



# CATALYST CURRENCY EXCHANGE FORM

Following are the steps required to send in foreign currency for exchange.

1. Fill in credit union contact information; please make sure to fill in all requested information.
2. To process your exchange, we will need only one copy of each denomination – front and back – unless they look different.
3. We cannot exchange coins of any kind.
4. Email this form and copies of the currency to [ssfcConfirm@catalystcorp.org](mailto:ssfcConfirm@catalystcorp.org) by 4:00 PM Central Time. Anything received after this time will be processed the next business day.
5. Catalyst will verify the currency copies received to make sure your bills are still in circulation.  
**Please note: Do not send currency until you have received a confirmation from Catalyst. This confirmation needs to be sent together with the currency to the address you will see on the confirmation itself. Please do not send currency to our Plano address.**
6. Catalyst highly suggests mailing the currency by a trackable method such as FedEx, UPS or registered mail. Any currency not received in 30 business days is subject to a credit reversal.

Date: \_\_\_\_\_ Corp Acct #: \_\_\_\_\_  
 CU Name: \_\_\_\_\_ CU Contact: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax confirmation to: \_\_\_\_\_

Your Credit Union Member's Name	Quantity (# x Value)	Currency Type (Country code)	Total (Quantity & Code)
Total:			

SUBMIT FORM

Clicking this button will give you the option to save the form. It will then open an email, with this form attached, so you can attach copies of the currency and submit.

For Catalyst Use Only

Confirmation Number \_\_\_\_\_