

For: FSA Offices

Completing FSA-2139A for a Money Order Purchase of \$3,000 or More

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Purchasing Money Orders Over \$3,000

A Background

Some County Office employees have experienced problems when purchasing a money order to convert cash collections of \$3,000 or more. Some banks and U.S. Post Offices have required that county employees provide a Social Security number (Personal Financial Information) to process and issue a money order to the county employee.

The Department of Treasury's regulations at 31 CFR 1010.410 and 1020.410 specifically exempt Federal agencies and their employees from reporting personal information to financial institutions, such as banks and USPS, to obtain money orders over \$3,000.

B Purpose

This notice updates FSA personnel on purchasing money orders for cash collections that are \$3,000 or more.

Disposal Date	Distribution
January 1, 2014	All FSA Offices; State Offices relay to County Offices

Notice FLP-655

1 Purchasing Money Orders Over \$3,000 (Continued)

C State and County Office Action

When purchasing a money order for \$3,000 or more, the employee shall do the following:

- complete FSA-2139A (Exhibit 1) and maintain a copy in the agency file
- take the completed FSA-2139A, cash collection, and your Federal agency ID to the location where you plan to purchase the money order.

Note: See 1-FLP, subparagraph 23 C for Service Center authorities.

After obtaining the money order, process the collection according to 3-FI.

D Contact Information

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact Rick Stewart, LSPMD, at 202-720-1654.

Example of FSA-2139A

Following is an example of FSA-2139A, Notification of Exemption from Requirement to Provide Financial Transaction Information.

<p>NOTIFICATION OF EXEMPTION FROM REQUIREMENT TO PROVIDE FINANCIAL TRANSACTION INFORMATION</p>	
<p>Insert Bank or Post Office name and address</p>	
<p>Dear Sir and/or Madam:</p> <p>This memorandum addresses the requirement of some banks and of some United States Postal Service (USPS) offices that Farm Service Agency (FSA) employees provide their social security numbers when obtaining a money order in excess of \$3,000.</p> <p>It is our understanding that bank and USPS officials have explained that this is required under the revisions that were made to the Bank Secrecy Act by title III of the Patriot Act, Pub. L. 107-56 (2001). See 31 U.S.C §§5311-5330.</p> <p>FSA, being a federal government organization, is exempt from the transactions reporting requirements of the USA Patriot Act. Specifically, 31 C.F.R. 1020.410(a)(6) and 1010.410(a)(6) exempt financial institutions, such as banks and the USPS, from requiring financial transaction information on money orders of more than \$3,000 when it involves government agencies. Therefore, the government officials who have the signature authority in the course and scope of their official government duties would also be exempt from having to provide financial transaction information, including social security numbers, to the financial institution.</p> <p>You may contact our office at this telephone number <u>Insert phone no.</u> if you have any further questions or concerns.</p>	
<p>1. Name of Authorized Agency Official</p>	<p>2. Title of Authorized Agency Official</p>
<p>3. Signature of Authorized Agency Official</p>	<p>4. Date</p>
<p><input type="checkbox"/> Original (Financial Institution) <input type="checkbox"/> Agency File</p>	
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).</small></p> <p><small>If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. USDA is an equal opportunity provider and employer.</small></p>	
<p>FSA-2139A (06-20-13) USDA-FSA</p>	