Paying Agent Return Checklist

1. Verify the Paying Agent's identification by reviewing his/her ID Card. Make sure the agent is not past his expiration date on his orders.
2. Verify the Paying Agent's funds and vouchers-make sure all are complete and consistent with one another.
3. Make sure the Paying Agent conducted ONLY transactions indicated on the Paying Agents Orders. Report unauthorized transactions to the DDO/DA.
4. Fill out a new "return" DD Form 1081 as appropriate.
5. Did Paying Agent return on the same day they were funded/advanced? If not, you may have to calculate Foreign Currency Gain or Loss.
6. Did the Paying Agent "zero" balance? If not, re-verify calculations and currency and vouchers on hand. If you cannot determine the discrepancy, contact the DO immediately.
7. If the Paying Agents account balances, complete the DD Form1081 with all initials, signatures, etc.
8. Give the Paying Agent a copy of the DD Form 1081 and Vault Return Sheet. DDO/DA must keep all originals.
9. Advise the Paying Agent to keep all copies for six years and three months. He/she may still be held liable for any discrepancies discovered at a later date.
10. File the Paying Agent's documents appropriately.