

Federal Reserve Bank of San Francisco  
101 Market Street, San Francisco, California 94105

March 23, 2009

To State Member Banks and Foreign Banking Organizations  
in the Twelfth Federal Reserve District

**Financial Crimes Enforcement Network (FinCEN) Educational Pamphlet on the Currency Transaction Report (CTR) Reporting Requirement**

On February 24, 2009, FinCEN released the educational pamphlet, "Notice to Customers: A CTR Reference Guide," for financial institutions and their customers containing information on the currency transaction reporting (CTR) requirement. The pamphlet, which may be provided to customers, is intended to be used as a resource for financial institutions to help address questions frequently asked by their customers regarding currency transactions. It explains the CTR reporting requirement to those who may not be familiar with a financial institution's obligations under the Bank Secrecy Act (BSA). The pamphlet also explains what constitutes structuring, including examples of structured transactions.

Financial institutions are not required to use the pamphlet, but they may find it useful for communicating with customers, such as when a customer opens an account and expects to handle large amounts of currency or when a customer has questions about particular currency transactions. While financial institutions are encouraged to educate their employees on the proper use of this pamphlet, it is not intended as a replacement for adequate employee training.

Financial institutions may print the pamphlet from FinCEN's website. FinCEN has indicated that they are currently exploring the possibility of printing a supply of these pamphlets so institutions can order them from FinCEN in the future.

**Additional Information**

All circulars and documents are available on the Internet through the Federal Reserve Bank of San Francisco's website, at <http://www.frbsf.org/banking/letters>.

For additional information, please contact:

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**Attachments:** <http://www.fincen.gov/whatsnew/pdf/20090224.pdf>  
<http://www.fincen.gov/whatsnew/pdf/CTRPamphletBW.pdf>