



Charles G. Cooper  
Commissioner

## **TEXAS DEPARTMENT OF BANKING**

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### **MEMORANDUM**

DATE: December 27, 2011

TO: Currency Exchange License Holders

FROM: Russell Reese, Director of Special Audits

SUBJECT: Quarterly Report Forms for Quarters ending March 31, 2012, June 30, 2012, September 30, 2012, and December 31, 2012

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Enclosed are the quarterly report forms for you to complete as required by Section 151.603(c)(2) of the Texas Finance Code (Finance Code). Although you are not required to send the report to our office each quarter, you must prepare the report within 45 days after the end of each calendar quarter as required and maintain the quarterly transaction report, quarterly financial statement, and associated documentation for each quarter in your files.

Please prepare the quarterly reports as follows:

March 31, 2012 Report:	Prepare by no later than <b>May 15, 2012</b>
June 30, 2012 Report:	Prepare by no later than <b>August 15, 2012</b>
September 30, 2012 Report:	Prepare by no later than <b>November 15, 2012</b>
December 31, 2012 Report:	Prepare by no later than <b>February 15, 2013</b>

The quarterly reports will be reviewed by the Department at each examination of the license holder to determine compliance with Section 151.603(c)(2) of the Finance Code.

If you have any questions pertaining to the contents of this memorandum, please call Mary Ann Gonzales at (512) 475-1291 or Jesus (Jesse) Saucillo at (512) 475-1311.

Enclosures