

## Counterfeit Currency Procedures

All units authorized to receive cash are responsible for exercising reasonable care in screening transactions for counterfeit currency. Counterfeit currency should not be accepted as a valid payment. Departments/units are liable for the loss, if counterfeit currency is accepted and processed as payment.

### *If a suspected counterfeit bill is received at the time of payment:*

1. **Do not put yourself in danger.**
2. Do not return the questionable bill to the customer.
3. Delay the customer with an excuse, if possible.
  - a. You may explain that the bill appears to be counterfeit and that by law you must retain the bill and contact the police.
4. Contact the GSU Police Department (404-413-3333) to report the incident.
5. If the customer leaves prior to police arrival:
  - a. Observe the passer's (and companions') description.
  - b. Write down the customer's name and Panther number (if available)
6. Write your initials and the date in the white border area of the bill.
7. Place the bill inside an envelope, protective cover or plastic bag. Do NOT handle the bill more than necessary.
8. Report the incident to your supervisor.
9. Download and complete the Department of Homeland Security [Counterfeit Note Report \(SSF 1604\)](#).
10. Surrender the bill(s) to GSU Police with the Counterfeit Note Report.
  - a. Make a duplicate copy for the department.

### *If a suspected counterfeit note is detected, after accepted as payment:*

1. Report the incident to your supervisor.
2. Write your initials and the date in the white border area of the bill.
3. Place the bill inside an envelope, protective cover or plastic bag. Do NOT handle the bill more than necessary.
4. Do not include the suspicious bill as part of the deposit.
  - a. The deposit remittance form should list the amount of the counterfeit bill(s) as a negative to be charged to the department's over/short account.
5. Download and complete the Department of Homeland Security [Counterfeit Note Report \(SSF 1604\)](#).
  - a. Make a copy for the department's records.
  - b. Include a copy with the deposit remittance form for the cashier's office.
6. Send the bill(s) and Counterfeit Note Report to the local U. S. Secret Service Office.  
Department of Homeland Security  
US Secret Service  
401 W. Peachtree Street, NW #2900  
Atlanta, GA 30308

## Helpful Resources

[U.S. Currency Education Program](#) - Learn how to authenticate your money.

[Know Your Money](#) - Description of bills and security features

**Contact the University Cashier Office if you have any questions.**