

# MONEY ORDER TRANSACTION LOG

Multiple money order cash purchases made by the same person in one business day must be aggregated, or added together, and treated as a single purchase, even if purchased at different times during the day.

**If the same consumer purchases \$3,000 or more in money orders, using cash, in the same day, you MUST complete this Money Order Transaction Log. *This form must be retained for five years from date of sale, according to the U.S. Treasury Department regulations.***

Store Name \_\_\_\_\_

Purchaser's Name \_\_\_\_\_

Street Address \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Money order are purchased:

- For Purchaser's Use
- On behalf of another person
- (List other person's name, address, social security #, or alien I.D. #, and taxpayers I.D. # on the back of this form)

Date of Purchase \_\_\_\_\_

Purchaser's Specific Occupation \_\_\_\_\_

Purchaser's Social Security Number  
(or Alien I.D. Number) \_\_\_\_\_

Purchaser Date of Birth \_\_\_\_\_

Purchaser's Driver License Number \_\_\_\_\_ State \_\_\_\_\_

Other Identification \_\_\_\_\_

I.D. Positively Verified \_\_\_\_\_  
(Name of Store Employee)

**Note: Purchaser's address must be listed on the ID and must match address listed above**

DOLLAR AMOUNT \_\_\_\_\_

TRANSACTION(S):

SERIAL NUMBER _____	AMOUNT _____		SERIAL NUMBER _____	AMOUNT _____
SERIAL NUMBER _____	AMOUNT _____		SERIAL NUMBER _____	AMOUNT _____
SERIAL NUMBER _____	AMOUNT _____		SERIAL NUMBER _____	AMOUNT _____
SERIAL NUMBER _____	AMOUNT _____		SERIAL NUMBER _____	AMOUNT _____
SERIAL NUMBER _____	AMOUNT _____		SERIAL NUMBER _____	AMOUNT _____
SERIAL NUMBER _____	AMOUNT _____		SERIAL NUMBER _____	AMOUNT _____

Purchaser's Signature \_\_\_\_\_

- **3<sup>rd</sup> Party Information.** If the customer who is conducting the transaction is doing so for someone else, the information must be obtained for both parties. Examples of 3<sup>rd</sup> parties are: An employee of a business conducting the transaction for the business, or a relative of an elderly or disabled person conducting the transaction for that person.