

**Contact us:**

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**Mail paperwork to:**

RGA Money Orders  
2809 W. 47<sup>th</sup> St.  
Westwood, KS 66205

## RGA Money Order Claim Form

(To be completed by original purchaser)

**Instructions:**

1. Complete Money Order Claim Form – your signature **must be present** at bottom of form.
2. Mail the following to RGA Money Orders (address listed in upper right-hand corner):
  - Completed Money Order Claim Form(s)
  - Money order stub(s) (detachable receipt from money order) – **must send the original**
  - Applicable processing fee(s):
    - \$15 if returning the stub with the claim
    - \$18 if **NOT** returning the stub with the claim
    - \$0 if returning the original money order with the claim
    - Fees will be deducted from amount of replacement, if not submitted with the claim

**NOTE:**

- Purchaser must complete a Money Order Claim Form for each replacement request.
- Claims can be processed once a money order is 45 days old (from date of purchase).
- Incomplete or unreadable Money Order Claim Forms will delay processing.
- Failure to include the original money order stub (detachable receipt) will delay processing.
- A "no stub" claim will require a notarized affidavit, with a minimum replacement processing time of 90 days.

Money Order #: \_\_\_\_\_ Date submitted to RGA: \_\_\_\_\_

**Keep top portion for your records.**

-----Cut Here-----

Money Order #:	Amount:	Purchase Date:
<p><b>Purchaser Information:</b></p> <p><b>Name:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>City:</b> _____ <b>St:</b> _____</p> <p><b>Zip:</b> _____ <b>Phone #:</b> _____</p> <p><b>Email:</b> _____</p> <p><small>I understand and agree to the following: 1. Only RGA can make the decision whether to pay a money order or not pay it, 2. I am still liable for the original money order and will repay RGA, its clearing banks and trustees and all costs incurred if this money order must be paid for any reason, 3. If I find the original money order, I will return it to RGA and use only the replacement money order provided.</small></p> <p><b>Signature:</b> _____</p> <p><small>(Refund will not be processed unless signed by purchaser)</small></p>	<p><b>Original Money order was (circle all applicable):</b>            Lost    Damaged    Stolen    Returned</p> <p><b>Original Money Order was:</b>            Blank ____            Made out to: _____</p> <p><b>Make replacement Money Order payable to (cannot process if left blank):</b>            _____</p> <p><b>Office Use Only:</b> Stub: Yes / No</p> <p>Agent: _____ Date Replaced: _____</p> <p>Replacement MO: _____</p>	

