



DEPARTMENT OF THE TREASURY
BUREAU OF ENGRAVING AND PRINTING

INSTRUCTIONS FOR SUBMITTING A REQUEST FOR EXAMINATION OF MUTILATED CURRENCY FOR POSSIBLE
REDEMPTION - BEP FORM 5283

****PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY****

Before filling out BEP Form 5283 (*Request for Examination of Mutilated Currency for Possible Redemption*), please read carefully the following instructions concerning the information needed in BEP Form 5283 and method of packaging and shipping of the mutilated currency to the Department of the Treasury, Bureau of Engraving and Printing (BEP). For more information regarding the mutilated currency redemption process, please visit BEP's website at <http://moneyfactory.gov/services/currencyredemption.html>. If you have any additional questions, please contact the BEP's Office of Financial Management, Mutilated Currency Division preferably by email at mcdstatus@bep.gov or telephone (866) 575-2361

1. **All mutilated currency submissions for possible redemption MUST be submitted using BEP Form 5283.** All required form fields **MUST** be completely filled out. If any of the required fields on BEP Form 5283 are incomplete, you **will not** be able to print the form. Failure to use and fully complete BEP Form 5283 will delay the processing of your submission. If you need a hard copy of BEP Form 5283, please contact the Mutilated Currency Division.
2. Once all the required form fields are completed and required boxes are checked on BEP Form 5283, **PRINT** the form, **SIGN AND DATE IT**, and **ENCLOSE** the form with your mutilated currency. Note: Regardless of the condition of the mutilated currency, do not disturb the fragments any more than absolutely necessary. If the mutilated currency is brittle or inclined to fall apart, pack it carefully in plastic and cotton without disturbing the fragments and place the package in a secure container. For more information about packaging and shipping of mutilated currency, please review BEP's regulations (31 C.F.R. § 100.8) available at <http://www.bep.gov/services/currencyredemption.html> or <https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>.
3. Send signed and dated BEP Form 5283 and the mutilated currency to:

United States Postal Service (USPS) Delivery

Bureau of Engraving and Printing
MCD/OFM, Room 344A
P.O. Box 37048
Washington, D.C. 20013

Personal Delivery and Non Postal Couriers, i.e. FedEx/UPS

Bureau of Engraving and Printing
MCD/OFM, Room 344A
14th and C Streets, SW
Washington, D.C. 20228

Personal deliveries of mutilated currency and BEP Form 5283 to the BEP are accepted between 8:00 a.m. - 11:30 a.m. and 12:30 p.m. - 2:00 p.m., Monday through Friday, excluding Federal holidays and other institution closings. **Note: Personal deliveries must be accompanied with BEP Form 5283. There will be no immediate redemption of currency.** It is strongly encouraged that BEP Form 5283 and the mutilated currency be sent by USPS registered or certified mail.

4. If a lawful owner of mutilated currency dies before the case is examined/closed, the Executor or Administrator of the Estate must send a **NOTARIZED** copy of the Death Certificate as provided by state law along with a new BEP Form 5283. The Executor/Administrator of the Estate shall include in the form her/his first and last name, address, and other related information and the name of the Deceased Individual.
5. ALL payments of **\$500 or more are required** by BEP's regulations (31 C.F.R. Part 100, 79 Fed. Reg. 30724 (May 29, 2014)) to be redeemed through Electronic Funds Transfer (EFT). To ensure payments are processed, the requester's name should match the bank account information provided in BEP Form 5283. EFT payments can be waived per regulations of the Department of the Treasury, Bureau of the Fiscal Services. For more information about EFT and waivers, please visit https://www.fiscal.treasury.gov/fsservices/gov/pmt/eft/eft_home.htm.
6. The Director of the BEP shall have the final authority with respect to redemptions of mutilated currency submissions. For specific details about the redemption process, we encourage you to review BEP's regulations, 31 C.F.R. Part 100, 79 Fed. Reg. 30724 (May 29, 2014), available at <http://www.bep.gov/services/currencyredemption.html> or <https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>.
7. **In order to avoid delays in processing your mutilated currency submission, please make sure BEP Form 5283 is signed/dated and all information is filled out completely, including a valid email address and contact phone number. Once we receive your completed BEP Form 5283, along with the mutilated currency, we will assign a case identification number to your request. You will be notified via email (if provided) of the case identification number. Please use this case identification number in any correspondence you send to the BEP. Remember to keep a copy of BEP Form 5283 and any related documents for your records.** If you have any additional questions, please contact the Mutilated Currency Division preferably by email at mcdstatus@bep.gov or telephone (866) 575-2361. Please check all information for accuracy. Any fields left blank will result in a delay in examining and processing your claim.



REQUEST FOR EXAMINATION OF MUTILATED CURRENCY FOR POSSIBLE REDEMPTION

Submitter Type: Individual
Submitter Name: Jane Doe
Executor/Administrator (Deceased Individual):
Deceased Full Legal Name:

Address Line 1: 2001 Example Road
Address Line 2:
Address Line 3:
City: City
State/ US Territory/ Province: DC
Zip: 33333
Country: United States
Phone: 555-555-5555
Email: janedoe@example.com

[Example Completed Form](#)

Estimated Total Amount of Currency: \$1111.11

Bank Information

Bank Name: MONEYBANK N.A.
Routing Number: 123456789
Account Number: 1234

Description of Mutilated Currency Remnants: (Please describe in 200 characters or less how the currency came to be mutilated. If possible, include time frames. For example: On February 14, 2005, my home caught on fire and the money was partially burned.)

Currency got damaged because of water leakage in the basement.



PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. § 552a (e)(3), this Privacy Act Statement serves to inform you of the following concerning the collection of the information on this form.

- **AUTHORITY:** Collection of this information is authorized by 5 U.S.C. § 301, 12 U.S.C. § 413, and 31 U.S.C. §§ 321, 5118, 3332, and 5120 and the Bureau of Engraving and Printing's (BEP) regulations set forth in 31 C.F.R. Parts 100 and 208.
- **PURPOSE:** This form is used to assist BEP's Mutilated Currency Redemption Program to examine your request for examination of mutilated currency for possible redemption.
- **ROUTINE USES:** Specific details as to the routine uses for this form are available under the System of Records Notice No. Treasury/BEP .046, Automated Mutilated Currency Tracking System, 82 Fed. Reg. 37290 (Aug. 9, 2017).
- **EFFECTS OF NOT PROVIDING REQUESTED INFORMATION:** Furnishing the information requested in this form is voluntary, but failure to provide all or any part of the requested information may delay or prevent the BEP from examining your mutilated currency submission for possible redemption.

CERTIFICATION STATEMENT

The undersigned hereby declares that:

1. The above information is complete, true, and correct to the best of my knowledge.
2. I am the lawful owner or authorized representative of the United States of America (U.S.A.) currency submitted for examination and possible redemption.
3. The above-described U.S.A. currency submission is surrendered for possible redemption pursuant to the Bureau of Engraving and Printing's (BEP) regulations found at 31 C. F.R. Part 100.
4. I release, waive, and discharge the BEP of any liability, and covenant not to sue, associated with any damage or alteration that the U.S. A. currency submission may have sustained during shipment, in transmission, or handling.

Please note that knowing and willful falsification of information reported on this form may subject you to potential civil or criminal penalties in accordance with 31 U.S.C. § 3729. Whoever intentionally files a false claim seeking reimbursement for mutilated currency may be held criminally liable under a number of statutes including 18 U.S.C. § 287 and 18 U.S.C. § 1341 and may be held civilly liable under 31 U.S.C. § 3729. In addition, whoever mutilates currency with the intent to render it unfit to be reissued may be fined and/or imprisoned in accordance with 18 U.S.C. § 333.

Signature _____

Date _____