

## Counterfeit Reporting Form

**(To be used by banks being presented with counterfeit cashier's checks, official checks, or money orders drawn on their own institution.)**

Information	Bank Response
Bank Name	
Bank Address City State, Zip	
Type of Instrument (Cashier's Checks / Official Checks)	
Description of Instrument (Counterfeit/Fictitious/Stolen)	
Bank Routing Number	
Do the items display the correct routing number? (Yes/No)	
Do the counterfeit instruments resemble the authentic items? (Yes / No)	
Description of <b>Counterfeit</b> Items (Include colors, banners, watermarks, encoding, etc.)  <i>PLEASE PROVIDE COPY IF AVAILABLE.</i>	
Volume of Counterfeit Items (Approximate)	
Are the items being presented locally, nationwide or both?	
Nature of Transaction (Lottery Scam, Internet Purchase, etc.) <i>Please provide any additional documentation you may have received.</i>	
Description of <b>Authentic</b> Items (Include colors, banners, watermarks, encoding, etc.)  <i>PLEASE PROVIDE COPY.</i>	
Bank Contact Information (How do you want to be contacted?) This information will be posted on the Alert document.	
Name, Position, Department Phone Number Fax Number Email Address Website	
Copies of Counterfeit Items Attached (Yes/No)	
Copies of Authentic Items Attached (Yes/No)	
Name, Title & Telephone Number of Person Completing Form	

Please note that for security reasons copies of the items will not be posted to the Internet. This form and any attachments may be returned to us via mail at: Special Supervision Division, Comptroller of the Currency, 250 E Street, SW, Mail Stop 6-4, Washington, DC 20219, via fax at (202) 874-5214 or via email at: [occ.alert.responses@occ.treas.gov](mailto:occ.alert.responses@occ.treas.gov)

**\*\* THIS FORM IS NOT TO BE USED FOR REPORTING COUNTERFEIT CURRENCY. PLEASE SEE THE US SECRET SERVICE WEBSITE FOR ADDITIONAL GUIDANCE. \*\***