

# Collected Process: International Collection Cash Letter



**PROCESS AS COLLECTED – Items may take 8 to 12 weeks to collect funds. Additional bank fees may apply.**

\*Date: \_\_\_\_\_ \*Corporate Account Number: \_\_\_\_\_

\*Credit Union Name: \_\_\_\_\_

\*Phone Number: \_\_\_\_\_ \*Submitted by: \_\_\_\_\_

\*Fax Number or Email Address: \_\_\_\_\_

\*Address of Credit Union: *(For returns or correspondence associated with this item)*

**Submit Form and Original to:**

Catalyst Corporate FCU  
 Attn: International Collection  
 6801 Parkwood Boulevard  
 Plano TX 75024

\*Required

Do **NOT** include GLBA data on this form.

Reference number assigned by credit union <i>(10 digits or less)</i>	Face Amount of Draft	Catalyst use only		
		Type	CC Ref#	Reason

## Collected Credit Cash Letter Items:

- For drafts that may otherwise qualify as regular “Provisional Credit Cash Letter” items, but which you suspect the funds may be uncollectable and pose a larger than acceptable return risk.
- Drafts made **payable in U.S. Dollars** and drawn on a financial institution in a **foreign country**. *Example:* United Kingdom Bank/U.S. Dollars. Canadian items may be sent as [“Provisional Credit Cash Letter.”](#)

**Please note:** The converted U.S. dollar amount must have a **minimum value of \$300** to be submitted for “Collected Credit.” Collected Credit Cash Letter items may take a **minimum of 8 weeks** to collect; however, once collected, funds are guaranteed. All items returned or rejected are subject to additional fees.

**Before submitting for processing, please verify all items have a Remitter (Issuer, Maker) on the check and the date is not older than five months.**

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