



Catalyst Corporate Federal Credit Union Currency Exchange Form

Following are the steps to complete to send in foreign currency for exchange.

1. Fill in credit union contact information; please make sure to fill in all information below.
2. Note how much and what type of currency in the boxes below. There is a \$50 USD minimum for exchanging currency.
3. Fax this form and copies of currency to 214.703.7915. Catalyst will confirm and credit all exchanges received by 3:00 PT on the same day. The credit union will receive this form back with a confirmation number along with an electronic sales order confirmation form. Upon receipt of the confirmation, please wrap currency in the electronic sales confirmation form and place it in an envelope with the current date and confirmation number on the outside of the envelope.
4. Catalyst highly suggests mailing the currency by a traceable method such as FedEx, UPS, or Registered Mail to the following address.

Note: Verifying the currency is a vital step in the exchange process. Failing to verify currency can result in a loss if the currency returns to the credit union. If unsure about the currency type, please contact an MSR at 800.442.5763, option 1.

Mail electronic sales form and currency to:

TCSI
Attn: Manager
411 Industry Road
Building #1A
Louisville, KY 40208

Date: _____ Corp Acct #: _____

CU Name: _____ CU Contact: _____

Phone Number: _____ Fax confirmation to: _____

Credit Union Reference <i>(Member Name)</i>	Quantity <i>(# x Value)</i>	Currency Type <i>(Country code)</i>	Total <i>(Quantity & Code)</i>
Total:			

For Catalyst Use Only

Confirmation Number _____