

EMPLOYEE QUICK TRAINING GUIDE \$1,000 DAILY LIMIT

Explanation/Training Video Link: www.northamericanmoneyorder.com/aml

Money laundering is the attempt to conceal or disguise the nature, location, source, ownership, or contrail of illegally obtained money.

Money laundering is illegal and it is a serious problem. There are Federal and state laws including the Bank Secrecy Act and the USA Patriot Act that regulate money order sales to prevent money laundering. Your company has developed a plan to prevent money laundering. This training is a part of that plan.

Here are the 2 most important rules that you need to follow:

- **DO NOT SELL MORE THAN \$1,000 OF MONEY ORDERS TO A SINGLE PERSON ON A SINGLE DAY FOR ANY REASON.**
- **DO NOT ENGAGE IN ANY CONVERSATION WITH ANY PERSON ON ANY WAY TO AVOID THE RULE ABOVE.**

Watch out for customers trying to avoid the \$1,000 limit. Don't sell them the money orders if you think that they are trying to avoid the \$1,000 limits. Here are 2 ways that you need to watch out for:

- The same person buys money orders several times a day, but never buys more than \$1,000 in a single visit, but together add up to more than \$1,000.
- Two or more individuals, who are obviously together, conduct separate transactions under \$1,000 each, but together add up to more than \$1,000.

If you inadvertently or mistakenly sell more than \$1,000 to a single person or if you discover at later time that you sold more than \$1,000 to a single person, there may be forms that have to be completed. Notify your supervisor immediately.

In the event that your supervisor is unavailable or unable to answer your questions about a particular money order transaction or about money laundering prevention, call the NAMOC Compliance Department at 1-844-507-1476.

IF YOU ARE SUSPICIOUS OR HAVE QUESTIONS OR ARE UNSURE ABOUT ANY PARTICULAR TRANSACTION, SIMPLY DO NOT DO IT