

**MONEY ORDER TRANSACTION LOG**

Use this log to record cash money order sales of \$3,000 or more to one individual in one business day. 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 \_\_\_\_\_ Date of Purchase \_\_\_\_\_

3<sup>rd</sup> Party Information \*  
(List other person's name, address, social security #, or alien I.D. #, and taxpayers I.D. # on the back of this form)

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

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

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

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

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 \_\_\_\_\_

\* 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.