

BRANCH OFFICE LETTER

Date: _____

_____, Officer-in-Charge

_____, (Office)

_____, (Location)

Dear Sir/Madam:

To facilitate our examination of compliance with Financial Recordkeeping and Reporting Regulations under Public Law 91-508, please furnish the examiner-in-charge with the information listed below.

Examiner

- 1) A copy of your list of customers who normally have currency transactions over \$10,000 (exempt customers).
- 2) Describe how currency transactions over \$10,000 for customers are recorded and reported by individual tellers at your office.
- 3) Describe the records used at your office to document, by denomination, currency transfers between tellers, including transfer from and to vault cash.
- 4) Name of person in your office who is responsible for filing Currency Transaction Reports (Form 4789).
- 5) Indicate where copies of all Currency Transaction Reports (Form 4789) prepared by your office are maintained.
- 6) A list of transactions for which Currency Transaction Reports (Form 4789) are due to be filed but have not yet been submitted by your office.
- 7) If periodic reviews are conducted by office management of exempt customers to ensure that their status has not changed under Recordkeeping and Reporting Regulations, please make supporting documentation available, including:

- a) dates of last two reviews;
- b) description of work reviewed;
- c) names of individuals who conducted the review and their findings.

Currency Transaction Reports (Form 4789) have been completed for all required transactions. Lists of customers who normally have currency transactions over \$10,000 (exempt customers) are currently maintained.

(Signed) _____
Office Manager