SPECIFICATIONS

FOR MAGNETIC MEDIA FILING

OF

SUSPICIOUS ACTIVITY REPORT BY MONEY SERVICES BUSINESS (SAR-MSB)

FORM TD F 90-22.56

January 2003

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE

These Specifications for Magnetic Media Filing of Suspicious Activity Reports By Money Services Business (Form TD F 90-22.56) were developed under the sponsorship of the following:

Department of the Treasury

Director, Financial Crimes Enforcement Network

Internal Revenue Service

Director, Detroit Computing Center

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Purpose

The purpose of this specification is to provide the requirements and conditions for filing Suspicious Activity Report by Money Services Business (SAR-MSB), Treasury Form TDF 90-22.56 on magnetic media.

The magnetic media forwarded to the Detroit Computing Center (DCC) will be considered as a substitute for the paper document, provided the transaction is accepted by the DCC system. Receipt and acknowledgment of magnetic media is further discussed in a later section.

These specifications apply to the program for the filing of SAR-MSB submitted on magnetic cartridge or diskette.

Approval to participate in the magnetic media reporting program is contingent upon the filer following these steps:

- Review specifications
- File application to participate
- Satisfy Acceptance Testing Procedures
- Receive formal DCC approval
- File reports every two to four weeks (as required)
- Monitor quality

Continued participation in the Magnetic Media Program is contingent upon maintenance of quality standards and timely reporting.

Application for Magnetic Media Reporting

For the purpose of this specification, the FILER is the organization responsible for filing the SAR-MSB. Filers are required to complete an Application for Magnetic Media Reporting (Form DCC-4419). A copy of this form can be found in the attachments. Requests for additional information or forms related to magnetic media processing should be addressed to the SAR-MSB Magnetic Media Coordinator at DCC.

The application should be filed with DCC as soon as possible after receipt of these specifications. DCC will act on the application and notify the applicant of authorization to file. Magnetic media may not be filed with DCC until the applicant has received approval.

Approval of applications to file the SAR-MSB on magnetic media will be contingent upon the applicant satisfactorily passing an acceptance test.

Filing of Magnetic Media Reports

General

DCC will advise magnetic filers when they may begin to file using magnetic media. This will be as early as possible after receipt of the application. Until this notification has been issued, magnetic media will not be accepted.

If files are unreadable due to format errors, etc., we will contact the transmitter by telephone to send a replacement for the file.

Any filer whose error rates remain at a high level on a continuing basis may risk being discontinued as a magnetic media filer.

Filers are required to retain a copy of the SAR-MSB data and all original supporting documentation or business record equivalent for five years from the date of the suspicious activity report. All supporting documentation must be made available to appropriate authorities upon request.

Transmittal Process

Magnetic media files and transmittals are submitted to DCC. Form(s) DCC-4804 and DCC-4802 (for multiple filers), must accompany magnetic submissions (see attachments). **DO NOT MAIL THE MEDIA AND THE TRANSMITTAL SEPARATELY**. DCC encourages the use of a substitute computer generated Form 4804 and/or Form 4802, which includes all information requested on the actual form. Substitute forms should follow the format of the transmittal form.

All submitted magnetic media files, must include the following:

- A Form 4804 or computer generated substitute.
- The magnetic media with an external identifying label.
- A statement on the outside of the shipping container that says 'Attn: Tape Library Deliver unopened: SAR-MSB Magnetic Media. If there is only one container, mark the outside as 1 of 1. For multiple containers, include the sequence (e.g.,1 of 3, 2 of 3, etc.).
- DCC will not pay or accept 'Collect on Delivery' or 'Charged to IRS' shipments of the SAR-MSB on magnetic media that an individual or organization is legally required to report.

Data Sequencing and Validation Criteria

The following data controls must be followed or the SAR magnetic media will be rejected. The data records must be in the following sequence:

- Transmitter (1A)
  There can only be one of this record type and it must be the first record on the file.
- Parent Reporting Business Information (2A)
  There can be more than one of this record type depending on the number of different financial institutions which are included on the file. This record type will immediately precede all records that relate to the financial institution.
- Transaction Location Information (2B)
  There can be more than one of this record type depending on the number of transaction locations which are being reported. One of these records will immediately precede all SAR-MSB records for the Transaction.
- Multiple Transaction Location Information (2C) Multiple locations being reported for the same SAR-MSB. There can be more than one of this record type depending on the number of transaction locations which are being reported.
- Suspicious Activity (3A)
  There can be more than one of this record type on the file depending on the number of suspicious activities being reported for a financial institution Transaction.
- Subject Information (4A)
  There can be more than one of this record type dependent on the number of persons involved in this suspicious activity.
- Serial Number Information (5A)
  There can be more than one of this record type depending on the number of Serial numbers.
- Money Transfer Number Information (6A)
  There can be more than one of this record type depending on the number of Money transfer numbers.
- Narrative Description (7A)
  There can be more than one of this record type depending on the length of the explanation given for the suspicious activity.
- Transaction Location Summary (9A)
  There must be one of these records for each 2B record of a reporting business being reported. It is to be the last record associated with the 2B record.
- Reporting Business Summary (9B)
  There must be one of these records for each reporting business being reported. It is to be the last record associated with the reporting business and will follow the 9A Summary Record for the last transaction location reported.
- File Summary (9Z)
  There must be one of these records on the file and it must be the last record on the file.

Acceptance Procedures

The Filer will be asked to provide a test file to DCC that is consistent with these requirements.

Final acceptance of the filer's test file will be as follows:

- The test data will consist of a set of reports, containing the data normally supplied by the filer.

- The test file should contain between 25 and 50 reports.

- Upon receipt of the filers test file DCC will test, review and provide feedback to the filer within ten working days.

- If 95% of the filers test returns are error-free and the file is correctly formatted, final acceptance will be issued by DCC allowing the filer to participate in the Magnetic Media Program.

- When a test file is found to be incorrectly formatted or more than 5% of the filers test returns contain errors, DCC will identify to the filer the type of errors encountered. A new set of test data should be forwarded to DCC. The filer is responsible for correcting their software to eliminate the identified errors and any related errors.

- If, after three attempts, the filers test file continues to be unacceptable, the filer must confer with the SAR-MSB Magnetic Media Coordinator and develop an acceptable plan for correcting deficiencies before any further tests are allowed.

- Filers granted acceptance will be notified.

- DCC will issue a Transmitter Control Code (TCC) to be used with all submissions of the SAR-MSB.

Filing Dates

Filing using magnetic media will be on a continuous basis. Magnetic media must be prepared and submitted to DCC for processing no later than 30 calendar days after the date of initial detection of facts that may constitute a basis for filing a SAR-MSB. If no Subject was identified on the date of detection of the incident requiring the filing, a Money Service Business may delay filing a SAR-MSB for an additional 30 calendar days to identify a Subject. In no case shall reporting be delayed more than 60 calendar days after the date of initial detection of a reportable transaction.

Receipt and Acknowledgment of Magnetic Media Files

SAR-MSB **will not be acknowledged** to the transmitter. Cartridges will be returned **with** the original data removed.

Filing Corrected Reports

If a SAR-MSB was prepared and submitted on magnetic media, must be corrected, you must file a complete corrected SAR-MSB as soon as possible. **All fields must be completed with the correct information, NOT JUST THE DATA FIELDS NEEDING CORRECTION**. Corrected SAR-MSB will be accepted on magnetic media. **Corrected magnetically filed SAR-MSB must include the appropriate code indicator.**

Magnetic Media Coordinator Contacts

Direct all requests for Magnetic Media related publications or information to the following address:

SAR-MSB Magnetic Media Coordinator
Internal Revenue Service
985 Michigan Ave.
Detroit, MI 48226-2458
Phone Number (313) 234-2011
Fax Number (313) 234-1614

General Specifications

Cartridge Specifications

These specifications define the file characteristics acceptable for magnetic media reporting. These characteristics must be followed unless specifically authorized by the DCC in writing.

All records should be fixed in length to the size specified for each record type. Usually DCC will be able to process a compatible cartridge file. The standard file characteristics are 18 or 36 track cartridges, EBCDIC, odd parity, and **standard labels**. The standard data set name to be used on cartridges is **ISARP.CI047.SARMMAG.**

An external label must appear on each cartridge submitted for processing. The following information should appear on the label:

- The transmitters name
- Date of preparation
- **A reel number assigned by the preparer which must match the reel number on the internal label (6 alpha numeric characters)**
- Number of reels in file.

Note: To allow better control processing of your files, uniquely numbered cartridge numbers must be transmitted when using multiple cartridges.

For the purposes of these specifications the following conventions must be used for internal labels:

- Header Label

  Standard headers provided they begin with 1HDR, HDR1, VOL1, VOL2, UHL1, or 'b LABEL'.

  Consist of a maximum of 80 positions.

- Trailer Label

  Standard trailer labels may be used provided that they begin with 1EOR, 1EOF, EOR1, EOF1, EOV1, or EOV2.

  Consist of a maximum of 80 positions.

Diskette Specifications

These specifications define the file characteristics acceptable for diskette media reporting. These characteristics must be adhered to unless specifically authorized by DCC in writing.

All records should be fixed in length to the size specified for each record type.

Usually DCC will be able to process a compatible diskette file. The standard file characteristic is 3.5 inch diskette double sided/double density or double sided/high density. The standard data set name to be used on files is **SARMMAG.**

All diskettes must be generated using MS-DOS on an IBM compatible personal computer in ASCII mode. All alphabetic characters must be in **upper case only.**

An external label must appear on each diskette submitted for processing. The following information should appear on the label:

- Contact Person and Telephone Number
- Date of preparation
- Diskette sequence number (i.e., 01 of 03)
- Coverage beginning and ending dates
- Number of SAR-MSB reports

The diskette records defined in these specifications should be unblocked 502 character records. The industry standard record delimiter for diskette data records is the two byte combination of 0D0A hexadecimal characters (carriage return, line feed). **Note: Diskettes will not be returned.**

Overview of File

This file is an alternative to filing SAR-MSB on paper. If you file a transaction on MAGNETIC MEDIA DO NOT FILE a paper SAR-MSB for the same SAR-MSB.

All initial, corrected and late report filings can be submitted on magnetic media.

A SAR-MSB which has missing or incomplete information is considered an original (initial) filing. When information becomes available it should be replaced on magnetic media, include the corrected indicator code.

All dates are to be in the format of **century**, year, month, day with month and day both **being right justified and zero filled.**

Money amounts **should be right justified and zero filled.** Enter dollar amounts only, all cents should be rounded up to the next higher dollar amount (i.e., $10,000.01 should be reported as $10001).

All name, address, and city fields are to be **left justified and space filled.**

All Alphabetic characters must be in upper case.

All name and address fields relating to SAR-MSB data must follow the Name Editing Conventions specified in the attachments.

Account numbers must NOT contain leading zeroes unless they are part of the actual account number.

All entries must be **left justified and space filled.**
Do not include lower case characters in the file.
All 'Filler' fields should be space filled.
Do not use low values.

Record Types (Input)

Transmitter (1A) Record - Required

The first record on each file is to be the transmitter record. It will contain information identifying the transmitter (person or organization handling the data accumulation and formatting). There will be only one Transmitter Record on each magnetic media file. Include the following data elements in this record:

Field Pos.	Field Name	Length	Description and Remark
1 – 2	Record Type	2	Required. Enter `1A`.
3 – 37	Transmitter Name	35	Required. Enter the name of individual or organization who is transmitting the transactions on this file.
38 – 67	Transmitter Address	30	Required. Enter the street address of the transmitter.
68 – 92	Transmitter City	25	Required. Enter the city of the transmitter.
93 – 94	Transmitter State	2	Required. Enter the transmitter state in abbreviated form. Use the country and state standard abbreviations in the attachments.
95 – 103	Transmitter Zip Code	9	Required. Enter the transmitter Zip Code.
104 – 106	Transmitter Area Code	3	Required. Enter the transmitter area code.
107 – 113	Transmitter Telephone	7	Required. Enter the telephone number.
114 – 148	Transmitter Contact	35	Required. Enter the name of an official contact for the transmitter.
149 – 157	Transmitter EIN	9	Required. Must be the valid nine-digit number assigned to the transmitter by IRS. Do not enter hyphens, slashes, ALPHA characters, all 9's, or all zeroes.
158 – 165	Transaction Coverage Beginning Date	8	Required. This will be the date of the earliest original on the file. It is to be a numeric 8-digit field in format century, year, month, day.
166 – 173	Transaction Coverage Ending Date	8	Required. This will be the date of the latest original transaction on the file. It is to be a numeric 8-digit field in f century, year, month, day format.
174 – 181	Transmitter Control Code	8	Required. This is the code assigned by the IRS. This code is also entered on Form 4804.
182 – 491	Filler	310	
492	Format Indicator	1	Required. Enter "1".
493 – 502	User Field	10	

Parent Reporting Business Headquarters (2A) Record - Required

This record identifies information regarding the Reporting Business Headquarters. The number of Business Headquarters (Parent) records will depend on the number of different Reporting Business Headquarters that are included on the file. Include the following data elements in this record:

Field Pos	Field Name	Length	Description and Remarks
1 – 2	Record Type	2	Required. Enter '2A'.
3 – 37	Reporting Business Name	35	Required. Enter the Reporting Businesses full legal name.
38 – 72	Reporting Business Doing Business As Name	35	Required. Enter the Reporting Businesses Doing Business As name.
73 – 102	Reporting Business Address	30	Required. Enter the address of the Reporting Business. Do not abbreviate.
103 – 127	Reporting Business City	25	Required. Enter the city where the Reporting Business is located.
128 – 129	Reporting Business State	2	Required. Enter the two (2) character state code from the standard state code abbreviations in the attachments.
130 – 138	Reporting Business Zip Code	9	Required. Enter the zip code for the Reporting Business.
139 – 140	Reporting Business Country	2	Required. Enter the Reporting Business Country, if other than U.S.
141 – 149	Reporting Business EIN	9	Required. Enter the EIN of the Parent Financial Reporting Business.
150 – 159	Reporting Business Phone number	10	Required. Enter the Phone number of the reporting business Including the area code.
160 – 492	Filler	333	
493 – 502	User Field	10	

Transaction Location Information (2B) Record - Required

This record identifies information on the Transaction Location Information where the activity occurred. The number of Transaction Location (Transaction) records is dependent on the number of different Transaction Locations being reported on the magnetic media file. There must be at least one 2B record. Include the following data elements in these records:

Field Pos	Field Name	Length	Description and Remarks
1 – 2	Record Type	2	Required. Enter '2B'.
3 – 7	Transaction Location Transaction Code	5	Required, Enter a unique number for the different Locations submitting SARs . This is to be right justified, and zero filled.
8	Multiple locations	1	Required. Enter 'Y' if multiple locations were involved.
9	Type of Business location	1	Required, A = Selling business location B = Paying business location C = Both
10 – 44	Transaction Location Legal Name	35	Required. Enter the Legal name of business
45 – 79	Doing Business As Name	35	Required. Enter the Doing business as name.
80 – 109	Transaction Location Permanent Address	30	Required. Enter the permanent address of the Business.
110 – 134	Transaction Location City	25	Required. Enter the Transaction office city.
135 – 136	Transaction Location State	2	Required. Enter the two (2) character state code from the standard state code abbreviations in the attachments.
137 – 145	Transaction Location Zip Code	9	Required. Enter the zip code for the Transaction location.
146 – 147	Transaction Location Country Code	2	From the attachment, select the appropriate country code.
148 – 156	Reporting Business EIN	9	Required. Enter the EIN of the Parent Financial Reporting Business.
157 – 166	Reporting Business Phone number	10	Required. Enter the Phone number of the reporting business including the area code.
167 – 492	Filler	326	
493 – 502	User Field	10	

Transaction Location Information (2C) Record
Multiple Selling and/or paying Business Locations

This record identifies information on the Transaction Location Information where the activity occurred. The number of Transaction Location (Transaction) records is dependent on the number of different Transaction Locations being reported on the magnetic media file. If the reported activity occurred at multiple selling and/or business locations provide the information including the following data elements in these records:

Field Pos	Field Name	Length	Description and Remarks
1 – 2	Record Type	2	Required. Enter '2C'.
3 – 7	Transaction Location Transaction Code	5	Required, Enter a unique number for the different Locations submitting SARs . This is to be right justified, and zero filled.
8	Multiple Transactions	1	Required. Enter 'Y' if multiple Transactions were involved.
9	Type of Business location	1	Required, A = Selling business location B = Paying business location C = Both
10 – 44	Transaction Location Legal Name	35	Required. Enter the Legal name of business
45 – 79	Doing Business As Name	35	Required. Enter the Doing business as name.
80 – 109	Transaction Location Permanent Address	30	Required. Enter the permanent address of the Business.
110 – 134	Transaction Location City	25	Required. Enter the Transaction office city.
135 – 136	Transaction Location State	2	Required. Enter the two (2) character state code from the standard state code abbreviations in the attachments.
137 – 145	Transaction Location Zip Code	9	Required. Enter the zip code for the Transaction location.
146 – 147	Transaction Location Country Code	2	From the attachment, select the appropriate country code.
148 – 156	Reporting Business EIN	9	Required. Enter the EIN of the Parent Financial Reporting Business.
157 – 166	Reporting Business Phone number	10	Required. Enter the Phone number of the reporting business Including the area code.
167 – 492	Filler	326	
493 – 502	User Field	10	

Suspicious Activity Report (3A) Record - Required

This record identifies and describes the suspicious activity report. It occurs one time per suspicious activity. Include the following data elements in this record:

Field Pos	Field Name	Length	Description and Remarks
1 – 2	Record Type	2	Required. Enter '3A'.
3 – 7	Transaction Code	5	Required. Enter the Transaction Number for the submitting Transaction. This is to be right justified, and zero filled.
8 – 12	Transaction Sequence	5	Required. Enter a sequential number starting with 0001 and Number increment by 1 for each suspicious transaction (3A) record.
13	Corrects Report Indicator	1	Required. Enter "X" if this report corrects a prior Report.
14 – 22	Type of Filer	9	Enter the letter for all that apply: A = Issuer of money order B = Redeemer of money order C = Seller of money order D = Issuer of traveler check E = Redeemer of traveler check F = Seller of traveler check G = Money transmitter H = US Postal Service I = Other
23 – 62	Type of Filer Other	40	If other Type of filer, describe the Type of filer.
63 – 66	Financial Services Involved	4	Enter all that apply: A = money order B = traveler's check C = money transfer D = other
67 – 106	Other Financial Service Involved	40	If other financial service involved describe the service involved.
107 – 114	From Violation Date	8	Enter the violation date or beginning violation date (if including a range of violation dates). CCYYMMDD format.
115 – 122	To Violation date	8	Enter the ending date of violation (if including a range of violation date) or leave blank. CCYYMMDD format.
123 – 132	Violation Amount	10	Enter the total dollar amount involved in suspicious activity (must be numeric).
133 – 136	Category of Suspicious Activity	4	Enter all that apply: A = Money laundering B = Structuring C = Terrorist financing D = Other

Suspicious Activity (3A) Record – Continued

Field Pos	Field Name	Length	Description and Remarks
137 – 176	Other category of Suspicious Activity	40	If other category of suspicious activity selected, enter other description.
177	Character of Suspicious Activity	1	A = Unusual use of money order/traveler check B = Unusual use of money transfer C = Both
178 – 186	Character of Suspicious Activity continued	9	Enter all the numbers that apply. 1 = Alters transaction to avoid completion of fund transfer 2 = Alters transaction to avoid filing a CTR form 3 = Comes in frequently and purchases less than $3,000 4 = Changes spelling or arrangement of name 5 = Individual using multiple or false identification 6 = Two or more individuals using the same identification 7 = Two or more individuals working together 8 = Same individual using multiple locations over a short period 9 = Offers a bribe in form of tip/gratuity
187 – 196	Enforcement Agency Contacted	10	Enter all the letter that apply. A = DEA B = FBI C = IRS D = US Customs E = US Postal Inspection F = US Secret Service G = Other Federal H = State Law Enforcement I = Local Law Enforcement J = Tribal Law Enforcement
197 – 231	Enforcement Agency Name	35	Enter the name of the Law Enforcement Agency already contacted, if G, H, I or J is checked above.
232 – 266	Enforcement Agency Contact Person	35	Enter the contact person from the Enforcement Agency contacted.
267 – 276	Enforcement Agency Contact Phone Number	10	Enter the phone number including area code of the contact person.
277 – 284	Enforcement Contact Date	8	Enter the date the Law Enforcement Agency was contacted. CCYYMMDD format.
285 – 319	Contact for Assistance Name	35	Complete name of Contact person (Last name/first name/middle initial format.
320 – 344	Contact Title/Position	25	Contact Title/Position.
345 – 347	Contact Area Code	3	Contact area code.
348 – 354	Contact Phone Number	7	Contact phone number.
355 – 362	Prepared Date	8	Date Report prepared.

Suspicious Activity (3A) Record - Continued

Field Pos	Field Name	Length	Description and Remarks
363 – 364	Number of Subjects	2	Required. Number of Subject Records. Must be equal to the number of Subject 4A Records.
365 – 366	Number of Serial Numbers of Money Order/traveler Check records	2	Required. Number of Serial Number Records. Must be equal to the number of Serial Number 5A Records.
367 – 368	Number of Money transfer Number records	2	Required. Number of Money transfer number records. Must Be equal to the number of Money transfer 6A records.
369- 370	Number of Explanation/ Description records	2	Required. Number of Explanation/Description records Must be equal to the number of Explanation/Description 7A Records.
371	Report Type	1	Required. Enter C For corrects a prior record.
372 – 492	Filler	121	
493 – 502	User Field	10	

Subject Information (4A) Record - Required

This record contains information related to the Subjects identity. There can be more than one of these records if there are multiple Subjects for the same suspicious activity.

Field Pos	Field Name	Length	Description and Remarks
1 – 2	Record Type	2	Required. Enter "4A".
3 – 7	Transaction Code	5	Required. Enter the Transaction number for the submitting Transaction.
8 – 12	Transaction Sequence No.	5	Required. Enter the transaction sequence number from the associated 3A record.
13	Subject Type	1	Required. Enter one of the following: A = Purchaser/Sender B = Payee/Receiver C = Both A & B D = Other
14 – 48	Subject's Name	35	Enter the name of the Subject in the format last name/ First name/middle initial. Left justified and space filled. Follow the Name Editing Conventions shown in the attachment.
49 – 78	Subject's Address	30	Enter the street address of the Subject. Left justified and space filled.
79 – 103	Subject's City	25	Enter the city of the subject.
104 –105	Subject's State	2	From the attachment, select the appropriate state code for the Subject.
106 –114	Subject's Zip Code	9	Enter the zip code for the Subject.
115 –116	Subject's Country	2	From the attachment, select the appropriate country code.
117	Subject's Identification	1	Enter the appropriate code for identification provided as follows: A - Driver's License/State ID B - Passport C - Alien Registration D - Other
118 – 157	Subjects Id Other Description	40	If 'D - Other' enter the description of Identification.
158 – 179	Subject Identification Number	22	Enter the number used for identification.
180 – 181	Subject Issuing Authority	2	Enter the appropriate code to designate the state/country where the identification was issued.
182 – 190	Subject SSN/EIN	9	Enter the Subjects EIN or SSN.
191 – 198	Subject Date of Birth	8	Enter the Subjects date of birth CCYYMMDD format.
199 – 201	Subject's Area Code	3	Enter Subject's residence area code.

Subject Information (4A) Record - Required continued

Field Pos	Field Name	Length	Description and Remarks
202 – 208	Subject's Phone Number	7	Enter Subject's residence telephone number.
209 – 216	Subject's Vehicle License/State Number	8	Enter Subject's vehicle/state number.
217 – 218	Subject' s Vehicle State	2	Enter Subject's vehicle state..
219 – 235	Subject's Customer Number	17	Enter Subject's customer number.
236 – 265	Subject's Occupation	30	Enter the occupation, profession, or business of the Subject (i.e. attorney, securities broker, auto dealer, etc.)".
266 – 300	Endorsers Name	35	Enter Endorsers (individual or entity) name, if any.
301 – 312	Subjects Bank Account Number	12	Enter Endorsers Bank account number
313 – 347	Bank of first deposit	35	Enter the name of the Bank of first deposit.
348 – 492	Filler	145	
493 – 502	User Field	10	

Serial Number of Money Order or Traveler's Check Information (5A) Record - Required

This record contains information related to the serial number(s) of the money orders or traveler checks used. This record can hold multiple serial number information. There can be more than one of these records if there are more than six money order or traveler check information for the same activity.

Field Pos	Field Name	Length	Description and Remarks
1 – 2	Record Type	2	Required. Enter "5A".
3 – 7	Transaction Code	5	Required. Enter the Transaction number for the submitting Transaction.
8 –12	Transaction Sequence No.	5	Required. Enter the transaction sequence number from the associated 3A record.
13	Type of Instrument	1	Enter A for Money order or B for Travelers check.
14 – 48	Issuer Name	35	Enter the Name of the Issuer of the Instrument.
49 – 63	Starting Number	15	Enter the starting number of the serial number.
64 –78	Ending Number	15	Enter the ending number of the serial number.
79	Type of Instrument	1	Enter A for Money order or B for Travelers check.
80 – 114	Issuer Name	35	Enter the Name of the Issuer of the Instrument.
115-129	Starting Number	15	Enter the starting number of the serial number.
130 – 144	Ending Number	15	Enter the ending number of the serial number.
145	Type of Instrument	1	Enter A for Money order or B for Travelers check.
146 – 180	Issuer Name	35	Enter the Name of the Issuer of the Instrument.
181 – 195	Starting Number	15	Enter the starting number of the serial number.
196 – 210	Ending Number	15	Enter the ending number of the serial number.
211	Type of Instrument	1	Enter A for Money order or B for Travelers check.
212 – 246	Issuer Name	35	Enter the Name of the Issuer of the Instrument.
247 – 261	Starting Number	15	Enter the starting number of the serial number.
262 – 276	Ending Number	15	Enter the ending number of the serial number.
277	Type of Instrument	1	Enter A for Money order or B for Travelers check.
278 – 312	Issuer Name	35	Enter the Name of the Issuer of the Instrument.
313 – 327	Starting Number	15	Enter the starting number of the serial number.
328 – 342	Ending Number	15	Enter the ending number of the serial number.
343	Type of Instrument	1	Enter A for Money order or B for Travelers check.
344 – 378	Issuer Name	35	Enter the Name of the Issuer of the Instrument.
379 – 393	Starting Number	15	Enter the starting number of the serial number.
394 – 408	Ending Number	15	Enter the ending number of the serial number.
409 – 492	Filler	84	
493 – 502	User Field	10	

Money Transfer Information (6A) Record – Required

This record contains information related to the money transfers used. This record can hold multiple money transfer information. There can be more than one of these records if there are more than nine money transfer information for the same activity.

Field Pos	Field Name	Length	Description and Remarks
1 – 2	Record Type	2	Required. Enter "6A".
3 – 7	Transaction Code	5	Required. Enter the Transaction number for the submitting Transaction.
8 – 12	Transaction Sequence No.	5	Required. Enter the transaction sequence number from the associated 3A record.
13 – 47	Issuer Name	35	Enter the Name of the Issuer of the Money Transfer.
48 – 62	Money Transfer Number	15	Enter the money transfer number.
63 – 97	Issuer Name	35	Enter the Name of the Issuer of the Money Transfer.
98 – 112	Money Transfer Number	15	Enter the money transfer number.
113 – 147	Issuer Name	35	Enter the Name of the Issuer of the Money Transfer.
148 – 162	Money Transfer Number	15	Enter the money transfer number.
163 – 197	Issuer Name	35	Enter the Name of the Issuer of the Money Transfer.
198 – 212	Money Transfer Number	15	Enter the money transfer number.
213 – 247	Issuer Name	35	Enter the Name of the Issuer of the Money Transfer.
248 – 262	Money Transfer Number	15	Enter the money transfer number.
263 – 297	Issuer Name	35	Enter the Name of the Issuer of the Money Transfer.
298 – 312	Money Transfer Number	15	Enter the money transfer number.
313 – 347	Issuer Name	35	Enter the Name of the Issuer of the Money Transfer.
348 – 362	Money Transfer Number	15	Enter the money transfer number.
363 – 397	Issuer Name	35	Enter the Name of the Issuer of the Money Transfer.
398 – 412	Money Transfer Number	15	Enter the money transfer number.
413 – 447	Issuer Name	35	Enter the Name of the Issuer of the Money Transfer.
448 – 462	Money Transfer Number	15	Enter the money transfer number.
463 – 492	Filler	30	
493 – 502	User Field	10	

Explanation/Description (7A) Record - Required

This record contains a detailed Explanation/Description of known or suspicious violation of law. This record may occur multiple times. Include the following data elements in this record:

Field Pos.	Field Name	Length	Description and Remarks
1 – 2	Record Type	2	Required. Enter "7A".
3 – 7	Transaction Code	5	Required. Enter the Transaction number for the submitting Transaction.
8 – 12	Transaction Sequence No.	5	Required. Enter the transaction sequence number from the associated 3A record.
13 – 492	Explanation/Description	480	Enter a detailed Explanation/description of the Suspicious Activity. Upper case characters only. Do not use low values or special characters.
493 – 502	User Field	10	

Transaction Summary (9A) Record - Required

There should be one of these records on the file for each MSB Transaction that is being reported. This record contains counts of the number of each type record associated with the Transaction. Include the following data elements in these records:

Field Pos.	Field Name	Length	Description and Remarks
1 – 2	Record Type	2	Required. Enter `9A'.
3 – 7	Transaction Code	5	Required. Enter the Transaction number for the submitting Transaction. Right justified and zero filled.
8 – 14	Suspicious Activity Count	7	Required. Enter a count of the number of Suspicious Activity Records (3A) for the Transaction.
15 – 21	Subject Record Count	7	Required. Enter the number of Subject (4A) records for the Transaction.
22 – 28	Serial Number of Money Order/Travelers checks Record Count	7	Required. Enter the number of Serial Number of Money Order/Travelers Checks (5A) records for the Transaction.
29 – 35	Money Transfer Record Count	7	Required. Enter the number of Money Transfer (6A) records for the Transaction.
26 – 42	Explanation/Description	7	Required. Enter the number of description/Explanation (7A) records for the Transaction.
43 – 492	Filler	450	
493 – 502	User Field	10	

Parent Money Services Business Summary (9B) Record - Required

There should be one of these records on the file for each MSB which is being reported. This record is to follow the last reported MSB Transaction '9A' Summary Record for the MSB. This record contains counts of the number of each type record associated with the financial institutions. Include the following data elements for these records:

Field Pos.	Field Name	Length	Description and Remarks
1—2	Record Type	2	Required. Enter '9B'.
3—9	Transaction Record Count	7	Required. Enter count of Transaction Records for the financial institution.
10—16	Transaction Location Information Record Count For Multiple Selling and/or Paying Business Locations	7	Required. Enter count of Transaction Location Information Records (2C) for Multiple Selling and/or Paying Business Locations.
17—23	MSB SAR Count	7	Required. Enter count of MSB SARs (3A) Records.
24—30	Subject Record Count	7	Required. Enter count of Subject 4A records..
31—37	Serial Number of Money Order/Traveler Check Record Count	7	Required. Enter the number of Serial Number of Money Order/Travelers Checks (5A) records
38—44	Money Transfer Record Count	7	Required. Enter the number of Money Transfer (6A) records.
45—51	Explanation/Description Count	7	Required. Enter count of explanation/description (7A) records.
52—492	Filler	441	
493—502	User Field	10	

File Summary (9Z) Record - Required

There should only be one of these records on the file and it must be the very last record on the file. This record contains counts of the number of the various record types which are on the file. These records should contain the following:

Field Pos.	Field Name	Length	Description and Remarks
1—2	Record Type	2	Required. Enter `9Z'.
3—9	Parent Institution Record Count	7	Required. Enter count of parent institution records.
10—16	Transaction Record Count	7	Required. Enter count of Transaction institution records.
17—23	Transaction Location Information Records for Multiple Selling or Paying Business Location Count	7	Required. Enter count of Transaction Location Information Records for Multiple Selling or Paying Business location records.
24—30	MSB SAR Count	7	Required. Enter count of MSB SARs.
31—37	Subject Record Count	7	Required. Enter count of Subject records.
38—44	Serial Number of Money Order/Traveler Check Record Count	7	Required. Enter count of Serial Number of Money Order/Traveler Check records.
45—51	Money Transfer Record Count	7	Required. Enter the number of Money Transfer records.
52 – 58	Explanation/Description	7	Required. Enter count of explanation/description records.
59 – 492	Filler	434	
493—502	User Field	10	

Attachments - Standard Country/State Abbreviations

Country/State	Code	
Afars & Issas (French)	FT	
Afghanistan	AF	
Albania	AL	
Algeria	AG	
Andorra	AN	
Angola	AO	
Anguilla	AV	
Antarctica	AY	
Antigua (Barbuda & Redonda)	AC	
Antilles, Netherlands	AE	
Argentina	AR	
Armenia	AM	
Aruba	AW	
Ashmore & Cartier Is.	AT	
Australia		AS
Austria	AU	
Azerbaijan	AJ	
Bahamas		BF
Bahrain	BA	
Baker Island	FQ	
Bangladesh	BG	
Barbados	BB	
Bassas Da India	BS	
Belgium	BE	
Belize	BH	
Benin (Dahomey)	DM	
Bermuda		BD
Bhutan	BT	
Boznia & Hercegovina	BK	
Bolivia	BL	
Bosnia	BK	
Botswana	BC	
Bouvet Is.	BV	
Brazil	BR	
British Virgin Islands	VI	
British West Indies	BW	
Brunei	BX	
Bulgaria	BU	
Burkina Faso, Upper Volta		HV
Burma	BM	
Burundi	BY	
Byelarus	BO	
Cameroon	CM	
Cambodia	CB	
Canada	CA	
States		
Alberta	AB	
British Columbia	BC	
Manitoba	MB	
New Brunswick	NB	
New Foundland (Incl. Labrador)	NF	

Country/State	Code	
Canada (Cont)		
States		
Nova Scotia	NS	
Ontario	ON	
Prince Edward Is.	PE	
Quebec	PQ	
Saskatchewan	SN	
Yukon Terr.	YT	
Northwest Terr.	NT	
Cape Verde Island	CV	
Cayman Islands	CJ	
Czech Republic	CP	
Central African Republic	CT	
Chad	CD	
Channel Islands	OC	
Chile	CI	
China (Mainland)	CH	
China (Taiwan)	TW	
Christmas Islands	KT	
Clipperton Island	IP	
Cocos Islands	CK	
Columbia	CO	
Comoros Is.	CN	
Congo (Brazzaville)	CF	
Congo (Zaire)	CG	
Cook Is.	CW	
Coral Sea Is. (Terr.)	CR	
Costa Rica	CS	
Croatia	HR	
Cuba	CU	
Cyprus	CY	
Cyprus - North (Turkish)	CX	
Czechoslovakia	CZ	
Denmark	DA	
Djibouti (Formerly Afars & Issas)	DJ	
Dominica	DO	
Dominican Republic	DR	
Dronning Maud Land	NQ	
East Germany	GC	
East Timor	TR	
Ecuador	EC	
Egypt	EG	
El Salvador	ES	
England	UK	
Equatorial Guinea		EK
Eritrea	ER	
Estonia	EN	
Ethiopia	ET	
Europa Island	EU	
European Communities	EE	
Faroe Is.	FO	
Falkland Is. (Islas Malvinas)	FA	
Fiji	FJ	

Attachments - Standard Country/State Abbreviations (continued)

Country/State	Code	
Finland	FI	
France	FR	
French Guiana	FG	
French Polynesia	FP	
French Southern & Antarctic Lands	FS	
French West Indies	FW	
Gabon	GB	
Gambia, The	GA	
Gaza Strip	GZ	
Germany & Berlin (East)	GC	
Germany		GE
Georgia	GG	
Ghana	GH	
Gibraltar		GI
Gilbert Island	GS	
Glorioso Islands	GO	
Great Britain	UK	
Greece	GR	
Greenland	GL	
Grenada	GJ	
Guadeloupe	GP	
Guatemala	GT	
Guernsey	GK	
Guinea	GV	
Guinea Bissau	GU	
Guyana	GY	
Haiti	HA	
Heard & McDonald Islands		HM
Holland	NL	
Honduras	HO	
Hong Kong	HK	
Howland Island	HQ	
Hungary	HU	
Iceland	IC	
India	IN	
Indian Ocean Area French	X9	
Indian Ocean Terr. British	IB	
Indonesia	ID	
Iran (Persia)	IR	
Iraq	IZ	
Iraq-Saudi Arabia, Neutral Zone	IY	
Ireland	EI	
Isle of Man	IM	
Israel	IS	
Italy	IT	
Ivory Coast	IV	
Jamaica	JM	
Jan Mayen	JN	
Japan	JA	
Jarvis Island	DQ	

Country/State	Code	
Jersey	JE	
Jordan	JO	
Juan De Nova Island	JU	
Kampuchea	CB	
Kazakhstan	KZ	
Kenya	KE	
Kingman Reef	KQ	
Kiribati Is.	KI	
Korea, People's Republic	KN	
Korea, Republic of South	KS	
Kuwait	KU	
Kyrgyzstan	KG	
Laos, Peoples Dem. Republic	LA	
Latvia	LG	
Lebanon	LE	
Lesotho	LT	
Liberia	LI	
Libya	LY	
Line Is.	CL	
Liechtenstein	LS	
Lithuania	LH	
Luxembourg (AKA Luxemburg)	LU	
Macao	MC	
Macedonia	MK	
Madagascar	MA	
Malawi	MI	
Malagasy	MS	
Malaysia		MY
Maldives	MV	
Mali	ML	
Malta	MT	
Martinique	MB	
Mauritania	MR	
Mauritius	MP	
Mayotte	MF	
Mexico	MX	
State		
Aguascalientas	AG	
Baja, Calif. (Terr. North)	BA	
Baja Calif. (Terr. South)	BJ	
Campeche	CE	
Chiapas	CI	
Chihuahua	CH	
Coahuila de Zaragoza		CU
Colima	CL	
Distrito	DF	
Durango	DO	
Guanajuato	GU	
Guerrero	GR	
Hidalgo	HL	
Jalisco	JL	
Mexico (State)	MX	
Michoacan de Ocampo	MC	
Morelos	MR	

Attachments - Standard Country/State Abbreviations (continued)

Country/State	Code
Mexico (cont)	
State	
Nayarit	NA
Nuevo Leon	NL
Oaxaca	OA
Puebla	PB
Queretaro de Arteaga	QU
Quintana Roo	QR
San Luis Potosi	SL
Sinaloa	SI
Sonora	SO
Tabasco	TB
Tamaulipas	TA
Tlaxcala	TL
Veracruz-Llave	VC
Yucatan	YU
Zacatecas	ZA

Country/State	Code
Micronesia, Federated State	FM
Moldova	MD
Monaco	MN
Mongolia	MG
Montenegro	MJ
Montserrat	MH
Morocco	MO
Morocco (Spanish)	ME
Mozambique	MZ
Myanmar, Burma	MQ
Namibia (SW Africa)	WA
Nauru	NR
Navassa Island	BQ
Nepal	NP
Netherlands (Antilles)	NA
Netherlands (Holland)	NL
Neutral Zone, S Iraq/Arabia	NT
New Caledonia	NC
New Hebrides	NH
New Zealand	NZ
Nicaragua	NU
Niger	NG
Nigeria	NI
Niue	NE
Norfolk Island	NF
Norway	NO
Oman (Muscat)	MU
Pakistan	PK
Palau	PW
Panama	PN
Palestinian Autonomous Area	PS
Papua-New Guinea	PP
Paracel Islands	PF
Paraguay	PA

Country/State	Code
Peru	PE
Philippines	RP
Pitcairn Island	PL
Portugal	PO
Portuguese Timor	PT
Qatar	QA
Reunion	RE
Rhodesia (Zimbabwe)	RH
Romania	RO
Russia	RS
Rwanda	RW
St. Kitts & Nevis	SC
St. Helena	SH
St. Lucia	ST
St. Pierre & Miquelon	SB
St. Vincent & Grenadines	VC
San Marino	SM
Sanya (Yemen)	YE
Sao Tome & Principe	TP
Saudi Arabia	SA
Scotland	UK
Senegal	SG
Serbia	SJ
Seychelles	SE
Sierre Leone	SL
Sikkim	SK
Singapore	SN
Slovakia	SQ
Slovenia	SI
Solomon Island	BP
Somalia	SO
South Africa	SF
Soviet Union (USSR, Russia)	UR
Spain	SP
Spanish Sahara	SS
Spratley Islands	PG
Sri Lanka (Ceylon)	CE
St. Kitts & Nevis	SC
St. Helena	SH
St. Lucia	ST
St. Pierre & Miquelon	SB
St. Vincent & Grenadines	VC
Sudan	SU
Suriname	NS
Svalbard	SV
Swaziland	WZ
Sweden	SW
Switzerland	SZ
Syria	SY
Taiwan	TW
Tajikistan	TT
Tanzania	TZ
Thailand	TH
Togo	TO

Attachments - Standard Country/State Abbreviations (continued)

Country/State	Code
Tokelau Islands	TL
Tonga	TN
Trinidad & Tobago	TD
Tunisia	TS
Turkey	TU
Turkmenistan	TX
Turks & Caicos Is.	TK
Tuvalu (Ellice Is.)	TV
Uganda	UG
Ukraine	UP
Ukranian	UA
UK Indian Ocean Territory	IO
Union of Soviet Republics	UR
United Arab Emirates (UAE) (Trucial States)	TC
United Abrab Republic (Egypt)	EG
United Kingdom (England, Great Britain, Scotland, Wales)	UK
United Nations	UN
United States	US
Upper Volta	UV
Uruguay	UY
Uzbekistan	UZ
Vanuatu	VU
Vatican City	VT
Venezuela	VE
Vietnam	NM
Vietnam (North)	VN
Virgin Islands (British)	VI
Wales	UK
Wallis & Futuna	WF
West Bank	WE
West Berlin	WB
West Germany	GE
West Indies French	XQ
Western Sahara	WI
Western Samoa	WS
Yemen (Aden) (South)	YS
Yemen Republic of (Sabaa)	YM
Yemen (San'A) (North)	YE
Yugoslavia	YO
Zaire	ZR
Zambia	ZA
Zimbabwe	ZI
Unknown	XX
Various (more than one)	XV

Attachments - Standard State Abbreviations

State	Code
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

TERRITORIES

State	Code
American Samoa	AS
Federated States of Micronesia	FM
Guam	GU
Marshall Islands	MH
Northen Mariana Islands	MP
Palau Island	PW
Puerto Rico	PR
Virgin Islands	VI

Note: The above Territories are considered States for SAR-MSB processing. Code the Territory in the state field and 'US' in the country field.

Attachments - Zip Code Validation Table

The following table is used to validate all zip-code fields. The table consists of the first three digits of the valid zip-code range by state. Therefore, if a zip-code falls within the given range for the state indicated, it is considered valid. Otherwise an error code will be issued. Consult the U.S. Postal Service Zip-Code Directory to resolve any conflicts between state and zip-codes.

State Abbrev.	State	Valid Range
AL	Alabama	350 - 369
AK	Alaska	995 - 999
AS	American Samoa	967 - 967
AZ	Arizona	850 - 865
AR	Arkansas	716 – 729 & 755
CA	California	900 - 966
CO	Colorado	800 - 816
CT	Connecticut	060 - 069
DE	Delaware	197 - 199
DC	District of Columbia	200 - 205
FM	Federated States of Micronesia	969 -969
FL	Florida	320 - 349 **
GA	Georgia	300 - 319 *
GU	Guam	**969 - 969**
HI	Hawaii	967 - 968
ID	Idaho	832 - 838
IL	Illinois	600 - 629
IN	Indiana	460 - 479
IA	Iowa	500 - 528
KS	Kansas	660 - 679
KY	Kentucky	400 - 427
LA	Louisiana	700 - 714
ME	Maine	039 - 049
MH	Marshall Islands	969 - 969
MD	Maryland	206 - 219
MA	Massachusetts	010 – 027 **& 055**
MI	Michigan	480 - 499
MN	Minnesota	550 - 567
MS	Mississippi	386 - 397
MO	Missouri	630 - 658
MT	Montana	590 - 599
NE	Nebraska	680 - 693
NV	Nevada	**889** - 898
NH	New Hampshire	030 - 039
NJ	New Jersey	070 - 089
NM	New Mexico	870 - 884
NY ***	New York	090 - 149

State Abbrev.	State	Valid Range
NC	North Carolina	269 - 289
ND	North Dakota	580 - 588
MP	Northern Mariana Is.	969 - 969
OH	Ohio	430 - 458
OK	Oklahoma	730 - 749
OR	Oregon	970 - 979
PW	Palau Island	969 - 969
PA	Pennsylvania	150 - 196
PR	Puerto Rico	006- 009
RI	Rhode Island	028 - 029
SC	South Carolina	290 - 299
SD	South Dakota	570 - 577
TN	Tennessee	370 - 385
TX	Texas	750 – 799 **& 885**
UT	Utah	840 - 847
VT	Vermont	050 - 059
VA	Virginia	220 – 246 **& 201**
VI	Virgin Islands	008 - 008
WA	Washington	980 - 994
WI	Wisconsin	530 - 549
WV	West Virginia	247 - 268
WY	Wyoming	820 - 831

*** GA - 398 and 399 are valid.**
**** FL - 343, 345,and 348 are not valid.**
***** NY - Includes 004 Westchester and 063 Fishers Island.**

MILITARY 'STATE'

AE	Armed Forces Africa	090 - 098
AA	Armed Forces Americas (except Canada)	340 - 340
AE	Armed Forces Canada	090 - 098
AE	Armed ForcesEurope	090 - 098
AE	Armed ForcesMiddle East	090- 098
AP	Armed ForcesPacific	962 - 966

Attachments - Standard Abbreviations

Word	Abbreviation
Accounting	ACCTG
Accounts	ACCTS
Administration	ADMIN
Air Force Base	AFB
Apartment	APT
American	AMER
Associates	ASSOC
Association	ASSN
Avenue	AVE
Bank	BK
Banking	BKG
Transaction	BR
Broadway	BWY
Building	BLDG
Casualty	CASLTY
Center	CTR
Certificate	CERT
Certificate of Deposit	CD
Circle	CRL
Commerce	CMRC
Commission	COMM
Company	CO
Comptroller	COMPT
Consolidated	CONS
Construction	CONST
Corporation	CORP
Cooperative	COOP
County	CNTY
Court	CT
Credit Union	CU
Department	DEPT
Deposit	DEP
Distributor, Distributing,	DISTB
District	DIST
Division	DIV
Drive	DR
East, Eastern	E
Electrical	ELEC
Exchange	XCHG
Federal	FED
Federal Credit Union	FCU
Finance	FIN
Financial	FINCL
First National Bank	FNB
Foreign	FORGN
General	GEN
Government	GOVT
Group	GRP
Headquarters	HDQTRS
Highway	HWY
Hospital	HOSP

Word	Abbreviation
Incorporated	INC
Industry(ies)	INDUST
Information	INFO
Institute, Institution	INST
Insurance	INS
International	INT
Lane	LN
Limited	LTD
Management	MGMT
Manufacturers	MFTRS
Manufacturing	MFG
Market	MKT
Municipal	MUN
Mutual	MUTL
National	NAT
Northeast	NE
Northern, North	NO
Northwest	NW
Organization	ORG
Park	PK
Place	PL
Plaza	PLZ
Post Office	PO
Railroad	RR
Realty	RLTY
Road	RD
Room	RM
Route	RT
Savings	SAV
Savings and Loan	SL
Security	SEC
Service	SERV
Southeast	SE
Southern, South	SO
Southwest	SW
Street	ST
Suite	STE
Transportation	TRANS
Trust	TR
University	UNIV
US Air Force	USAF
US Army	USA
US Coast Guard	USCG
US Marine Corps	USMC
US Navy	USN
Village	VLGE
Western, West	W

Note: All abbreviations listed may be changed from singular to plural, and vice versa, by the addition or deletion of the letter 's'.

Attachments - Name Editing Instructions

A. Delete any titles, prefixes, suffixes or other descriptive information such as Mr., Mrs., Dr., Reverend, Partner, or Trustee. Do not delete suffixes, which distinguish family members such as Jr., Sr., III or IV. Suffixes should be edited to follow the middle initial (e.g. Doe\ John\L Jr).

B. Delete all punctuation (e.g., 'JR.' would be submitted as 'JR').

C. Do not use the following words in fields:

a) THE
b) SEE ABOVE
c) SAME AS ABOVE
d) SAME
e) COMPUTER GENERATED
f) SIGNATURE CARD
g) NONE
h) NON CUSTOMER
i) CUSTOMER
j) T/A
k) VARIOUS
l) OTHER
m) N/A
n) UNKNOWN

D. Spanish surnames. Care must be taken in formatting Spanish surnames as the names are usually written in the order of first name, father's last name, and then mother's last name, i.e., Juan Vega Santiago. The father's last name, Vega would be used as the last name; however, both last names should be retained. Example: Vega/Santiago/Juan.

E. Place a slash ('/') before each name (including suffixes) except the first surname (e.g., White/Elizabeth/A) but not between compound names such as 'Van Gogh'.

F. If only the surname of an individual is present, then place a slash after it (e.g., Jones/).

G. If a non-individual is listed, do not enter slashes between names. Delete the word, 'The' whenever it appears. Drop the subdivision name (e.g., 'The First National Bank of Chicago-Manchester Transaction' will be 'FNB of Chicago-Manchester').

Definition of Terms

AKA Also known as (individual)

b *Denotes a blank position. Enter blanks(s) when this symbol is used.*

Corrected *A report which is used to correct a* ***Report*** *that was previously filed.*

Currency *For SAR-MSB purposes, currency is the coin and paper money of the United States or any country, which is circulated and customarily used and accepted as money.*

DBA *Doing Business As*

DCC *The Detroit Computing Center*

DEA *Drug Enforcement Administration*

EIN *Employer Identification Number*

FBI *Federal Bureau of Investigation*

File *For purposes of this procedure, a file consists of all magnetic tape, cartridge or diskette records submitted by a transmitter.*

Instruments *As used in this form includes Money order(s) and/or Traveler's Check(s)*

IRS *Internal Revenue Service*

ITIN *Individual Taxpayer Identification Number*

SSN *Social Security Number*

Subject *For SAR purposes, a Subject is a person with questionable/suspicious activities.*

Transactor *A person(s) who conducts a transaction.*

Transmitter *A Person(s) or organization(s) who prepare the magnetic files.*

USPS *U.S. Postal Service*