



*Updated on January 26, 2023, to include minor technical amendments

FINTRAC report number:

Reporting entity:

Large Cash Transaction Report

General Information

* Reporting entity number:	(7) ¹
† Reporting entity report reference number:	(100)

Which one of the following types of reporting entities best describes you?

* Activity sector:	See Table1 for list of options
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Whom can FINTRAC contact about this report?

* Contact number:	(7)
† Surname:	(100)
† Given name:	(100)
Other/initial:	(100)
† Telephone number:	(20)
Extension:	(10)
Email address:	(200)

Report information

† Aggregation type:	See Table2 for list of options
† 24-hour period start date and time:	YYYY-MM-DDTHH:MM:SS±ZZ:ZZ
† 24-hour period end date and time:	YYYY-MM-DDTHH:MM:SS±ZZ:ZZ
Ministerial Directive:	See Table10 for list of options



FINTRAC report number:

Reporting entity:

Transaction information

Transaction 1 of X

Information about the transaction

<u>†Date and time of transaction:</u>	YYYY-MM-DDTHH:MM:SS±ZZ:ZZ
<u>*Method of transaction:</u>	See Table3 for list of options
<u>†If 'Other', please specify:</u>	(200)
<u>Date of posting (if different from date of transaction):</u>	YYYY-MM-DD
<u>‡Threshold indicator:</u>	See Table13 for list of options
<u>†Reporting entity transaction reference number:</u>	(200)
<u>Purpose of transaction:</u>	(200)

Information about where the transaction was conducted

<u>*Reporting entity location number:</u>	(30)
<u>Apt/Room/Suite/Unit number:</u>	(10)
<u>House/Building number:</u>	(10)
<u>†Street address:</u>	(100)
<u>†City:</u>	(100)
<u>District:</u>	(100)
<u>†Country:</u>	See ISO 3166 for list of options
<u>†Province or state:</u>	See Table12 for list of options
<u>Sub-province and/or sub-locality:</u>	(100)
<u>Postal or zip code:</u>	(20)



FINTRAC report number:

Reporting entity:

Starting action

Starting action 1 of Y of transaction X

* Amount:	(27)
* Currency:	See ISO 4217 for list of options
How was the cash obtained?	(200)
‡ Was information about the source (person / entity) of cash obtained?	See Table 11 for list of options
‡ Does this action involve a deposit to a business account?	See Table 11 for list of options

Source of cash

Person 1 of N of starting action Y

† Surname:	(100)
† Given name:	(100)
Other/initial:	(100)
Account number:	(100)
Policy number:	(100)
Identifying number:	(100)

Entity 1 of N of starting action Y

† Name of entity:	(100)
Account number:	(100)
Policy number:	(100)
Identifying number:	(100)



FINTRAC report number:

Reporting entity:

Conductor

Person 1 of A of starting action Y

<u>†Surname:</u>	(100)
<u>†Given name:</u>	(100)
<u>Other/Initial:</u>	(100)
<u>Alias:</u>	(100)
<u>†Client number:</u>	(100)
<u>Apt/Room/Suite/Unit number:</u>	(10)
<u>House/Building number:</u>	(10)
<u>†Street address:</u>	(100)
<u>†City:</u>	(100)
<u>District:</u>	(100)
<u>†Country:</u>	See ISO 3166 for list of options
<u>†Province or state:</u>	See Table12 for list of options
<u>Sub-province and/or sub-locality:</u>	(100)
<u>Postal or zip code:</u>	(20)
<u>Unstructured address details:</u>	(500)
<u>Telephone number:</u>	(20)
<u>Extension:</u>	(10)
<u>Email address:</u>	(200)
<u>†Date of birth:</u>	YYYY-MM-DD
<u>Country of residence:</u>	See ISO 3166 for list of options
<u>†Occupation:</u>	(200)
<u>Name of employer:</u>	(100)

Identification of the person

Identification 1 of N of person conductor A

<u>†Identifier type:</u>	See Table6 for list of options
<u>†If 'Other', please specify:</u>	(200)
<u>†Number associated with identifier type:</u>	(100)
<u>†Jurisdiction of issue (country):</u>	See ISO 3166 for list of options
<u>†Jurisdiction of issue (province or state):</u>	See Table12 for list of options



FINTRAC report number:

Reporting entity:

Entity 1 of A of starting action Y

†Name of entity:	(100)
†Client number:	(100)
Apt/Room/Suite/Unit number:	(10)
House/Building number:	(10)
†Street address:	(100)
†City:	(100)
District:	(100)
†Country:	See ISO 3166 for list of options
†Province or state:	See Table12 for list of options
Sub-province and/or sub-locality:	(100)
Postal or zip code:	(20)
Unstructured address details:	(500)
Telephone number:	(20)
Extension:	(10)
Email address:	(200)
†Nature of entity's principal business:	(200)
†Is the entity registered or incorporated?:	See Table11 for list of options

Incorporation of the entity

Incorporation 1 of N of entity conductor A

†Incorporation number:	(100)
†Jurisdiction of issue (country) of incorporation:	See ISO 3166 for list of options
†Jurisdiction of issue (province or state) of incorporation:	See Table12 for list of options

Registration of the entity

Registration 1 of N of entity conductor A

†Registration number:	(100)
†Jurisdiction of issue (country) of registration:	See ISO 3166 for list of options
†Jurisdiction of issue (province or state) of registration:	See Table12 for list of options

Identification of the entity

Identification 1 of N of entity conductor A

†Identifier type:	See Table7 for list of options
†If 'Other', please specify:	(200)
†Number associated with identifier type:	(100)
†Jurisdiction of issue (country):	See ISO 3166 for list of options
†Jurisdiction of issue (province or state):	See Table12 for list of options



FINTRAC report number:

Reporting entity:

Person authorized to bind the entity or act with respect to the account

Person 1 of N (max. 3)

<u>†Surname:</u>	(100)
<u>†Given name:</u>	(100)
<u>Other/Initial:</u>	(100)

On behalf of indicator

<u>†Was this transaction conducted on behalf of another person or entity?</u>	See Table 11 for list of options
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Conductor (business account)

Person 1 of A of starting action Y

<u>†Surname:</u>	(100)
<u>†Given name:</u>	(100)
<u>Other/Initial:</u>	(100)

Entity 1 of A of starting action Y

<u>†Name of entity:</u>	(100)
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FINTRAC report number:

Reporting entity:

On behalf of indicator

†Was this transaction conducted on behalf of another person or entity?	See Table11 for list of options
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Information about the third party on whose behalf the transaction was conducted

Person 1 of B of conductor A

†Surname:	(100)
†Given name:	(100)
Other/Initial:	(100)
Alias:	(100)
Client number:	(100)
Apt/Room/Suite/Unit number:	(10)
House/Building number:	(10)
†Street address:	(100)
†City:	(100)
District:	(100)
†Country:	See ISO 3166 for list of options
†Province or state:	See Table12 for list of options
Sub-province and/or sub-locality:	(100)
Postal or zip code:	(20)
Unstructured address details:	(500)
Telephone number:	(20)
Extension:	(10)
Email address:	(200)
Date of birth:	YYYY-MM-DD
Country of residence:	See ISO 3166 for list of options
†Occupation:	(200)
Name of employer:	(100)

Identification 1 of N of person on behalf of B

Identifier type:	See Table6 for list of options
†If 'Other', please specify:	(200)
Number associated with identifier type:	(100)
Jurisdiction of issue (country):	See ISO 3166 for list of options
Jurisdiction of issue (province or state):	See Table12 for list of options

Relationship of the person named above to the person or entity conducting the transaction

†Relationship:	See Table8a for list of options
†If 'Other', please specify:	(200)



FINTRAC report number:

Reporting entity:

Identification of the person

Entity 1 of B of conductor A

†Name of entity:	(100)
Client number:	(100)
Apt/Room/Suite/Unit number:	(10)
House/Building number:	(10)
†Street address:	(100)
†City:	(100)
District:	(100)
†Country:	See ISO 3166 for list of options
†Province or state:	See Table12 for list of options
Sub-province and/or sub-locality:	(100)
Postal or zip code:	(20)
Unstructured address details:	(500)
Telephone number:	(20)
Extension:	(10)
Email address:	(200)
†Nature of entity's principal business:	(200)
†Is the entity registered or incorporated?	See Table11 for list of options



FINTRAC report number:

Reporting entity:

Incorporation of the entity

Incorporation 1 of N of entity B

† <u>Incorporation number:</u>	(100)
† <u>Jurisdiction of issue (country) of incorporation:</u>	See ISO 3166 for list of options
† <u>Jurisdiction of issue (province or state) of incorporation:</u>	See Table12 for list of options

Registration of the entity

Registration 1 of N of entity B

† <u>Registration number:</u>	(100)
† <u>Jurisdiction of issue (country) of registration:</u>	See ISO 3166 for list of options
† <u>Jurisdiction of issue (province or state) of registration:</u>	See Table12 for list of options

Identification of the entity

Identification 1 of N of entity on behalf of B

<u>Identifier type:</u>	See Table7 for list of options
† <u>If 'Other', please specify:</u>	(200)
<u>Number associated with identifier type:</u>	(100)
<u>Jurisdiction of issue (country):</u>	See ISO 3166 for list of options
<u>Jurisdiction of issue (province or state):</u>	See Table12 for list of options

Person authorized to bind the entity or act with respect to the account

Person 1 of N (max. 3)

<u>Surname:</u>	(100)
<u>Given name:</u>	(100)
<u>Other/Initial:</u>	(100)

Relationship of the entity named above to the person or entity conducting the transaction

† <u>Relationship:</u>	See Table8a for list of options
† <u>If 'Other', please specify:</u>	(200)



FINTRAC report number:

Reporting entity:

Completing action

Completing action 1 of Z of transaction X

* <u>Details of disposition:</u>	See Table4 for list of options
† <u>If 'Other', please specify:</u>	(200)
† <u>Amount:</u>	(27)
† <u>Currency:</u>	See ISO 4217 for list of options
† <u>Virtual currency type:</u>	See Table9 for list of options
† <u>If 'Other', please specify:</u>	(200)
<u>Exchange rate:</u>	(27)
† <u>Value in Canadian dollars:</u>	(27)
† <u>Reference number:</u>	(200)
<u>Other number related to reference number:</u>	(200)
† <u>Financial institution number:</u>	(50)
† <u>Branch number:</u>	(50)
† <u>Account number:</u>	(100)
† <u>Account type:</u>	See Table5 for list of options
† <u>If 'Other', please specify:</u>	(200)
† <u>Account currency:</u>	See ISO 4217 for list of options
<u>Date account opened:</u>	YYYY-MM-DD



FINTRAC report number:

Reporting entity:

Account holder

Person 1 of N of completing action Z

† <u>Surname:</u>	(100)
† <u>Given name:</u>	(100)
<u>Other/Initial:</u>	(100)

Entity 1 of N of completing action Z

† <u>Name of entity:</u>	(100)
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Involved in the completing action

† <u>Was there any other person or entity involved in the completing action?</u>	See Table 11 for list of options
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Person 1 of N of completing action Z

† <u>Surname:</u>	(100)
† <u>Given name:</u>	(100)
<u>Other/initial:</u>	(100)
† <u>Account number:</u>	(100)
† <u>Policy number:</u>	(100)
† <u>Identifying number:</u>	(100)

Entity 1 of N of completing action Z

† <u>Name of entity:</u>	(100)
† <u>Account number:</u>	(100)
† <u>Policy number:</u>	(100)
† <u>Identifying number:</u>	(100)



FINTRAC report number:

Reporting entity:

Beneficiary

Person 1 of C of completing action Z

<u>†Surname:</u>	(100)
<u>†Given name:</u>	(100)
<u>Other/Initial:</u>	(100)
<u>Alias:</u>	(100)
<u>Client number:</u>	(100)
<u>Apt/Room/Suite/Unit number:</u>	(10)
<u>House/Building number:</u>	(10)
<u>Street address:</u>	(100)
<u>City:</u>	(100)
<u>District:</u>	(100)
<u>Country:</u>	See ISO 3166 for list of options
<u>Province or state:</u>	See Table12 for list of options
<u>Sub-province and/or sub-locality:</u>	(100)
<u>Postal or zip code:</u>	(20)
<u>Unstructured address details:</u>	(500)
<u>Telephone number:</u>	(20)
<u>Extension:</u>	(10)
<u>Email address:</u>	(200)
<u>Date of birth:</u>	YYYY-MM-DD
<u>Country of residence:</u>	See ISO 3166 for list of options
<u>Occupation:</u>	(200)
<u>Name of employer:</u>	(100)

Identification of the person

Identification 1 of N of person beneficiary C

<u>Identifier type:</u>	See Table6 for list of options
<u>†If 'Other', please specify:</u>	(200)
<u>Number associated with identifier type:</u>	(100)
<u>Jurisdiction of issue (country):</u>	See ISO 3166 for list of options
<u>Jurisdiction of issue (province or state):</u>	See Table12 for list of options

Relationship of the person named above to the person or entity conducting the transaction

<u>Relationship:</u>	See Table8b for list of options
<u>†If 'Other', please specify:</u>	(200)



FINTRAC report number:

Reporting entity:

Entity 1 of C of completing action Z

†Name of entity:	(100)
Client number:	(100)
Apt/Room/Suite/Unit number:	(10)
House/Building number:	(10)
Street address:	(100)
City:	(100)
District:	(100)
Country:	See ISO 3166 for list of options
Province or state:	See Table12 for list of options
Sub-province and/or sub-locality:	(100)
Postal or zip code:	(20)
Unstructured address details:	(500)
Telephone number:	(20)
Extension:	(10)
Email address:	(200)
Nature of entity's principal business:	(200)
Is the entity registered or incorporated?	See Table11 for list of options

[Incorporation of the entity](#)

Incorporation 1 of N of entity beneficiary C

Incorporation number:	(100)
Jurisdiction of issue (country) of incorporation:	See ISO 3166 for list of options
Jurisdiction of issue (province or state) of incorporation:	See Table12 for list of options

[Registration of the entity](#)

Registration 1 of N of entity beneficiary C

Registration number:	(100)
Jurisdiction of issue (country) of registration:	See ISO 3166 for list of options
Jurisdiction of issue (province or state) of registration:	See Table12 for list of options



FINTRAC report number:

Reporting entity:

Identification of the entity

Identification 1 of N of entity beneficiary C

<u>Identifier type:</u>	See Table7 for list of options
[†] <u>If 'Other', please specify:</u>	(200)
<u>Number associated with identifier type:</u>	(100)
<u>Jurisdiction of issue (country):</u>	See ISO 3166 for list of options
<u>Jurisdiction of issue (province or state):</u>	See Table12 for list of options

Person authorized to bind the entity or act with respect to the account

Person 1 of N (max. 3)

<u>Surname:</u>	(100)
<u>Given name:</u>	(100)
<u>Other/Initial:</u>	(100)

Relationship of the entity named above to the person or entity conducting the transaction

<u>Relationship:</u>	See Table8b for list of options
[†] <u>If 'Other', please specify:</u>	(200)

Legend

- * Indicates a mandatory field
- [†] Indicates a mandatory if applicable field
- ‡ Indicates a mandatory for processing field
- ¹ Numbers in brackets represent character limits



Appendix A – Tables and code values

Table 1 – Activity sector

Accountant	1
Bank	2
British Columbia notary	17
Caisse populaire	3
Casino	5
Co-op credit society	6
Credit union	14
Credit union central	19
Crown agent	4
Dealer in precious metals and stones	18
Financial services cooperative	20
Foreign money services business	21
Life insurance broker or agent	9
Life insurance company	10
Money services business	11
Provincial savings office	12
Real estate	13
Securities dealer	15
Trust and/or loan company	16

Table 2 – Aggregation type

Beneficiary	1
Conductor	2
On behalf of (i.e. 3 rd party)	3
Not applicable	4

Table 3 – Method of transaction

Armoured car	3
Automated banking machine	2
Courier	4
In person	1
Mail deposit	5
Night deposit	8
Quick drop	9
Self-redemption kiosk	10
Virtual currency ATM	11
Other	7

Table 4 – Details of disposition

Added to virtual currency wallet	17
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Denomination exchange	27
Deposit to account	1
Payment to account	28
Exchange to fiat currency	3
Exchange to virtual currency	18
Holding funds	21
Investment product purchase or deposit	8
Issued cheque	23
Life insurance policy purchase or deposit	7
Outgoing domestic funds transfer	24
Outgoing email money transfer	31
Outgoing mobile money transfer	32
Outgoing email/mobile money transfer	20
Outgoing international funds transfer	25
Outgoing virtual currency transfer	19
Purchase of bank draft	5
Purchase of casino product	4
Purchase of jewellery	14
Purchase of money order	6
Purchase of precious metals	15
Purchase of precious stones	22
Purchase of prepaid payment product/card	26
Real estate purchase or deposit	9
Purchase of / Payment for goods	29
Purchase of / Payment for services	30
Other	11

Table 5 – Account type

Business	2
Casino	5
Personal	1
Trust	3
Other	4

Table 6 – Identifier type (person)

Birth certificate	1
Certificate of Indian Status	15
Citizenship card	14
Credit file	34
Driver's licence	4
Government issued identification	35
Insurance documents	36



Passport	2
Permanent resident card	32
Provincial health card	5
Provincial or territorial identity card	37
Record of employment	38
Record of landing	33
Travel visa	39
Utility statement	40
Other	3

Table 7 – Identifier type (entity)

Annual report	6
Articles of association	1
Certificate of corporate status	2
Certificate of incorporation	3
Letter/Notice of assessment	4
Partnership agreement	5
Other	7

Table 8a – Relationship type (conductor and On behalf of)

Accountant	1
Agent	2
Borrower	3
Broker	4
Vendor / Supplier	14
Customer	5
Employee	6
Employer	11
Friend	7
Joint/Secondary owner	12
Legal counsel	10
Power of attorney	13
Relative	8
Other	9

Table 8b – Relationship type (conductor and the beneficiary – incl. self)

Accountant	1
Agent	2
Borrower	3
Broker	4
Vendor / Supplier	14
Customer	5



Employee	6
Employer	11
Friend	7
Joint/Secondary owner	12
Legal counsel	10
Power of attorney	13
Relative	8
Other	9
Self	15

Table 9 – Virtual currency types

Please refer to FWR for the most up to date list of VC Types	
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Table 10 – Ministerial directive

IR2020	IR2020
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Table 11 – Boolean options

Yes	true
No	false

Table 12 – Province/State

Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland and Labrador	NL
Nova Scotia	NS
Northwest Territories	NT
Nunavut	NU
Ontario	ON
Prince Edward Island	PE
Quebec	QC
Saskatchewan	SK
Yukon	YT
Alaska	AK
Alabama	AL
Arkansas	AR
Arizona	AZ
California	CA
Colorado	CO
Connecticut	CT
District of Columbia	DC
Delaware	DE



Florida	FL
Georgia	GA
Hawaii	HI
Iowa	IA
Idaho	ID
Illinois	IL
Indiana	IN
Kansas	KS
Kentucky	KY
Louisiana	LA
Massachusetts	MA
Maryland	MD
Maine	ME
Michigan	MI
Minnesota	MN
Missouri	MO
Mississippi	MS
Montana	MT
North Carolina	NC
North Dakota	ND
Nebraska	NE
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
Nevada	NV
New York	NY
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Virginia	VA
Vermont	VT
Washington	WA
Wisconsin	WI
West Virginia	WV



Wyoming	WY
Aguascalientes	AG
Baja, Calif. (North)	BA
Baja, Calif. (South)	BJ
Campeche	CE
Chihuahua	CH
Chiapas	CI
Colima	CL
Coahuila de Zaragoza	CU
Distrito	DF
Durango	DO
Guerreo	GR
Guanajuato	GU
Hidalgo	HL
Jalisco	JL
Michoacan de Ocampo	MC
Morelos	MR
Mexico (State)	MX
Nayarit	NA
Nuevo Leon	NL
Oaxaca	OA
Puebla	PB
Quintana Roo	QR
Queretaro de Arteaga	QU
Sinaloa	SI
San Luis Potosi	SL
Sonora	SO
Tamaulipas	TA
Tabasco	TB
Tlaxcala	TL
Veracruz-Llave	VC
Yucatan	YU
Zacatecas	ZA

Table 13 – Threshold indicator (Boolean option)

Above threshold	True
Below threshold	False

Table 14 – Person/Entity

Person	1
Entity	2





Appendix B – Field details

Reporting entity number

Description

You must enroll in FINTRAC's electronic reporting system to submit reports electronically. Provide the seven-digit identifier number assigned to you by FINTRAC at enrolment.

Reporting entity report reference number

Description

The Reporting entity report reference number field is a unique report reference number assigned by you, your organization or your service provider who submits reports on your behalf as applicable.

Activity sector

Description

Enter your business activity sector. If you are involved in more than one type of business activity, indicate the one applicable to the transaction being reported. If there is more than one activity for one or more transactions on the report, select only one to indicate your principal type of activity.

Contact number

Description

Enter the contact information of the person you would like FINTRAC to liaise with in the event that a follow up is required. You must ensure that all of your contacts' information is up to date in FWR prior to submitting your report(s). This is a mandatory field.

Contact surname

Description

Enter the contact information of the person you would like FINTRAC to liaise with in the event that a follow up is required. You must ensure that all of your contacts' information is up to date in FWR prior to submitting your report(s).

Contact given name

Description

Enter the contact information of the person you would like FINTRAC to liaise with in the event that a follow up is required. You must ensure that all of your contacts' information is up to date in FWR prior to submitting your report(s).

Contact other/initial

Description

Enter the contact information of the person you would like FINTRAC to liaise with in the event that a follow up is required. You must ensure that all of your contacts' information is up to date in FWR prior to submitting your report(s).

Contact telephone number

Description

Enter the contact information of the person you would like FINTRAC to liaise with in the event that a follow up is required. You must ensure that all of your contacts' information is up to date in FWR prior to submitting your report(s).

Contact telephone extension number

Description

Enter the contact information of the person you would like FINTRAC to liaise with in the event that a follow up is required. You must ensure that all of your contacts' information is up to date in FWR prior to submitting your report(s).



Contact email address

Description

Enter the contact information of the person you would like FINTRAC to liaise with in the event that a follow up is required. You must ensure that all of your contacts' information is up to date in FWR prior to submitting your report(s).

Aggregation type

Description

Indicate the type of aggregation (conductor, beneficiary, on behalf of (third party) or not applicable) used when multiple transactions occur within a consecutive 24-hour period. If the report is for one transaction only, or for a Ministerial directive, aggregating transactions does not apply and 'Not applicable' should be selected. This is a mandatory field.

24-hour period start date and time

Description

Provide the start date and time of the 24-hour period. You must include the time zone (that is, UTC offset) in the 24-hour period start time field. The start time must be entered in the following format: HH:MM:SS±ZZ:ZZ. For example, 1:25:06 PM in Ottawa, ON would be reported as 13:25:06-05:00.

24-hour period end date and time

Description

Provide the end date and time of the 24-hour period. If your 24-hour period starts at 8:00 AM, it would end at 7:59 AM the following day. You must include the time zone (that is, UTC offset) in the 24-hour period start end time fields.

****Note:** The start date and time and end date and time that you provide will establish the 24-hour period in which you look for possible aggregate transactions, and report all applicable transactions within. Because you must aggregate on each party separately (e.g. conductor, on behalf of, or beneficiary), it is possible to have multiple 24-hour windows (e.g. a 24-hour window for conductors that is different than your 24-hour window for beneficiaries).

Ministerial Directive

Description

You must indicate whether the transaction being reported in your LCTR is being submitted under a Ministerial directive. An LCTR submitted under a Ministerial directive can contain only one transaction and it must be below threshold. Therefore, you must also select 'Not applicable (N/A)' in the '24-hour aggregation type' field. Leave this field blank if the transaction(s) are not part of a Ministerial directive.

****Note:** Only ONE Ministerial Directive (IR2020) is available for an LCTR report, which can contain only one transaction. FINTRAC will update the table if a new MD was introduced.

Transaction list

Description

A list of transactions within 24 consecutive hours that total \$10,000 or more received in cash

Transaction identifier list

Description

Must have minimum 1 transaction. To support system processing rules.

Date and Time of transaction

Description

Enter the date and time of the large cash transaction. If the transaction was outside normal business hours, and you do not have the date and time, use the night deposit indicator. Date must be no earlier than the coming into force date of January 31, 2003, for this report type. It cannot be a future date and must be the same as or earlier than the posting date.

This field is mandatory, unless you indicate that the transaction was a night deposit. In this case if you do not provide the date of transaction in this field, you must provide the date of posting. This is a mandatory field.



Method of transaction

Description

Method of transaction refers to the channel a transaction occurred or the method a transaction was conducted. Examples include in-person, online, telephone etc This is a mandatory field.

Method of transaction other description

Description

If the options in the list for method of transaction do not cover the scenario, please use 'other' and provide an accurate description.

Date of posting

Description

Enter the date the transaction cleared, if this differs from the date and time of the transaction provided above. Date must be no earlier than the coming into force date of January 31, 2003, for this report type. It cannot be a future date and must be the same as or later than the transaction date. This field is mandatory if the transaction was a night deposit and you were unable to provide the date of transaction. In all other cases, this field requires reasonable efforts.

Threshold indicator

Description

Indicate whether the value of the cash received for the transaction was above or below \$10,000 at the time of receipt. Select "above threshold" if the transaction is equal to \$10,000 or more. This is a mandatory field.

Reporting entity transaction reference number

Description

This is a unique reference number assigned to the transaction by you, your organization or your service provider who submits reports on your behalf as applicable. This field should be unique within this report but not necessarily unique amongst all other reports submitted by the RE. This is a mandatory field.

Purpose of transaction

Description

This is the reason for the transaction. Describing what the cash received will be used for.

Transaction apt/room/suite/unit number

Description

Address (apt/room/suite/unit number) of where the transaction took place.

Transaction house/building number

Description

Address (house / building number) of where the transaction took place.

Transaction street address

Description

Address (street address) of where the transaction took place.

Transaction city

Description

Address (city) of where the transaction took place.



Transaction district

Description

Address (district) of where the transaction took place.

Transaction country

Description

Address (country) of where the transaction took place.

Transaction province/state

Description

Address (province / state) of where the transaction took place.

Transaction sub-province and/or sub-locality

Description

Address (sub-province and/or sub-locality) of where the transaction took place.

Transaction postal or zip code

Description

Address (postal / zip code) of where the transaction took place.

Reporting entity location number

Description

This represents information about where the transaction took place. Location numbers are assigned during the FINTRAC enrolment process and maintained by your F2R administrator. For more information about this, contact your F2R administrator.

For deposit taking institutions, this number is the branch portion of your transit number with leading zeroes. For example, the location number for branch 02831 of bank number 0004 would be 02831.

For other types of reporting entities, this number will be created and assigned to you by FINTRAC.

The information stored in the report is a point in time. If the location is later updated our version of the report would likely include the location information at the time of submission. This is a mandatory field.

Starting action list

Description

A list of starting action(s), wherein for each starting action could include such information as the source of cash, conductor, and amount.

Starting action amount

Description

Enter the total amount of cash involved in the starting action. If this amount was not in Canadian dollars, you do not have to convert it but provide the currency type in the next field. This is a mandatory field.

Starting action currency

Description

Enter the currency of the starting action, even if it was in Canadian dollars. This is a mandatory field.

Exchange rate

Description



Provide the rate of exchange that you used for the transaction.

How was the cash obtained?

Description

This is how the conductor initially acquired the cash used for the transaction, not where the funds may have been transferred from. For example, you can obtain cash from activities such as employment, sale of a large asset and gifts. This information must be reported if obtained.

Was information about the source of cash obtained?

Description

This field is a "Yes/No" question. If you have the name of any person or entity that is the source of cash involved in the transaction, their account number or policy number, or an identifying number if there is no account number or policy number, select "yes". Otherwise, select "no" to indicate you have no information. This is a mandatory field.

Source of cash type

Description

This is used to indicate whether the source of cash was a person or an entity.

Source of cash surname

Description

If you have information on any source of cash involved in the transaction, you must report it. This includes their name and the following:

- account number;
- policy number; or
- identifying number, if there is no account or policy number.

If there are multiple sources, you must provide information for each source.

This information must be reported if obtained in the ordinary course of business. This means the information must be reported if you obtained it for any reason related to the services you provide to clients.

Source of cash given name

Description

If you have information on any source of cash involved in the transaction, you must report it. This includes their name and the following:

- account number;
- policy number; or
- identifying number, if there is no account or policy number.

If there are multiple sources, you must provide information for each source.

This information must be reported if obtained in the ordinary course of business. This means the information must be reported if you obtained it for any reason related to the services you provide to clients.

Source of cash other/initial

Description

If you have information on any source of cash involved in the transaction, you must report it. This includes their name and the following:

- account number;
- policy number; or
- identifying number, if there is no account or policy number.

If there are multiple sources, you must provide information for each source.

This information must be reported if obtained in the ordinary course of business. This means the information must be reported if you obtained it for any reason related to the services you provide to clients.



Source of cash entity name

Description

If you have information on any source of cash involved in the transaction, you must report it. This includes their name and the following:

- account number;
- policy number; or
- identifying number, if there is no account or policy number.

If there are multiple sources, you must provide information for each source.

This information must be reported if obtained in the ordinary course of business. This means the information must be reported if you obtained it for any reason related to the services you provide to clients.

Source of cash account number

Description

If you have information on any source of cash involved in the transaction, you must report it. This includes their name and the following:

- account number;
- policy number; or
- identifying number, if there is no account or policy number.

If there are multiple sources, you must provide information for each source.

This information must be reported if obtained in the ordinary course of business. This means the information must be reported if you obtained it for any reason related to the services you provide to clients.

Source of cash policy number

Description

If you have information on any source of cash involved in the transaction, you must report it. This includes their name and the following:

- account number;
- policy number; or
- identifying number, if there is no account or policy number.

If there are multiple sources, you must provide information for each source.

This information must be reported if obtained in the ordinary course of business. This means the information must be reported if you obtained it for any reason related to the services you provide to clients.

Source of cash identifying number

Description

If you have information on any source of cash involved in the transaction, you must report it. This includes their name and the following:

- account number;
- policy number; or
- identifying number, if there is no account or policy number.

If there are multiple sources, you must provide information for each source.

This information must be reported if obtained in the ordinary course of business. This means the information must be reported if you obtained it for any reason related to the services you provide to clients.

Conductor type

Description

This is used to indicate whether the conductor was a person or an entity.

Have you obtained any conductor information related to this transaction?

Description

If the conductor is a client or if you have information about a conductor that is not your client, you must answer "Yes" or "No" must only be



selected if, despite taking reasonable measures to do so, you were not able to obtain any information on the conductor that was not your client. This is a mandatory field.

Does this transaction involve a deposit to a business account?

Description

Yes or No. "Yes" should be selected if a transaction involves a deposit to a business account at a financial entity, securities dealer or casino (account-based reporting entities). This is a mandatory field.

Conductor surname – person

Description

The last name of the person who conducted the transaction.

Conductor given name – person

Description

The first name of the person who conducted the transaction.

Conductor other/initial – person

Description

The middle or other name of the person who conducted the transaction.

Conductor alias – person

Description

The name a person uses or by which they are known, other than the name provided under surname or given name.

Conductor client number – person

Description

A unique identifying number assigned by the reporting entity to the person conducting the transaction.

Conductor apt/room/suite/unit number – person

Description

The address (apt/room/suite/unit number) of the person who conducted the transaction.

Conductor house/building number – person

Description

The address (house / building number) of the person who conducted the transaction.

Conductor street address – person

Description

The address (street address) of the person who conducted the transaction.

Conductor city – person

Description

The address (city) of the person who conducted the transaction.

Conductor district – person

Description

The address (district) of the person who conducted the transaction.



Conductor country – person

Description
The address (country) of the person who conducted the transaction.

Conductor province/state – person

Description
The address (province/state) of the person who conducted the transaction.

Conductor sub-province and/or sub-locality – person

Description
The address (sub-province and/or sub-locality) of the person who conducted the transaction.

Conductor postal or zip code – person

Description
The address (postal / zip code) of the person who conducted the transaction.

Conductor unstructured address details – person

Description
<p>If the address is structured in a way that it can be parsed out, you must enter the information in the structured address fields. If you use the structured address fields, you cannot use the unstructured address fields to provide additional information.</p> <p>Structured address details: Provide the street address, city, country, province or state, and postal code. For example, if a person lives at:</p> <ul style="list-style-type: none"> #12-455 Main St., Ottawa, ON, Canada A1B 2C3 <p>The apartment number is 12, the building or house number is 455, the street name is Main St., the city is Ottawa, the province is Ontario, the country is Canada, and the postal code is A1B 2C3.</p> <p>FWR users should not be using the unstructured address field. This field is only present in FWR to allow for unstructured addresses that were provided in the upload feature to be viewable in FWR.</p> <p>If you are unable to parse the address information into the structured address fields, you can enter the address details in this field. You should only use the unstructured address field when it is not possible to separate the address information—this typically occurs when you are uploading a large volume of reports. If possible, please provide unstructured address information in the following format:</p> <ul style="list-style-type: none"> street address/city/province or state/postal code or zip code <p>Enter information about the country in the "Country" field.</p>

Conductor telephone number – person

Description
The telephone number of the person who conducted the transaction.

Conductor extension number – person

Description
The extension number of the person who conducted the transaction.

Conductor email address – person

Description
The email address of the person who conducted the transaction.



Conductor date of birth – person

Description

The date of birth of the person who conducted the transaction.

Conductor country of residence – person

Description

Enter the primary country of residence for the person. It can be the same or different from the country entered in the address section.

Conductor occupation – person

Description

When entering occupation information, you should be as descriptive as possible. If the person is a manager, provide the area of management, such as "hotel reservations manager" or "retail clothing store manager". If the person is a consultant, provide the type of consulting, such as "IT consultant" or "forestry consultant". If the person is a professional, provide the type of profession, such as "petroleum engineer" or "family physician". If the person is a labourer, provide the type of labour performed, such as "road construction worker" or "landscape labourer". If the person is not working, you should still be as descriptive as possible, and indicate "student", "unemployed" or "retired" etc.

Conductor name of employer – person

Description

Enter the name of the person's employer. Do not provide the name of a supervisor or manager – this field is meant to capture the name of the business that employs the person. If the person has multiple employers, you only need to provide one. Providing the name of employer can augment the description of a person's occupation. For example, "retail clothing store manager for ABC high-end clothing store" and "retail clothing store manager for XYZ discount clothing store" are more descriptive than "retail clothing store manager" on its own.

Conductor identifier list – person

Description

A list of identifiers for the conductor (person).

Conductor identifier type – person

Description

Information that was used to verify the identity of the person.

Conductor identifier type other description – person

Description

Information that was used to verify the identify of the person outside the selectable values (table 6)

Conductor ID number – person

Description

This is the number indicated on the identifier type. For example, on a driver's licence, the licence number is the identification number. If a social insurance number is used, the number **must not** be submitted to FINTRAC.

Conductor ID jurisdiction (country) – person

Description

Provide the country that issued the documentation used to identify the person who conducted the transaction.

Conductor ID jurisdiction (province/state) – person

Description



Provide the province or state that issued the documentation used to identify the person who conducted the transaction. If the country of issue is Canada, Mexico or the United States (US), you must provide the province or state for the jurisdiction of issue. If the documentation was issued by a different country, enter the country as the jurisdiction of issue. If you obtained information on the province or state, you must provide it.

Account holder type

Description

This is used to indicate whether the account holder was a person or an entity.

Was this transaction conducted on behalf of another person or entity?

Description

The "on behalf of" party is also known as the "third party" or the party providing instructions for the transaction. This is a mandatory field.

Conductor surname (business account) – person

Description

The last name of the person who conducted the transaction if it involved a deposit to a business account.

Conductor given name (business account) – person

Description

The first name of the person who conducted the transaction if it involved a deposit to a business account.

Conductor other/initial (business account) – person

Description

The middle or other name of the person who conducted the transaction if it involved a deposit to a business account.

Conductor entity name – entity

Description

The complete name of the entity that conducted the transaction.

Conductor client number – entity

Description

A unique identifying number assigned by the reporting entity to the entity conducting the transaction.

Conductor apt/room/suite/unit number – entity

Description

The address (apt/room/suite/unit/unit number) of the entity that conducted the transaction.

Conductor house/building number – entity

Description

The address (house/building number) of the entity that conducted the transaction.

Conductor street address – entity

Description

The address (street address) of the entity that conducted the transaction.

Conductor city – entity

Description



The address (city) of the entity that conducted the transaction.

Conductor district – entity

Description

The address (district) of the entity that conducted the transaction.

Conductor country – entity

Description

The address (country) of the entity that conducted the transaction.

Conductor province/state – entity

Description

The address (province/state) of the entity that conducted the transaction.

Conductor sub-province and/or sub-locality – entity

Description

The address (sub-province and/or sub-locality) of the entity that conducted the transaction.

Postal or zip code – entity

Description

The address (postal / zip code) of the entity that conducted the transaction.

Conductor unstructured address details – entity

Description

If the address is structured in a way that it can be parsed out, you must enter the information in the structured address fields. If you use the structured address fields, you cannot use the unstructured address fields to provide additional information.

Structured address details: Provide the street address, city, country, province or state, and postal code. For example, if an entity operates at:

- #12-455 Main St., Ottawa, ON, Canada A1B 2C3

The unit number is 12, the building number is 455, the street name is Main St., the city is Ottawa, the province is Ontario, the country is Canada, and the postal code is A1B 2C3.

FWR users should not be using the unstructured address field. This field is only present in FWR to allow for unstructured addresses that were provided in the upload feature to be viewable in FWR.

If you are unable to parse the address information into the structured address fields, you can enter the address details in this field. You should only use the unstructured address field when it is not possible to separate the address information—this typically occurs when you are uploading a large volume of reports. If possible, please provide unstructured address information in the following format:

- street address/city/province or state/postal code or zip code

Enter information about the country in the "Country" field.

Conductor telephone number – entity

Description

The telephone number of the entity that conducted the transaction.

Conductor extension number – entity

Description



The telephone extension number of the entity that conducted the transaction.

Conductor email address – entity

Description

The email address of the entity that conducted the transaction.

Conductor nature of principal business – entity

Description

You should be as descriptive as possible when entering the entity's principal business. If the entity's principal business area is "sales", provide the type of sales, such as "pharmaceutical sales" or "retail sales".

Conductor registered or incorporated – entity

Description

Provide a yes / no response to if the entity is registered and / or incorporated. If yes, you must provide at least incorporation or jurisdiction number and the jurisdiction of issue for each number provided. (Indicator for next 3 fields)

Conductor registration number – entity

Description

Provide the registration number of the entity if applicable. You must provide the jurisdiction of issue if you provide a registration number.

Conductor incorporation number – entity

Description

Provide the incorporation number of the entity if applicable. You must provide the jurisdiction of issue if you provide a registration number

Conductor registration or incorporation number jurisdiction (country) – entity

Description

You must provide the jurisdiction of issue (country) if you provide a registration or incorporation number.

Conductor registration or incorporation number jurisdiction (province/state) – entity

Description

You must provide the jurisdiction of issue (province / state) if you provide a registration or incorporation number.

Conductor identifier list – entity

Description

A list of identifiers for the conductor (entity).

Conductor identifier type – entity

Description

Information that was used to verify the identity of the entity.

Conductor identifier type other description – entity

Description

Information that was used to verify the identity of the entity outside the selectable values ([table 7](#))

Conductor ID number – entity

Description

This is the number indicated on the identifier type. For example, on a Notice of assessment, the business number is the identification



number.

Conductor ID jurisdiction (country) – entity

Description

Provide the country that issued the documentation used to identify the entity that conducted the transaction.

Conductor ID jurisdiction (province/state) – entity

Description

Provide the province or state that issued the documentation used to identify the entity that conducted the transaction. If the country of issue is Canada, Mexico or the United States (US), you must provide the province or state for the jurisdiction of issue. If the documentation was issued by a different country, enter the country as the jurisdiction of issue. If you obtained information on the province or state, you must provide it.

Conductor authorized person list – entity

Description

If the conductor is an entity, you must provide up to three persons who are authorized to bind the entity or act with respect to the account.

Conductor authorized person surname – entity

Description

If the conductor is an entity, you must provide the information for up to three persons who are authorized to bind the entity or act with respect to the account.

Conductor authorized person given name – entity

Description

If the conductor is an entity, you must provide the information for up to three persons who are authorized to bind the entity or act with respect to the account.

Conductor authorized person other/initial – entity

Description

If the conductor is an entity, you must provide the information for up to three persons who are authorized to bind the entity or act with respect to the account.

Conductor name of entity (business account) – entity

Description

The name of the entity that conducted the transaction if it involved a deposit to a business account.

On behalf of surname – person

Description

The last name of the person on whose behalf the transaction was conducted.

On behalf of given name – person

Description

The given name of the person on whose behalf the transaction was conducted.

On behalf of other/initial – person

Description

The middle or other name of the person on whose behalf the transaction was conducted.



On behalf of alias – person

Description

The name a person uses or by which they are known, other than the name provided under surname or given name.

On behalf of client number – person

Description

A unique identifying number assigned by the reporting entity to the person on whose behalf the transaction is being conducted.

On behalf of apt/room/suite/unit number – person

Description

The address (apt/room/suite/unit number) of the person on whose behalf the transaction is being conducted.

On behalf of house/building number – person

Description

The address (house/building number) of the person on whose behalf the transaction is being conducted.

On behalf of street address – person

Description

The address (street address) of the person on whose behalf the transaction is being conducted.

On behalf of city – person

Description

The address (city) of the person on whose behalf the transaction is being conducted.

On behalf of district – person

Description

The address (district) of the person on whose behalf the transaction is being conducted.

On behalf of country – person

Description

The address (country) of the person on whose behalf the transaction is being conducted.

On behalf of province/state – person

Description

The address (province/state) of the person on whose behalf the transaction is being conducted.

On behalf of sub-province and/or sub-locality – person

Description

The address (sub-province and/or sub-locality) of the person on whose behalf the transaction is being conducted.

On behalf of postal or zip code – person

Description

The address (postal / zip code) of the person on whose behalf the transaction is being conducted.

On behalf of unstructured address details – person

Description



If the address is structured in a way that it can be parsed out, you must enter the information in the structured address fields. If you use the structured address fields, you cannot use the unstructured address fields to provide additional information.

Structured address details: Provide the street address, city, country, province or state, and postal code. For example, if a person lives at:

- #12-455 Main St., Ottawa, ON, Canada A1B 2C3

The apartment number is 12, the building or house number is 455, the street name is Main St., the city is Ottawa, the province is Ontario, the country is Canada, and the postal code is A1B 2C3.

FWR users should not be using the unstructured address field. This field is only present in FWR to allow for unstructured addresses that were provided in the upload feature to be viewable in FWR.

If you are unable to parse the address information into the structured address fields, you can enter the address details in this field. You should only use the unstructured address field when it is not possible to separate the address information—this typically occurs when you are uploading a large volume of reports. If possible, please provide unstructured address information in the following format:

- street address/city/province or state/postal code or zip code

Enter information about the country in the "Country" field.

On behalf of telephone number – person

Description

The telephone number of the person on whose behalf the transaction is being conducted.
--

On behalf of extension number – person

Description

The telephone extension number of the person on whose behalf the transaction is being conducted.
--

On behalf of email address – person

Description

The email address of the person on whose behalf the transaction is being conducted.

On behalf of date of birth – person

Description

The date of birth of the person on whose behalf the transaction is being conducted.

On behalf of country of residence – person

Description

Enter the primary country of residence for the person on whose behalf the transaction is being conducted. It can be the same or different from the country entered in the address section.
--

On behalf of occupation – person

Description

When entering occupation information, you should be as descriptive as possible. If the person is a manager, provide the area of management, such as "hotel reservations manager" or "retail clothing store manager". If the person is a consultant, provide the type of consulting, such as "IT consultant" or "forestry consultant". If the person is a professional, provide the type of profession, such as "petroleum engineer" or "family physician". If the person is a labourer, provide the type of labour performed, such as "road construction worker" or "landscape labourer". If the person is not working, you should still be as descriptive as possible, and indicate "student", "unemployed" or "retired" etc.
--

On behalf of name of employer – person

Description



Enter the name of the person's employer. Do not provide the name of a supervisor or manager – this field is meant to capture the name of the business that employs the person. If the person has multiple employers, you only need to provide one. Providing the name of employer can augment the description of a person's occupation. For example, "retail clothing store manager for ABC high-end clothing store" and "retail clothing store manager for XYZ discount clothing store" are more descriptive than "retail clothing store manager" on its own.

On behalf of identifier type – person

Description

Information that was used to verify the identity of the person on whose behalf the transaction is being conducted.

On behalf of identifier type other description – person

Description

Information that was used to verify the identification of the person on whose behalf the transaction is being conducted outside the selectable values ([table 6](#))

On behalf of ID number – person

Description

This is the number indicated on the identifier type. For example, on a driver's licence, the licence number is the identification number. If a social insurance number is used, the number **must not** be submitted to FINTRAC.

On behalf of ID jurisdiction (country) – person

Description

Provide the country that issued the documentation used to identify the person who conducted the transaction.

On behalf of ID jurisdiction (province/state) – person

Description

Provide the province or state that issued the documentation used to identify the person. If the country of issue is Canada, Mexico or the United States (US), you must provide the province or state for the jurisdiction of issue. If the documentation was issued by a different country, enter the country as the jurisdiction of issue. If you obtained information on the province or state, you must provide it.

On behalf of relationship – person

Description

The relationship between the "on behalf of" party with the person or entity that conducted the transaction. The "on behalf of" party is understood to be the person or entity who gives the instructions for the transaction.

On behalf of relationship other description – person

Description

The relationship between the "on behalf of" party with the person or entity that conducted the transaction. The "on behalf of" party is understood to be the person or entity who gives the instructions for the transaction.

On behalf of entity name – entity

Description

The complete name of the entity on whose behalf the transaction was conducted.

On behalf of client number – entity

Description

A unique identifying number assigned by the reporting entity to the entity on whose behalf the transaction is being conducted.



On behalf of apt/room/suite/unit number – entity

Description

The address (apt/room/suite/unit number) of the entity on whose behalf the transaction is being conducted.

On behalf of house/building number – entity

Description

The address (house/building number) of the entity on whose behalf the transaction is being conducted.

On behalf of street address – entity

Description

The address (street address) of the entity on whose behalf the transaction is being conducted.

On behalf of city – entity

Description

The address (city) of the entity on whose behalf the transaction is being conducted.

On behalf of district – entity

Description

The address (district) of the entity on whose behalf the transaction is being conducted.

On behalf of country – entity

Description

The address (country) of the entity on whose behalf the transaction is being conducted.

On behalf of province/state – entity

Description

The address (province/state) of the entity on whose behalf the transaction is being conducted.

On behalf of sub-province and/or sub-locality – entity

Description

The address (sub-province and/or sub-locality) of the entity on whose behalf the transaction is being conducted.

On behalf of postal or zip code – entity

Description

The address (postal / zip code) of the entity on whose behalf the transaction is being conducted.

On behalf of unstructured address details – entity

Description

If the address is structured in a way that it can be parsed out, you must enter the information in the structured address fields. If you use the structured address fields, you cannot use the unstructured address fields to provide additional information.

Structured address details: Provide the street address, city, country, province or state, and postal code. For example, if a person lives at:

- #12-455 Main St., Ottawa, ON, Canada A1B 2C3

The apartment number is 12, the building or house number is 455, the street name is Main St., the city is Ottawa, the province is Ontario, the country is Canada, and the postal code is A1B 2C3.



FWR users should not be using the unstructured address field. This field is only present in FWR to allow for unstructured addresses that were provided in the upload feature to be viewable in FWR.

If you are unable to parse the address information into the structured address fields, you can enter the address details in this field. You should only use the unstructured address field when it is not possible to separate the address information—this typically occurs when you are uploading a large volume of reports. If possible, please provide unstructured address information in the following format:

- street address/city/province or state/postal code or zip code

Enter information about the country in the "Country" field.

On behalf of telephone number – entity

Description
The telephone number of the entity on whose behalf the transaction is being conducted.

On behalf of extension number – entity

Description
The telephone extension number of the entity on whose behalf the transaction is being conducted.

On behalf of email address – entity

Description
The email address of the entity on whose behalf the transaction is being conducted.

On behalf of nature of principal business – entity

Description
You should be as descriptive as possible when entering the entity's principal business. If the entity's principal business area is "sales", provide the type of sales, such as "pharmaceutical sales" or "retail sales".

On behalf of registered or incorporated – entity

Description
Provide a yes / no response to if the entity is registered and / or incorporated. If yes, you must provide at least incorporation or jurisdiction number and the jurisdiction of issue for each number provided. (Indicator for next 3 fields)

On behalf of registration number – entity

Description
Provide the registration number of the entity if applicable. You must provide the jurisdiction of issue if you provide a registration number.

On behalf of incorporation number – entity

Description
Provide the incorporation number of the entity if applicable. You must provide the jurisdiction of issue if you provide a registration number.

On behalf of registration or incorporation number jurisdiction (country) – entity

Description
You must provide the jurisdiction of issue (country / state) if you provide a registration or incorporation number.

On behalf of registration or incorporation number jurisdiction (province/state) – entity

Description
You must provide the jurisdiction of issue (province / state) if you provide a registration or incorporation number.



On behalf of authorized person list – entity

Description

If the on behalf of conductor is an entity, you must provide up to three persons who are authorized to bind the entity or act with respect to the account.

On behalf of identifier type – entity

Description

Information that was used to verify the identity of the entity.

On behalf of identifier type other description – entity

Description

Information that was used to verify the identity of the entity outside the selectable values (table 7).

On behalf of ID number – entity

Description

This is the number indicated on the identifier type. For example, on a Notice of assessment, the business number is the identification number.

On behalf of ID jurisdiction (country) – entity

Description

Provide the country that issued the documentation used to identify the entity.

On behalf of ID jurisdiction (province/state) – entity

Description

Provide the province or state that issued the documentation used to identify the entity. If the country of issue is Canada, Mexico or the United States (US), you must provide the province or state for the jurisdiction of issue. If the documentation was issued by a different country, enter the country as the jurisdiction of issue. If you obtained information on the province or state, you must provide it.

On behalf of authorized person surname – entity

Description

If the on behalf of party is an entity, you must provide the information for up to three persons who are authorized to bind the entity or act with respect to the account.

On behalf of authorized person given name – entity

Description

If the on behalf of party is an entity, you must provide the information for up to three persons who are authorized to bind the entity or act with respect to the account.

On behalf of authorized person other/initial – entity

Description

If the on behalf of party is an entity, you must provide the information for up to three persons who are authorized to bind the entity or act with respect to the account.

On behalf of relationship – entity

Description

The relationship between the on behalf of party with the person or entity that conducted the transaction. The "on behalf of" party is understood to be the person or entity who gives the instructions for the transaction.



On behalf of relationship other description – entity

Description

The relationship between the "on behalf of" party with the person or entity that conducted the transaction. The "on behalf of" party is understood to be the person or entity who gives the instructions for the transaction.

Completing action list

Description

A list of completing action(s), wherein for each starting action could include such information as the details of the disposition, amount and currency, account information, beneficiary, or any other person involved in the transaction.

Details of disposition

Description

This describes what happened to the cash involved in the transaction. For example, if the disposition was an amount deposited to a bank account you would select "deposit to account" from the table. If the values provided do not adequately describe the disposition of the transaction, indicate "Other" and provide details in that field. This is a mandatory field.

Details of disposition other description

Description

If the options in the details of disposition list ([Table 4](#)) do not cover the scenario provided, please provide a description.

Completing action amount

Description

Enter the amount involved in the completing action. This is a mandatory field.

Completing action currency

Description

If the disposition involves a fiat currency, enter the currency of the completing action, even if it was in Canadian funds.

Completing action virtual currency type

Description

If the disposition involves a virtual currency, enter the currency of the completing action.

Completing action virtual currency type other description

Description

If the type of virtual currency is outside the selectable options ([Table 9](#)), please enter the details in the description.

Completing action value in Canadian dollars

Description

If the type of currency is not in Canadian, please enter the value in Canadian dollars.

Completing action reference number

Description

If the transaction involved a reference number that is used as an equivalent to an account number, provide it. Do not include account information in this field.

Completing action other number related to reference number

Description



If the transaction involved a reference number that is used as an equivalent to an account number, provide any other number connected to the reference number. Do not include account information in this field.

Completing action financial institution number

Description

If the completing action involves an account at a financial entity, please enter the financial institution number,

Completing action branch number

Description

If the completing action involves an account at a financial entity, please enter the branch number,

Completing action account number

Description

If the completing action involves an account at a financial entity, please enter the account number,

Completing action account type

Description

If the completing action involves an account at a financial entity, please enter the account type,

Completing action account type other description

Description

If the type of account type is outside the selectable options ([Table5](#)), please enter the details in the description.

Completing action account currency

Description

If the disposition involves a fiat currency, enter the currency of the completing action, even if it was in Canadian funds.

Completing action date account opened

Description

Enter the date the account opened.

Was there any other person or entity involved in the completing action?

Description

Yes or No. Enter if there are any other person or entity involved in the completing action. This is a mandatory field.

On behalf of type

Description

This is used to indicate whether the on behalf of (i.e. third party) was a person or an entity.

Account holder list

Description

A list of account holder(s).

Account holder surname

Description

The surname of the Account holder.



Account holder given name

Description

The given name of the Account holder.

Account holder other/initial

Description

The middle or other name of the Account holder.

Account holder name of entity

Description

The entity name of the Account holder.

Involved in the completing action type

Description

This is used to indicate whether the involved in the completing action was a person or an entity.

Involved in the completing action surname

Description

If you have information about other persons involved in the completing action, you must include it. These persons cannot be the conductor, on behalf of party, or beneficiary to the transaction.

Involved in the completing action given name

Description

If you have information about other persons involved in the completing action, you must include it. These persons cannot be the conductor, on behalf of party, or beneficiary to the transaction.

Involved in the completing action other/initial

Description

If you have information about other persons involved in the completing action, you must include it. These persons cannot be the conductor, on behalf of party, or beneficiary to the transaction.

Involved in the completing action account number

Description

If you have information about other persons involved in the completing action, you must include it. These persons cannot be the conductor, on behalf of party, or beneficiary of the transaction. If the completing action involves an account at a financial entity, please enter the account number.

Involved in the completing action policy number

Description

If you have information about other persons involved in the completing action, you must include it. These persons cannot be the conductor, on behalf of party, or beneficiary of the transaction. If the completing action involves a policy, please enter the policy number.

Involved in the completing action identifying number

Description

If you have information about other persons involved in the completing action, you must include it. These persons cannot be the conductor, on behalf of party, or beneficiary of the transaction. A unique identifying number assigned by the reporting entity to the person conducting the transaction.



Involved in the completing action entity name

Description

If you have information about other entities involved in the completing action, you must include it. These entities cannot be the conductor, on behalf of party, or beneficiary to the transaction.

Beneficiary list and type

Description

This is used to indicate whether the beneficiary was a person or an entity.

Beneficiary surname – person

Description

The surname of the person who benefited from the transaction.

Beneficiary given name – person

Description

The given name of the person who benefited from the transaction.

Beneficiary other/initial – person

Description

The middle or other name of the person who benefited from the transaction.

Beneficiary alias – person

Description

The name a person uses or by which they are known, other than the name provided under surname or given name.

Beneficiary client number – person

Description

A unique identifying number assigned by the reporting entity to the person benefiting from the transaction.

Beneficiary apt/room/suite/unit number – person

Description

The address (apt/room/suite/unit number) of the person who benefited from the transaction.

Beneficiary house/building number – person

Description

The address (house/building number) of the person who benefited from the transaction.

Beneficiary street address – person

Description

The address (street address) of the person who benefited from the transaction.

Beneficiary city – person

Description

The city of the person who benefited from the transaction.



Beneficiary district – person

Description
The district of the person who benefited from the transaction.

Beneficiary country – person

Description
The country of the person who benefited from the transaction.

Beneficiary province/state – person

Description
The province/state of the person who benefited from the transaction.

Beneficiary sub-province and/or sub-locality – person

Description
The sub-province and/or sub-locality of the person who benefited from the transaction.

Beneficiary postal or zip code – person

Description
The postal / zip code of the person who benefited from the transaction.

Beneficiary unstructured address details – person

Description
<p>If the address is structured in a way that it can be parsed out, you must enter the information in the structured address fields. If you use the structured address fields, you cannot use the unstructured address fields to provide additional information.</p> <p>Structured address details: Provide the street address, city, country, province or state, and postal code. For example, if a person lives at:</p> <ul style="list-style-type: none"> #12-455 Main St., Ottawa, ON, Canada A1B 2C3 <p>The apartment number is 12, the building or house number is 455, the street name is Main St., the city is Ottawa, the province is Ontario, the country is Canada, and the postal code is A1B 2C3.</p> <p>FWR users should not be using the unstructured address field. This field is only present in FWR to allow for unstructured addresses that were provided in the upload feature to be viewable in FWR.</p> <p>If you are unable to parse the address information into the structured address fields, you can enter the address details in this field. You should only use the unstructured address field when it is not possible to separate the address information—this typically occurs when you are uploading a large volume of reports. If possible, please provide unstructured address information in the following format:</p> <ul style="list-style-type: none"> street address/city/province or state/postal code or zip code <p>Enter information about the country in the "Country" field.</p>

Beneficiary telephone number – person

Description
The telephone number of the person who benefited from the transaction.

Beneficiary extension number – person

Description
The telephone extension number of the person who benefited from the transaction.



Beneficiary email address – person

Description

The email address of the person who benefited from the transaction.

Beneficiary date of birth – person

Description

The date of birth of the person who benefited from the transaction.

Beneficiary country of residence – person

Description

Enter the primary country of residence for the person. It can be the same or different from the country entered in the address section.

Beneficiary occupation – person

Description

When entering occupation information, you should be as descriptive as possible. If the person is a manager, provide the area of management, such as "hotel reservations manager" or "retail clothing store manager". If the person is a consultant, provide the type of consulting, such as "IT consultant" or "forestry consultant". If the person is a professional, provide the type of profession, such as "petroleum engineer" or "family physician". If the person is a labourer, provide the type of labour performed, such as "road construction worker" or "landscape labourer". If the person is not working, you should still be as descriptive as possible, and indicate "student", "unemployed" or "retired" etc.

Beneficiary name of employer – person

Description

Enter the name of the person's employer. Do not provide the name of a supervisor or manager – this field is meant to capture the name of the business that employs the person. If the person has multiple employers, you only need to provide one. Providing the name of employer can augment the description of a person's occupation. For example, "retail clothing store manager for ABC high-end clothing store" and "retail clothing store manager for XYZ discount clothing store" are more descriptive than "retail clothing store manager" on its own.

Beneficiary identifier type – person

Description

Information that was used to verify the identity of the person.

Beneficiary identifier type other description – person

Description

Information that was used to verify the identify of the person outside the selectable values (table 6)

Beneficiary ID number – person

Description

This is the number indicated on the identifier type. For example, on a driver's licence, the licence number is the identification number. If a social insurance number is used, the number **must not** be submitted to FINTRAC.

Beneficiary ID jurisdiction (country) – person

Description

Provide the country that issued the documentation used to identify the person.

Beneficiary ID jurisdiction (province/state) – person

Description



Provide the province or state that issued the documentation used to identify the person. If the country of issue is Canada, Mexico or the United States (US), you must provide the province or state for the jurisdiction of issue. If the documentation was issued by a different country, enter the country as the jurisdiction of issue. If you obtained information on the province or state, you must provide it.

Beneficiary relationship – person

Description

The relationship between the beneficiary party with the person or entity that conducted the transaction.

Beneficiary relationship other description – person

Description

The relationship between the beneficiary party with the person or entity that conducted the transaction, outside the selectable values ([table 8b](#)).

Beneficiary entity name – entity

Description

The complete name of the entity that benefited from the transaction.

Beneficiary client number – entity

Description

A unique identifying number assigned by the reporting entity to the entity benefiting from the transaction.

Beneficiary apt/room/suite/unit number – entity

Description

The address (apt/room/suite/unit number) of the entity who benefited from the transaction.

Beneficiary house/building number – entity

Description

The address (house/building number) of the entity who benefited from the transaction.

Beneficiary street address – entity

Description

The address (street address) of the entity who benefited from the transaction.

Beneficiary city – entity

Description

The address (city) of the entity who benefited from the transaction.

Beneficiary district – entity

Description

The address (district) of the entity who benefited from the transaction.

Beneficiary country – entity

Description

The address (country) of the entity who benefited from the transaction.

Beneficiary province/state – entity

Description



The address (province/state) of the entity who benefited from the transaction.

Beneficiary sub-province and/or sub-locality – entity

Description

The address (sub-province and/or sub-locality) of the entity who benefited from the transaction.

Beneficiary postal or zip code – entity

Description

The address (postal / zip code) of the entity who benefited from the transaction.

Beneficiary unstructured address details – entity

Description

If the address is structured in a way that it can be parsed out, you must enter the information in the structured address fields. If you use the structured address fields, you cannot use the unstructured address fields to provide additional information.

Structured address details: Provide the street address, city, country, province or state, and postal code. For example, if a person lives at:

- #12-455 Main St., Ottawa, ON, Canada A1B 2C3

The apartment number is 12, the building or house number is 455, the street name is Main St., the city is Ottawa, the province is Ontario, the country is Canada, and the postal code is A1B 2C3.

FWR users should not be using the unstructured address field. This field is only present in FWR to allow for unstructured addresses that were provided in the upload feature to be viewable in FWR.

If you are unable to parse the address information into the structured address fields, you can enter the address details in this field. You should only use the unstructured address field when it is not possible to separate the address information—this typically occurs when you are uploading a large volume of reports. If possible, please provide unstructured address information in the following format:

- street address/city/province or state/postal code or zip code

Enter information about the country in the "Country" field.

Beneficiary telephone number – entity

Description

The telephone number of the entity who benefited from the transaction.

Beneficiary extension number – entity

Description

The telephone extension number of the entity who benefited from the transaction.

Beneficiary email address – entity

Description

The email address of the entity who benefited from the transaction.

Beneficiary nature of principal business – entity

Description

You should be as descriptive as possible when entering the entity's principal business. If the entity's principal business area is "sales", provide the type of sales, such as "pharmaceutical sales" or "retail sales".

Beneficiary registered or incorporated – entity

Description



Provide a yes / no response to if the entity is registered and / or incorporated. If yes, you may provide incorporation or jurisdiction number and the jurisdiction of issue for each number provided. (Indicator for next 3 fields)

Beneficiary registration number – entity

Description

Provide the registration number of the entity if applicable

Beneficiary incorporation number – entity

Description

Provide the incorporation number of the entity if applicable

Beneficiary registration or incorporation number jurisdiction (country) – entity

Description

Provide the jurisdiction of issue (country) relating to the registration or incorporation number if applicable.

Beneficiary registration or incorporation number jurisdiction (province/state) – entity

Description

Provide the jurisdiction of issue (province/state) relating to the registration or incorporation number if applicable.

Beneficiary identifier type – entity

Description

Information that was used to verify the identity of the entity.

Beneficiary identifier type other description – entity

Description

Information that was used to verify the identity of the entity outside the selectable values ([table 7](#))

Beneficiary ID number – entity

Description

This is the number indicated on the identifier type. For example, on a Notice of assessment, the business number is the identification number.

Beneficiary ID jurisdiction (country) – entity

Description

Provide the country that issued the documentation used to identify the entity that benefited from the transaction.

Beneficiary ID jurisdiction (province/state) – entity

Description

Provide the province or state that issued the documentation used to identify the entity that benefited from the transaction. If the country of issue is Canada, Mexico or the United States (US), you must provide the province or state for the jurisdiction of issue. If the documentation was issued by a different country, enter the country as the jurisdiction of issue. If you obtained information on the province or state, you must provide it.

Beneficiary authorized person list – entity

Description

If the beneficiary is an entity, you must provide up to three persons who are authorized to bind the entity or act with respect to the account.



Beneficiary authorized person surname – entity

Description

If the beneficiary party is an entity, you must provide the information for up to three persons who are authorized to bind the entity or act with respect to the account.

Beneficiary authorized person given name – entity

Description

If the beneficiary party is an entity, you must provide the information for up to three persons who are authorized to bind the entity or act with respect to the account.

Beneficiary authorized person other/initial – entity

Description

If the beneficiary party is an entity, you must provide the information for up to three persons who are authorized to bind the entity or act with respect to the account.

Beneficiary relationship – entity

Description

The relationship between the beneficiary party with the person or entity that conducted the transaction.

Beneficiary relationship other description – entity

Description

The relationship between the beneficiary party with the person or entity that conducted the transaction, outside the selectable values ([table 8b](#)).