dollars, Mexican pesos or South African rands*
- *U.S. dollar denominated checks and drafts include the terms “U.S. dollar,” “USD” or “U.S. funds” on the item*

## Shipping information

International items sent via <b>Express Mail, DHL, FedEx or registered mail:</b>	International items sent via <b>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

