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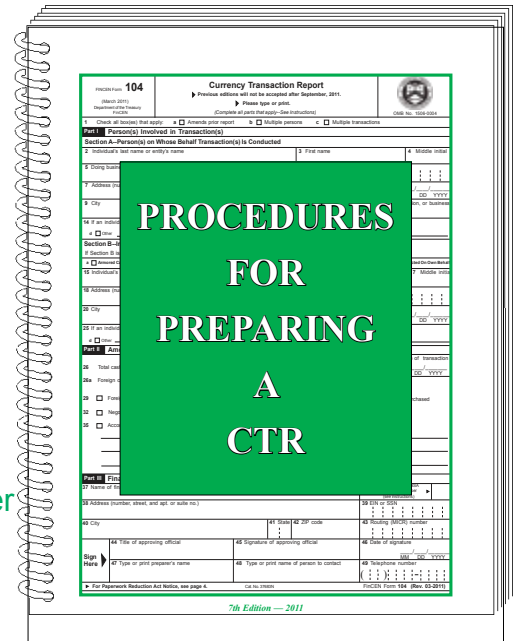
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Completely revised for 2011, including the latest form changes, to comply with FinCEN’s reorganization of Title 31, Chapter X – the rules implementing the Bank Secrecy Act. This easy-to-use handbook, available with a new bookmarked PDF format, provides a thorough understanding of the Large Currency Transaction Report; illustrates in detail how each item on the CTR should be completed for any given transaction; and enables financial institution employees to quickly and easily find answers to CTR completion questions when they arise. Includes a proficiency test to administer to employees during training for measuring their understanding of CTR regulations and forms.

Procedures for Preparing a CTR is a valuable reference resource not only for BSA and compliance officers, but also for branch managers, teller supervisors, training officers, auditors and those with customer contact. It is especially beneficial for tellers and other employees who prepare or review completed CTRs. A copy should be in every branch office. Manual with bookmarked electronic PDF version on CD: \$114.95. Manual only: \$55. CD available only with purchase of manual.



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Procedures for Preparing a CTR is a companion to the staff training video, **Principles of Preparing a CTR** - one of the most valuable tools you could have to administer your BSA compliance program. Fines for failing to file or for incorrectly filing a CTR can be substantial. Do yourself and your institution a favor. Set a goal of zero mistakes in CTR completions and use **Principles of Preparing a CTR** to achieve that goal.

Simplify training your employees, especially new ones, on when and how to prepare a CTR. This video reduces CTR training to a few easy-to-understand principles for preparing the CTR form and illustrates examples of reportable transactions. This staff training video explores the concepts behind CTR form completion and conforms to all new regulatory changes. Train your employees in CTR completion the mistake-free way. This video is ideal for every branch office. It will enable employees to quickly find solutions to CTR completion problems, and will serve as an excellent training program. 25 minutes. \$95. Order with **Procedures for Preparing a CTR** and save \$15. Available in DVD, CD and VHS formats.

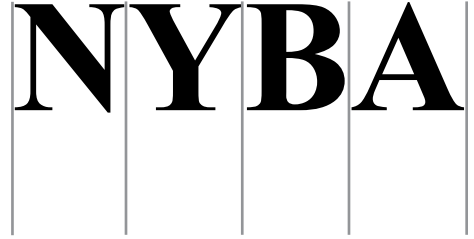


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