UNITED STATES POSTAL SERVICE®

Funds Transaction Report (FTR)

A. Type of Transaction — Completed by customer. Select one of the following check boxes, then fill out indicated sections.

- ☐ On behalf of self (Sec. B)
- ☐ On behalf of another individual (Sec. B and C)
- ☐ On behalf of a business/organization (Sec. B and C)
- ☐ Private courier on behalf of individual (Sec. B and C)
- ☐ Private courier on behalf of a business/organization (Sec. B and C)
- ☐ Armored car service on behalf of business/individual (Sec. C and F, on back)
- ☐ Law enforcement agent or government representative on behalf of an agency (Sec. E, on back)

B. Customer Information

Last Name/First Name

Address *(Number, Street, Box, Suite/Apt. No.)*

City | State | Zip | Country

Date of Birth *(MM/DD/YYYY)* | Social Security Number | Telephone Number *(Include area code)*

Photo ID Required

- ☐ Driver's License No. *(U.S. Only – Must indicate state)*
- ☐ Resident Alien/Permanent Resident ID No.
- ☐ Other ID *(U.S./state government-issued IDs, including tribal, and Mexican matricula consular)*
- ☐ State ID No. *(U.S. only – Must indicate state)*
- ☐ Military ID No. *(U.S. only)*
- ☐ Passport No. *(Must indicate country)*

Describe Other ID

ID Number | Issuing State

Issuing Country *(Passport)*

Occupation *(Be as specific as possible)*

Round Date Stamp

C. Other Person/Business/Organization on Whose Behalf Transaction Is Being Conducted

Last Name/First Name or Business Name or Organization Name *(No acronyms)*

☐ SSN ☐ EIN | NAICS *(If business)* | Type of Business/Organization/Occupation

Address *(Number, Street, Box, Suite/Apt. No.)*

City | State | Zip | Country

Date of Birth *(MM/DD/YYYY)* | Telephone Number *(Include area code)*

ID Type | ID Number | Issuing State

D. Completed by Postal Service™ Employee

Type of Transaction *(Check one):* ☐ Purchased ☐ Redeemed/Cashed

Total Face Value *(Excluding fee):* | Transaction Date *(MM/DD/YYYY)*

$.

List additional transaction numbers for money orders and gift cards on the back of this form.

	Beginning Serial No.	Thru	Ending Serial No.
Money Order Range 1			
Money Order Range 2			

Number of Money Orders Sold

Number of Money Orders Redeemed/Cashed

Number of Gift Cards Sold *(Provide numbers in section G on back.)*

I certify that I have verified the personal information for the customer by examining the photo ID noted.

Signature of USPS® Employee _____

Post Office™ Zip Code™

Mail this form daily to:
USPS BSA COMPLIANCE
PO BOX 4878
GREENWOOD VILLAGE, CO 80155-4878

E. Law Enforcement Agent or Government Representative on Behalf of an Agency

Last Name/First Name

Date of Birth *(MM/DD/YYYY)*

Work Telephone Number *(Include area code)*

Law Enforcement Agent/Government Representative Photo ID Number
(If photo ID does not have a number, please use agent/representative driver's license number.)

☐ Law Enforcement ID ☐ Government Representative ID ☐ Driver's License Number
(Must note state if using driver's license)

State

Agency Name *(No acronyms)*

Address *(Number, Street, Box, Suite/Apt. No.)*

City

State

Zip

Occupation

Agency EIN

NAICS

F. Armored Car Service Information

Armored Car Business Name *(no acronyms)*

EIN

Telephone Number *(Include area code)*

Address *(Number, Street, Box, Suite/Apt. No.)*

City

State

Zip

G. Completed by Postal Service Employee (Continued)

Type of Transaction *(Check one):* ☐ Purchased ☐ Redeemed/Cashed

List additional transaction numbers for money orders and gift cards here.

	Beginning Serial No.	**Thru**	**Ending Serial No.**
Money Order Range 3			
Money Order Range 4			
Money Order Range 5			
Money Order Range 6			

Gift Card Number 1	
Gift Card Number 2	
Gift Card Number 3	
Gift Card Number 4	

NOTICE TO CUSTOMER: The United States Postal Service® obtains information from the purchaser of money orders, financial products or services, and stored value cards as part of its compliance standards (31 USC 5311 et seq.) Multiple purchases during one business day must be treated as one purchase, and the information must be obtained if a Postal Service™ employee knows or has reason to believe that multiple purchases are being made. Additionally, federal law requires the Postal Service to obtain information from persons who redeem/cash money orders, checks or financial products or services in excess of certain thresholds. Finally, the established recordkeeping and reporting limits outlined above are subject to change at the behest of the Secretary of Treasury or designee.

Privacy Act Statement: Your information will be used to fulfill compliance and reporting standards found in statutes, regulations, and guidance under the Bank Secrecy Act (BSA), Anti-Money Laundering (AML), and Office of Foreign Assets Control (OFAC); to report potential fraud, crime, or violation of law or regulation and to support investigations related to law enforcement for financial transactions; and to provide additional verification procedures to combat fraud, crime, and violations of law or regulation in financial transactions. Collection is authorized by 39 U.S.C. 401, 403, and 404; 31 U.S.C. 5311 et seq., and 7701. Providing the information is voluntary, but if not provided, we may not be able to process or complete your financial transaction. We do not disclose your information without your consent to third parties, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions, as necessary; to agencies and entities for financial matters; and for customer service purposes. As information, legally required or permitted disclosures to agencies for law enforcement purposes include disclosures of information relating to money orders, stored-value cards, financial instruments, products, and services as required or permitted by BSA, AML and OFAC statutes, regulations, and requirements. For more information regarding our privacy policies, visit *www.usps.com/privacypolicy.*