

## REPORTING CASH PAYMENTS OVER \$10,000.00 PROCEDURE

1. WHEN CASH IS RECEIVED CASHIER/FINANCE MGR FILLS OUT  
"CASH DENOMINATION SHEET " (SEE ATTACHED)
2. CASHIER DOES UCS RECEIPT WITH NOTE OF PAYMENT TYPE/AMT  
(SEE ATTACHED RECEIPT NOTE GUIDELINES)
3. IF MORE THAN \$10,000.00 IN CASH CASHIER/FINANCE MGR EMAILS  
"CASH DENOMINATION SHEET" AND CASH RECEIPT TO  
[FORM8300@HENDERSONCHEVY.COM](mailto:FORM8300@HENDERSONCHEVY.COM), [FORM8300@FAIRWAYCHEVY.COM](mailto:FORM8300@FAIRWAYCHEVY.COM),  
[FORM8300@PVAUTOPLAZA.COM](mailto:FORM8300@PVAUTOPLAZA.COM).  
EMAILS GO TO BILLERS AND OFFICE MANAGERS
4. THE BILLERS GENERATE THE IRS FORM 8300 BY FORM 8300 EMAILS AND  
REVIEWING DOWN PAYMENT METHODS IN DEALS WHILE BILLING DEALS.  
MANAGER REVIEWS AND APPROVES TO FILE ELECTRONICALLY WITHIN 15  
DAY PERIOD TO IRS USING BSA E-FILING SYSTEM.
5. IN ADDITION BILLERS FURNISH A WRITTEN STATEMENT TO EACH PERSON  
ON FORM 8300 WITH INFORMATION PROVIDED TO THE IRS
6. BILLER REVIEWS AND SIGNS THE WEEKLY FORM 8300 REPORTS TO DOUBLE  
CHECK WE HAVE FILED OR NEED TO FILE FORM 8300 AND GIVES REPORT  
TO MANAGER TO REVIEW AND APPROVE.
7. FORM 8300 LOGS ARE IN THE BILLERS SHARED FOLDERS