

**International and Domestic Collections
Check Collection Transmittal Form**

Instructions

1. Sort the checks by currency.
2. Prepare the Check Collection Transmittal Form and Check Listing (one form per currency). If you have obtained a foreign exchange rate, list the rate in the Summary of Deposit section of the form and use the rate to calculate the USD equivalent amount for each check. Also, please write the rate and the USD Equivalent on the front, upper right hand corner of each check. If no rate is provided, we will obtain a rate and apply it to the checks.
3. Complete a separate Transmittal Form and Check Listing for each currency J.P. Morgan will assign a reference number to each Check Listing and, therefore, each currency. If you need a reference number for each check within a currency batch, please complete a separate Form for each check.
4. The bank of first deposit should stamp the back of the check with a Prior Endorsement Guarantee stamp.
5. Please complete a separate Check List for any check greater than \$40,000 USD Equivalent.
6. Keep front and back copies of each check and this Form.
7. Courier the check(s) and the Form(s) to the address printed below. We suggest you use a form of delivery that provides a receipt and tracking capability.
8. If you have any questions, please contact our International Collection Department at 1-800-779-4870, option 7.

Mailing Address: J.P. Morgan Chase
International/Domestic Collections TX2-F012
712 Main Street, Floor 4 East
Houston, TX 77002

Client Information

Reference Number:

Date:

(Please indicate your reference number, if you have one assigned.)

Name:

Contact Name:

Address:

J.P. Morgan Account to be credited:

Phone :

Please Check One

- Provide us with credit for this **Multi-currency Deposit** (Cash Letter), credit upon reserve and is subject to URC522. We understand that any returned unpaid check will be charged against our account for the USD equivalent plus a returned item handling fee and any applicable foreign bank charges

NOTE: Refer to Cash Letter Destination list of countries and currencies eligible for provisional credit.

- Send this item for **Collection** without protest. It is subject to URC522. We understand that the industry standard for collection process typically takes 4-6 weeks and that we may incur additional handling charges from the foreign banks. Foreign collections must have a U.S. value of \$300.00 or greater to be sent for Collection.

NOTE: If Clients present items that are less than \$300.00 U.S., such items will not be handled on a Collection basis, but will be processed via International Cash Letter (if eligible). If the item cannot be processed via Collections (does not meet minimum \$300 requirement) or International Cash Letter Services, the item will be returned to the Client unprocessed.

Summary of Deposit

Currency: _____ **Foreign Exchange Rate:** _____ **FX Contract #:** _____

Note: The FX Rate can only be listed if accompanied by FX Contract #. If the FX Rate and Contract # are not provided, J.P. Morgan will obtain a rate and apply it to the checks.

Total Face Amount: _____ **Total USD Equivalent:** _____ **# of Checks Included:** _____
(in foreign or domestic currency)

Comments:

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Currency: _____

FX Rate: _____

Contract # (if applicable): _____

J.P. Morgan Reference Number

Check #	Payee	Issue Date	Face Amount	USD Equiv. Amount
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
Total Amount:				

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The below countries and currencies are eligible for Multicurrency Deposit (Cash Letter). Items drawn on the below countries and currencies may receive immediate provisional credit.

If an item is not drawn on the countries and currencies listed below, J.P. Morgan processes the item as a Standard Collection Item. The account will not receive credit for the item until J.P. Morgan receives payment from the foreign bank, which can take approximately four (4) to six (6) weeks. In addition, there may be higher fees assessed by J.P. Morgan and the foreign bank.

Multicurrency Deposit Eligibility Country and Currency List			
Country	Currency	Country	Currency
Andorra	EUR	Luxemburg	EUR
Australia	AUD	Mexico	MXN
Austria	EUR	Netherlands	EUR
Belgium	EUR	New Zealand	NZD
Czech Republic	EUR	Norway	NOK / EUR
Canada	CAD / USD	Netherlands	EUR
Denmark	DKK	New Zealand	NZD
France	EUR	Portugal	EUR
Germany	EUR	Singapore	SGD
Greece	EUR	Slovakia	EUR
Great Britain NOTE: This includes England, Scotland, Wales, Channel Islands, and Isle of Man which are part of the United Kingdom.	GBP / EUR	Spain	EUR
Italy	EUR	Sweden	EUR
		Switzerland	CHF / EUR
		United States	USD / US

US dollar items drawn on the following U.S. territories or commonwealths are considered drawn in the United States.

- America Samoa
- Guam
- Northern Mariana Islands
- US Virgin Islands
- Federated States of Midway Islands
- Puerto Rico
- Micronesia

US dollar Postal Money Orders drawn on the following countries with a 00008002 Routing # are considered drawn in the United States.

- Antigua
- Bahamas
- Barbados
- Belize
- Dominica
- Grenada
- Japan
- Montserrat
- St. Kitts
- St. Lucia
- St. Vincent
- Trinidad & Tobago