

# FOREIGN CHEQUE CONVERSION

## Order Form

Please ensure all relevant fields are completed.

Please note:

- The applicable exchange rate will be set on the date the item clears.
- When sending cheques to Western Union Business Solutions, you must enclose either this form, or the online repurchase confirmation screen.

### 1. Financial institution details

Financial institution name	Branch
Order number	(For repurchase transactions done online)
Branch email address	(For confirmation of receipt for Collection Cheques)

### 2. Customer's details

First Name	Surname	
Account Number		
Address (No PO Box)		
City/Suburb	State	Postcode

### 3. Foreign cheque details (maximum 3 cheques per form)

<b>Cheque 1:</b> please tick appropriate box	Cash Letter (negotiation)	Collection
Foreign currency	Total foreign currency amount	, , .
<b>Cheque 2:</b> please tick appropriate box	Cash Letter (negotiation)	Collection
Foreign currency	Total foreign currency amount	, , .
<b>Cheque 3:</b> please tick appropriate box	Cash Letter (negotiation)	Collection
Foreign currency	Total foreign currency amount	, , .

### Foreign cheque endorsement checklist – to be completed by branch staff (tick all boxes)

For Western Union Business Solutions to negotiate the Foreign Cheque on behalf of the customer, please ensure the following is completed in the relevant sections on the reverse of the cheque.

- Member signature is on reverse of cheque
- Retain copies: a photocopy of both sides of the Foreign Cheque has been taken
- The Cheque is current (less than 6 months old)
- Pre-specified date is on the cheque (Do not process cheque if pre-specified date is less than 3 weeks away)
- The currency and country drawn are the same
- The order number is written on the back of the Cheque

Staff member name  Phone number

### Mail original cheque and form to:

Western Union Business Solutions  
LB3001  
Australia Square  
NSW 1215

**WesternUnion** WU

**Business  
Solutions**