

### Change Order Claim Form – Suspect Notes

**JPMorgan Chase Bank**  
**Attn: Manager COC**  
**Indianapolis Cash Services - IN1-3003**  
**7610 West Washington Street, Floor 01**  
**Indianapolis, IN 46231**

**Phone: 317-757-7621**  
**Claim Date:**

Ref #: \_\_\_\_\_ (To be assigned after documents are received by JPMorgan Chase)

**Change Order Claim Process:**

- All Change Orders must be validated within 24 hours of receipt
- The completed Suspect Note Change Order claim form, the suspect note and proper documentation must be postmarked within 48 hours of receipt of the change order
- Claims postmarked after 48 hours will be denied

**Please Research the Discrepancy Outlined Below:**

Cash Shipment Date:	Store/Branch #:	Phone Number:
Shipped to: (Name of Institution)	Address:	City: State: Zip Code:

**Discrepancy Type:**

\*Counterfeit:  Other (Please explain): \_\_\_\_\_

**Discrepancy Description:**

Currency		
Denomination	Strap Amount	Number of Counterfeit Notes Received
100		
50		
20		
10		
5		
2		
1		

**Original Documentation Attached:**

Suspect Note:

<input type="checkbox"/> Currency Strap (Required)	<input type="checkbox"/> Packing Slip (Preferred)
<input type="checkbox"/> *Suspect Note (Required)	<input type="checkbox"/> Plastic Bag (Preferred)

Please make the appropriate adjustment to our account. Should you require further information or clarification of the details above, please contact: \_\_\_\_\_ at: \_\_\_\_\_

Please mail this form via **certified mail** along with appropriate original documentation to the Indianapolis address listed above. **Faxed copies will not be accepted.**

Please retain a copy of all documentation for your records, no mailed items will be returned to the client once the claim is processed.

\*The Bank acknowledges and accepts the responsibility to submit all counterfeit/suspect notes to the Secret Service via the SSF 1604 form.

