

Millennium Corporate Credit Union
Foreign Currency Sell
Instructions & Request Form



This form and set of instructions are provided to assist you in collecting foreign currency for your members. Should your members want to sell their foreign currency in exchange for U.S. dollars, please follow the instructions below to complete the attached *Foreign Currency Sell Request Form*.

General Processing Information

The credit union is responsible for the secure shipping and delivery (certified mail, etc.) of the foreign currency to Millennium Corporate (use addresses referenced below). Please note, once the currency is received at the Millennium Corporate office, staff will confirm the current exchange rate and process the sale request. Typically, within 3-5 days, the sale will be processed, and funds will be deposited into the credit union account. A payment confirmation form will be completed and uploaded to coreCONNECT with processing details and payment will be deposited to the credit union account. If the credit union has established coreCONNECT email notification, those authorized staff will receive notice of the payment confirmation form upload. With this, the sale is complete as payment is final.

Request Form Instructions

1. Complete the following fields on the *Foreign Currency Sale Request Form* or provide a separate document that includes all the information listed below.
 - a. Date
 - b. Submitted By
 - c. Credit Union ABA
 - d. Credit Union Name
 - e. Currency Type
 - f. Member Name
 - g. Foreign Currency Amount – Amount must be greater than \$20. Please do not submit COIN for collection.
2. Mail the *Foreign Currency Sale Request Form* and the foreign currency to Millennium Corporate Credit Union at one of the addresses below.

Millennium Corporate Credit Union
ATTN: Member Service/Foreign Currency
8615 W. Frazier Lane
Wichita, KS 67212

Millennium Corporate Credit Union
ATTN: Foreign Currency Processing
2043 Woodland Parkway, Suite 200
St. Louis, MO 63146

Please contact the Member Service Department with questions or needs by calling 800.721.2677 option 1 or emailing memberservice@millenniumcorporate.org.

