

**MILLENNIUM CORPORATE CREDIT UNION  
FOREIGN CURRENCY SELL  
INSTRUCTIONS & REQUEST FORM**

This form and set of instructions are provided to assist you in collecting on 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 10-14 days, the sale will be processed and funds will be deposited to 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 Sell 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 – *Foreign currency sell requests cannot include coin, regardless of amount.*
2. Mail the Foreign Currency Sell Request Form and the foreign currency to Millennium Corporate Credit Union at one of the addresses provided below.

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

**Or**

**Millennium Corporate Credit Union  
Attn: Foreign Currency Processing  
2055 Craigshire Drive, Suite 200  
St. Louis, MO 63146-4009**

Please contact the Member Service Department with questions – 800.721.2677 | Option 1.

