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Presents

# PROCEDURES FOR PREPARING A CTR

5th Edition

Avoid CTR violations and penalties

Find answers fast to CTR completion questions

Includes proficiency test

**For use by:**

**Tellers • Supervisors • Branch Managers for —**

preparing CTRs & resolving CTR problems when they arise

**Bank Secrecy Act Compliance Officers for —**

reviewing and approving completed CTRs before they are filed with the IRS

**Policy/Procedure Specialists for—**

updating procedures for handling large currency transactions and preparing CTRs

**Training Officers for —**

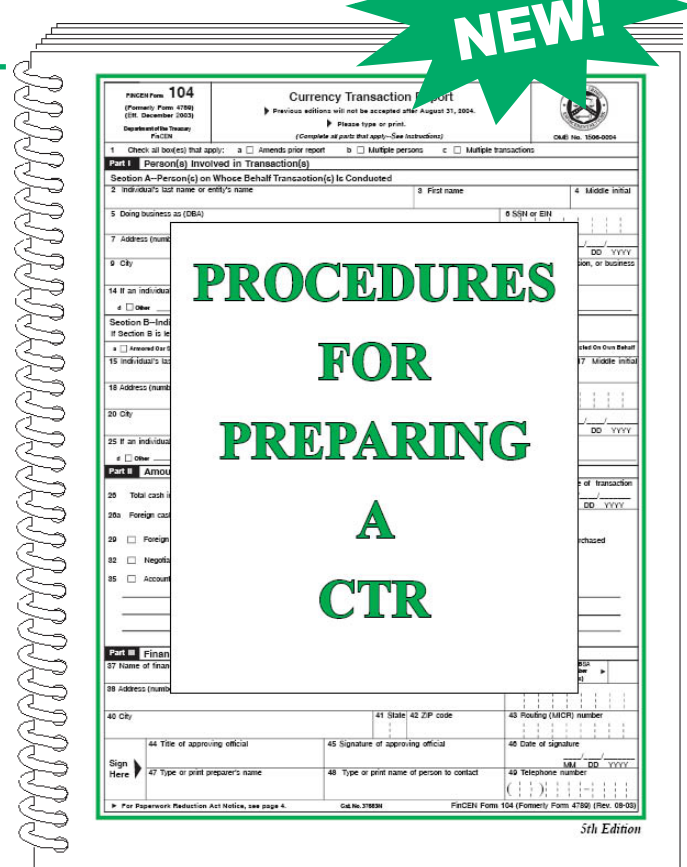
training new and existing employees

**New Employees for —**

use during training classes or as a self-study handbook on how to complete each item on a CTR for any given transaction

**BSA Review and Audit Staff for —**

review and testing of submitted CTRs



Updated to include new FinCEN guidance and form enhancements. Revisions include instructions relating to completing and submitting Form 104, including information on “multiple persons,” currency exchanges, specific occupation/profession/business, and amended instructions for reporting transactions conducted via armored car services.

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**Procedures for Preparing a CTR is an ideal handbook for every branch office. It will enable employees to find answers quickly to CTR completion problems when they arise.**

- Provides an explanation of when and how to complete each item on a CTR
- Explains every provision of the Specific Instructions of the CTR • Lists examples of reportable and non-reportable transactions • Provides sample illustrations of completed CTRs • And much, much more

### Guaranteed by the National Association for Bank Security:

If this manual is not the most accurate and useful CTR compliance text available today that can help you avoid CTR violations, or if you are not completely satisfied that this handbook is worth many times your tax-deductible investment, return it within 15 days and your purchase price will be immediately refunded.

## ORDER FORM

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