



Department of the Treasury Financial Crimes Enforcement Network

Subject: **Instructions for Suppressing Duplicate Currency Transaction Reports**

Issued: November 24, 2015

Financial Crimes Enforcement Network (FinCEN) further responds to financial institutions regarding duplicate Currency Transaction Report (CTR) filings. A financial institution may, in error, submit a duplicate CTR electronically. FinCEN must be notified immediately upon detecting when one or more Currency Transaction Reports (CTRs) or CTR batch files were submitted twice.

FinCEN will review the information to ensure that the **exact same** CTR was submitted more than once; the duplicate report must **exactly match** a previously filed CTR in every letter, number, and or other character of every field, with the exception of the submission date.

If the **exact same** CTR or batch file CTR was submitted twice, a filer may request that the duplicate be suppressed on the System of Record (SOR) by submitting a letter to FinCEN at duplicatefilings@fincen.gov with the following information:

1. Name of financial institution/filer
2. Address of the financial institution/filer
3. Primary federal or state regulator
4. Contact number and e-mail address of the financial institution/filer
5. Submission date of the original and duplicate reports
6. Tracking IDs of original and duplicate CTRs (batch files)
7. Document Control Number (DCN)/BSA-IDs of original and duplicate CTRs
8. An explanation of why or how the duplicate CTR was submitted (i.e. system error, hit submit button twice, filer error, etc.)
9. A brief statement that CTRs are an **exact duplicate** of a previously submitted CTR or batch file

Filers are encouraged to submit the information via e-mail, but may also send correspondence via mail or fax to:

Mail: U.S. Department of Treasury
Financial Crimes Enforcement Network
Attn: Duplicate CTR Suppression
P.O. Box 39
Vienna, VA 22183

Fax: (202)354-6411
Attn: Duplicate CTR Suppression

The letter should be addressed to FinCEN with copies sent to those federal and state agencies that examine the financial institution's Bank Secrecy Act/Anti-Money Laundering Compliance Program.

FinCEN encourages you to review your policies and procedures for submitting FinCEN reports and to update those procedures as necessary to avoid another duplicate FinCEN report being submitted in error.

If you have questions regarding duplicate FinCEN CTR suppression requests, please contact FinCEN's Regulatory Helpline at (800)767-2825.