

# Preparing and Packaging Cash Vault Deposits.



This quick-reference guide will help you properly prepare and package deposits — and avoid deposition condition fees.

## Non-standard deposit conditions and associated surcharge:

- ▶ Incomplete deposit ticket (deposit condition surcharge)
- ▶ Deposits in a non-clear bag (non-standard bag surcharge)
- ▶ Coin that exceeds \$25 with currency and/or check deposits (deposit condition surcharge)
- ▶ Using tape, staples, excess paper clips or straps (deposit condition surcharge)
- ▶ Multiple deposits in bag (deposit condition surcharge)
- ▶ Loose and/or folded currency (deposit condition surcharge)
- ▶ Checks must be separated from cash. (must prepare two separate deposits, one for cash and one for checks).

### IMPORTANT REMINDER

Coin deposits cannot be over \$25. All other deposits can be in any amount.

## Incomplete deposit ticket

Incorrect

## Deposit tickets must include:

- ▶ Identifying Account or Customer Information
- ▶ List dollar amount for each component deposited (currency, coin and checks)
- ▶ List individual checks for bundle totals
- ▶ Total Deposit
- ▶ Total Number of Checks

## Correct

This deposit ticket is properly completed, and includes identifying account and customer information. All deposit tickets must conform to the bank's MICR line specifications.

One deposit ticket for checks.  
One deposit ticket for cash.

## Deposits in a non-clear bag

### Correct

The deposit bag must be a clear plastic bag, allowing contents to be visible on one side without opening the bag. (Refer to Security Bag Specifications)



### Incorrect

This deposit bag is a non-clear, fully opaque, deposit bag.



## Coin that exceeds \$25 with currency and/or check deposits

### Correct

This deposit is properly prepared, can contain currency, checks, and coin that does not exceed \$25.



### Incorrect

This coin deposit includes currency and coin that exceeds \$25 in the same deposit bag. Coins should not be wrapped, either.



## Using tape, staples, excess paper clips or straps

### Correct

This currency is properly secured. If currency has less than 100 bills per denomination, straps are not necessary and cash can be secured with one rubber band at each end of the bundle.



### Incorrect

This currency includes excessive use of rubber bands, straps and paper clips.



Excessive is defined as:

1. **Paper Clips:** more than 5 paper clips used for one cash deposit. Does not apply to check deposits.
2. **Tape:** loose coins are taped together, or if a group of cash and/or checks are bundled together with tape. Does not apply if bill was torn and had to be taped back together for repair and processing.
3. **Staples:** cash and/or check deposits are stapled together, or if damaged/torn bills have been repaired by stapling them back together.
4. **Straps:** More than seven straps which contain fewer than 50 notes.

## Multiple deposits in bag

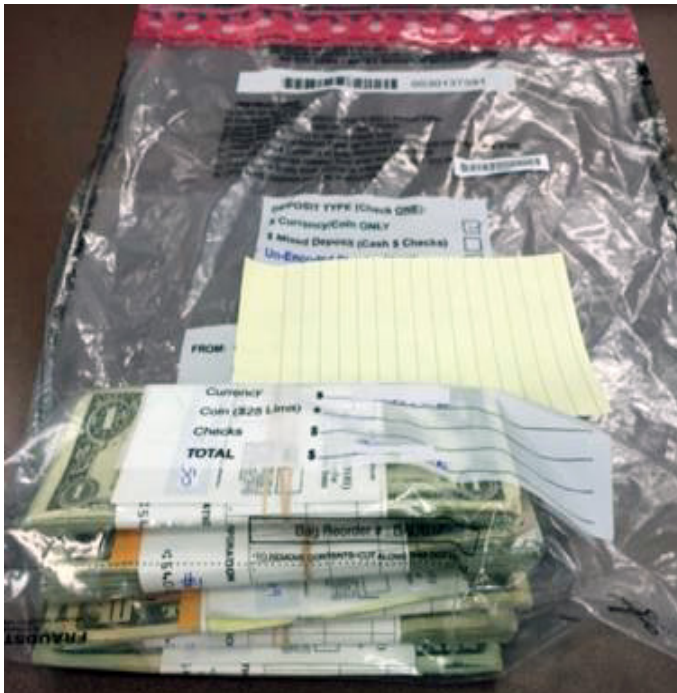
### Correct

The deposit bag on the left includes one deposit, with one deposit ticket. The one to the right contains more than one deposit, but they are in separate bags with its own deposit ticket.



### Incorrect

This deposit contains more than one deposit within the bag (multiple deposit slips in bag), and deposits are not in separate bags.



### Important Notice

All individually bagged deposits must contain a separate deposit ticket per bag, with its own unique bag number.

Multiple Deposits in Single Bag the bank does not have processes or systems in place to reconcile the number of bagged deposits delivered to us in a larger single bag. However, we are willing to accommodate your request, on a best effort basis, and by using the service you agree to indemnify us and hold us harmless against any damages, losses or other claims related to either too many deposits or too few deposits delivered to us in a single bag.

## Loose and/or folded currency

Correct

This deposit bag contains currency properly secured. Rubber bands are used at each end of the bundle to secure the currency and avoid folding.



Incorrect

This deposit bag contains loose currency. Currency must be strapped/ banded and not folded.

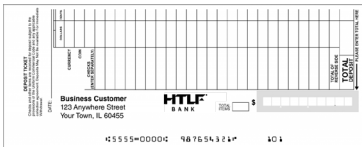


## Step-By-Step Deposit Instructions

The detailed instructional below will help you properly prepare specific deposit types. Cash Vault mixed deposits can include checks, currency and/or coin that is less than \$25.00 in value. Currency deposits can be prepared as full Fed Ready (described below) or as mixed denominations with 100 notes per strap.

### STEP 1: Gather all materials needed for deposits

#### Preprinted Deposit Ticket



#### Tamper-Evident Plastic Security Deposit Bag



#### Mixed Denomination Currency Straps (Blank)



#### Fed Ready Currency Straps



### STEP 2: Follow required instructions for preparing your specific cash vault deposit

Deposit Type 1: Currency

Deposit Type 2: Loose Coin (unwrapped and not to exceed \$25)

Deposit Type 3: Checks

#### Deposit Type 1: Currency

Count bills and sort by denomination. Wrap currency in packages of 100 bills as follows.

- ▶ **Mixed Denomination Strap:** Less than 100 bills that are the same denomination (mixed) denominations. Wrap the combined denominations in 100 bill increments with a blank strap, and write the total amount on the strap
- ▶ **Fed Ready Strap:** Like denominations with 100 bills. Wrap the same denominations in 100 bill increments with the matching colored currency strap, and stamp with your customer name, location number, date and preparer's name or preparer's I.D.
- ▶ **Consolidated Straps:** Consolidate the individual currency straps/bundles into larger bundles using one or two rubber bands. Each consolidated bundle should contain no more than 1000 bills or 10 straps.

#### Deposit Type 2: Loose Coin

Place loose coin in an envelope

- ▶ Count loose coin.
- ▶ If the coin total is less than \$25, then place it in a blank envelope and seal. Write the total coin amount on the envelope.



## Step-By-Step Deposit Instructions *continued*

### Deposit Type 3: Loose Coin

Sort checks, including Money Orders & Traveler's Checks – arrange checks face up with account numbers toward the bottom.

- ▶ Batch the checks in groups of 150 and secure with a rubber band or blank currency strap. Only include a maximum number of 750 checks per deposit
- ▶ Prepare tape listing for each bundle of checks.
- ▶ Fold tape listing(s) with total amounts visible and place on top of check bundle. Checks must be the same order as tape.
- ▶ Consolidate the batches of checks into one single bundle, and wrap with one or two rubber bands.
- ▶ List the bundle tape totals, or provide a separate tape listing of each bundle, making up the grand total of checks.

### Organize and Batch Checks



### STEP 3: Prepare Deposit Ticket

- ▶ List the dollar amount for each component (total currency, total coin, and total checks) on the deposit ticket.\*
- ▶ Write the total deposit amount on the deposit ticket in the appropriate space.  
Note: if you are set up to receive Deposit Receipt Notices and you wish to receive your bag number on your receipt, please write your bag number on the deposit ticket. Please do not write on the MICR line.

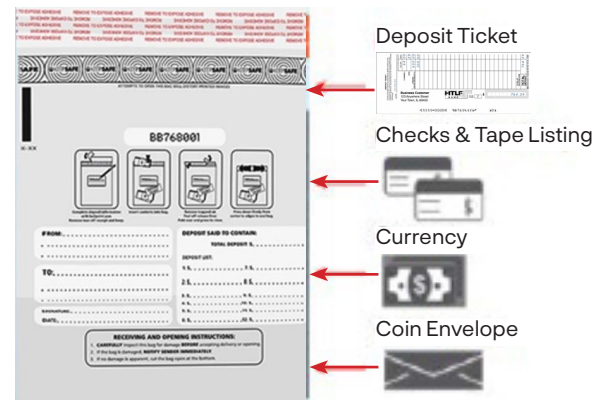
### Complete Deposit Ticket

|                      | DOLLARS    | CENTS     |
|----------------------|------------|-----------|
| CURRENCY             | 600        | 00        |
| COIN                 | 100        | 00        |
| <b>TOTAL DEPOSIT</b> | <b>700</b> | <b>00</b> |

### Deposit Type 4: Bag Packaging and Sealing Prep

Place the deposit ticket in the small 'inner sleeve' inside the main pocket of the bag. Ensure that the front of the deposit ticket can be read through the back (unprinted side) of the bag.

- ▶ Write your company name, location number, date, and the dollar amount of the deposit "said to be contained" on the outside of the bag. Be sure to fill in all other bag information as indicated on the instructions of your deposit bag.
- ▶ Indicate the 'type' of deposit according to the bag instructions.
- ▶ Seal the bag according to instructions on the bag.
- ▶ Do not attempt to re-open the bag which will distort the seal, and may result in the vault returning the bag.
- ▶ Retain serial-numbered tear-off receipt with your records.



## Step-By-Step Deposit Instructions *continued*

### STEP 5: Complete carrier receipt/manifest

- ▶ Follow receipt/manifest preparation per your company or armored carrier's requirements.

### STEP 6: Order supplies as needed

- ▶ Tamper-evident clear plastic bag are readily available at most office supplies retailers.
- ▶ Deposit tickets may be orders from Harland Clarke by calling 800.858.3355 or going to [www.ordermychecks.com](http://www.ordermychecks.com).