



# DOMESTIC COLLECTION: OIL AND GAS LEASE CASH LETTER

Processing time will depend on the detail instruction for each draft.

\*Date: \_\_\_\_\_ \*Corp Acct #: \_\_\_\_\_

\*CU Name: \_\_\_\_\_

\*Phone #: \_\_\_\_\_ \*Submitted by: \_\_\_\_\_

\*Fax # or Email Address: \_\_\_\_\_

\*Address of Credit Union: *for returns/correspondence associated with this item*

*\*Required*

**Submit Form and Original to:**  
 Catalyst Corporate  
 Attention: Foreign Collection  
 6801 Parkwood Blvd.  
 Plano TX 75024

Do NOT include GLBA data on this form.

Reference number assigned by credit union (10 digits or less)	Amount of Draft	Catalyst use only		
		Days	CC Ref#	Reason

## Domestic Cash Letter Items:

- All payees must endorse the draft.
- Some banks **require** the draft to have a Prior Endorsement Guaranteed (PEG) stamp endorsement. If your credit union does not have a stamp, the information can be handwritten but must include the following information:
  - a. PEG by (Credit Union Name)
  - b. Authorized name printed
  - c. Authorized name signature and title

**Please note: processing time will vary depending on the details listed on each draft.**

PRINT FORM