



catalyst

# PROVISIONAL PROCESS: INTERNATIONAL COLLECTION CASH LETTER

**PROCESS AS PROVISIONAL - Provisional credit received 4 to 5 working days from date item received at Catalyst and is susceptible to returns.**

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

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

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

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

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

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

*\*Required*

**Do NOT include GLBA data on this form.**

Reference number assigned by credit union <i>(10 digits or less)</i>	Face Amount of Draft	Catalyst use only		
		Type	CC Ref#	Reason

### Provisional Credit Cash Letter Items:

- For drafts made **payable in U.S. Dollars** and drawn on a financial institution in **Canada**.
- For drafts made **payable in a foreign currency** and drawn on a financial institution in the same **foreign country**. *Ex:* Hong Kong Bank / Hong Kong Dollars

**Please note:** These items receive provisional credit therefore, they are not guaranteed funds and the credit may be withdrawn for reasons including, but not limited to, insufficient funds or closed account. All returns will also be subject to exchange rate risk and related return fees. For your protection, drafts you suspect may be uncollectible or pose a larger than acceptable return risk should be submitted as [Collected Credit Cash Letter](#) items.

Before submitting for processing, please verify all items have a Remitter (Issuer, Maker) on the check and the date is not older than five months.

PRINT FORM