



WELCOME TO THE BENELUX FINANCE OFFICE

This brochure will provide you with information on our Check Cashing Policies and Military Pay procedures.

USAG BRUSSELS Finance Office
Unit 8100 Box 11
APO AE 09714

Disbursing: DSN: 368-9746 COMM: 027179746
MilPay: DSN: 368-9760 COMM: 027179760
Fax 368-9700 COMM: 027179700

FINANCE HOURS OF OPERATION

1) DISBURSING(CASHIER CAGE) SECTION

MON – WED & FRI: 0900-1500

THURS: CLOSED

LUNCH BREAK: 1200-1300

CLOSED ON ALL U.S FEDERAL HOLIDAYS

2) MILITARY PAY SECTION

MON – WED & FRI: 0900-1600

THURS: CLOSED

LUNCH BREAK: 1200-1300

CLOSED ON ALL USAREUR TRAINING AND U.S FEDERAL HOLIDAYS

A. PERSONAL CHECKS

GENERAL CHECK INFORMATION:

All Personal checks must have preprinted information on the front such as name, account and routing numbers. Duty station/organization, duty phone number, APO address, branch of service or DOD component can be handwritten. Counter/Temporary/Starter checks or Euro checks will not be cashed.

Each sponsor **must have a completed and signed Personal Check Cashing Agreement** (DD Form 2761) with a designated/authorized agent on file with the finance office before being allowed to cash checks.

All checks are scanned and processed at the time of cashing and usually clears the bank within 24 hours. Each check will be stamped with the consent stamp and **initialed by the check casher**, allowing us to recover any lost funds due as a result of a dishonored check.

The dollar limit for ALL **PERSONAL CHECKS** is \$745.00 per week, effective 1 April 2013.

EXCEPTIONS: The BFO may authorize customers to cash personal checks above the \$3000.00 limit on a case by case basis (usually for housing needs and utility bills). An exception of policy agreement will be filled out and signed by the individual cashing the check. A copy of the bill must accompany the request to exceed the check cashing limit.

B. SECOND –THIRD PARTY CHECKS

Limited to \$1500.00 on all 2nd/3rd party personal checks. **Only the sponsor** can cash 2nd/3rd party checks made payable to the sponsor. Checks over 9 months old and within 15 days of expiration will not be cashed.

C. OTHER NEGOTIABLE INSTRUMENTS HONORED

The following negotiable instruments drawn on **U.S banks and in U.S dollars** may be cashed with **NO DOLLAR LIMITATIONS** and subject to verification. Please call ahead of time to ensure there is appropriate cash on hand.

1. U.S TREASURY CHECKS
2. MONEY ORDERS
3. TRAVELER'S OR CASHIER'S CHECKS
4. INSURANCE COMPANY CHECKS (limited to \$10,000.00 for Life Insurance checks)
5. CHECKS ISSUED FROM DOD AFFILIATED AGENCIES
6. BANK CHECKS

D. TDY OR ON LEAVE

Personal check limit for authorized personnel on leave or TDY is **\$200.00 per day**. A copy of the leave form (DA31) or TDY orders (DD1610) must be presented to the teller before a check can be cashed. Contractors who are TDY are **not authorized to cash personal checks**; they can only cash traveler's checks or exchange cash upon presentation of valid TDY orders and I.D

E. ETSing OR SEPERATING

Personal checks will not be cashed for individuals whose expiration term of service is within 60 days and those individuals in the process of being separated or discharged.

F. DISHONORED CHECKS

The following procedures will be used to recover and prevent a request for relief as a result of dishonored/bounced checks:

- First offense, the offender will be suspended for cashing personal checks for **60 days**.
- Second offense, the offender will be suspended for cashing personal checks for **60 days**.
- Third offense, the offender will be suspended for cashing personal checks for **90 days**.
- Fourth offense, the offender will be **permanently suspended** for cashing personal checks in all USAREUR Finance Offices.

NB: THE SPONSOR’S COMMANDER (OR CIVILIAN EQUIVALENT) WILL BE NOTIFIED IN WRITING FOR ANY DISHONORED CHECKS.

G. AUTHORIZED CUSTOMERS

1. U.S members of the Armed Forces and their authorized agents (designated in writing by the member on their DD Form 2761) assigned to the BENELUX region.
2. Reserve Component U.S military personnel on Active Duty.
3. U.S military retirees and their authorized agents (designated in

writing by the member on their DD Form 2761) residing in the BENELUX region.

4. DOD Appropriated Funds and DODDS U.S Civilian employees and their authorized agents (designated in writing by the member on their DD Form 2761).
5. U.S citizens directly employed by other agencies of the U.S Government and their authorized agents (designated in writing by the member on their DD Form 2761).
6. U.S citizens employed by U.S contractors. Must have indemnity letter from employer on file.
7. Widows and widowers of U.S military retirees can only cash Treasury checks.
NO PERSONAL CHECKS WILL BE CASHED.

NB: The designated agent can only cash personal checks from the Sponsor’s joint account or the Sponsor’s individual account with a Special Power of Attorney (SPOA) or DD Form 2761 on file.

AUTHORIZED AGENTS CANNOT CASH PERSONAL CHECKS FROM THEIR OWN INDIVIDUAL ACCOUNT.

A. WHAT ELSE SHOULD I KNOW

- A check made payable to 2 individuals with the word “and” between the names or nothing between the names require **BOTH** payees to be physically present before the check can be cashed. A SPOA can be used to cash these checks provided that it states such checks can be cashed.
- All checks will be stamped with the statement: **“I CONSENT TO IMMEDIATE COLLECTION FROM**

MY PAY THE AMOUNT OF THIS CHECK PLUS BANK OR PROCESSOR CHARGES IF THIS CHECK IS DISHONORED_____.”

The check must be initialed by the check casher.

- The BENELUX Finance office sells the following currencies: **Euros, British Pounds and US Dollars.**
- The Finance office also accepts rolled U.S and Euro coins in exchange for bills.
- You may call the Daily Rate Line to find out the current exchange rate @DSN 423-3601 or Commercial 065443601. The new rate is generally posted for next business day after 1530.