

Here are the steps you need to complete before mailing the form. Start by filling in your Credit Union Contact information; please make sure to complete all fields.



southwest corporate
FEDERAL CREDIT UNION

SPECIAL HANDLING COLLECTION CASH LETTER

Date: _____

Credit Union Name: _____

Corp Acct. #: _____

Phone Number: _____

Address: _____

Submitted by: _____

Next, check the box that pertains to your transaction.

****Multiple items can be submitted on one form, check each box that applies****

FOREIGN CHECK COLLECTION

FOREIGN CURRENCY EXCHANGE

DOMESTIC COLLECTIONS/COUPON BONDS

Then fill in each appropriate section for the boxes that you have checked. Examples below:

FOREIGN CHECK COLLECTION

Credit Union Reference: Name/Account #		Face Amount of Draft	Collection Method (check only one)	
			Provisional Credit	Collected Credit
John Doe – 123456		1500.00	X	
Bob Smith – 789012		\$198,000.00		X

FOREIGN CURRENCY EXCHANGE

Credit Union Reference Name/Account #	Quantity	Currency Type/ Denomination
John Doe - 123456	12	20 Euros
Total:		240

Credit Union Reference Name/Account #	Quantity	Currency Type/ Denomination
Bob Smith - 789012	1	1000 Canadian
Bob Smith – 789012	1	500 Euros
Total:		1500

DOMESTIC COLLECTIONS/COUPON BONDS

Amount of Item	Credit Union Ref: Members Name/Account Number
\$2600.00	John Doe - 123456

Last but not least for your records, make a copy of this worksheet, along with all the items you are sending to us. Mail the originals to the following address:

SOUTHWEST CORPORATE FCU
NW Regional Office
Attn: Member Services
8909 SW Barbur Blvd, Suite 200
Portland, OR 97219