

# Historical Request Form Instructions

Please insure the following items are completed before submitting to MoneyGram Historical Transaction Department:

- ✓ **Complete and accurately fill out Historical Transaction request form**
- ✓ **Must provide a valid photocopy of Requestor's identification**

Message field: **Start and End date for transaction history**

## SECTION 1: SENDING DOCUMENTS:

*Send copies of completed Historical Transaction form and ID via one of the below methods*

- **FAX:**
  - **United States customers only** - 1-866-954-7475
  - **International customers only** - 001-303-586-4660
- **E-MAIL:**
  - Email address: [historicaltrnx@moneygram.com](mailto:historicaltrnx@moneygram.com)

## SECTION 2: THIRD PARTY REQUESTS

- ***Anyone requesting history on behalf of another person i.e.***
  - Family requesting history on a deceased family member
  - Lawyers requesting history on behalf of a client
    - Request must be presented with a P.O.A (Power of Attorney)
    - Request will be delayed an additional 2-3 weeks, as our legal department will need to approve the P.O.A before the request can be processed

## SECTION 3: HELPFUL INFORMATION

- Records are retained for a period of ten years from the current year
- **Most requests are processed within 20 business days, upon receiving all required documents and processing fee**
- Incomplete, missing or illegible documents will delay the processing time
- Historical Transaction reports will only contain the following information:
  - Sender and receivers names
  - Send and receive dates
  - Face and fee amounts
  - Reference Numbers
- If more information is required such as receivers signatures, hard copy of receipts, receivers city and state, please contact a MoneyGram representative for **"SUBPEONA"** instructions.
- For questions or concerns contact a MoneyGram Representative



## Request for Historical Transaction History

### PART 1 - REQUESTOR INFORMATION:

Please complete all fields below ensuring that your information is accurate. Your request will be processed within 20 business days upon receiving all required documents. Please note that incomplete or inaccurate information could delay the processing time.

- ❖ An individual request form is required per send party regardless if in same household
- ❖ Valid photo ID required for all names the requestor used

☐ I am the sender    ☐ I am the receiver    ☐ I am a third party

I would like history for the following dates:

Begin Date:

End Date:

Full Name:

Address:

City:  State/Prov:  Zip:

Country:  Phone:

MG Rewards:

### PART 2 - DETAIL REQUEST INFORMATION

☐ I would like history of a specific sender/receiver:

☐ All Transactions

Please provide below all Sender/Receiver Names:

Previous addresses and phone numbers, nick names, abbreviations:

We will search every way possible with the information you provide in this form. Once the report is completed, and you need us to run the report again with different date's, and/or different sender's/receiver's names you are required to send a new request form and applicable fee

### PART 3 - REQUIRED INFORMATION FROM REQUESTOR:

☐ FAX:  ☐ Email:

Reference number  
if applicable

Date:

Signature: \_\_\_\_\_

☐ I authorize MoneyGram International., to release all records concerning transactions I have conducted through MoneyGram for the dates below. I release MoneyGram from all claims, damages, or expenses of any kind resulting from unauthorized use of this information. I certify that I have the authority to release information for this account.