

Checking Account

Deposit Slip for Cash

If you need to make a cash deposit into your account...

Follow these simple steps:

1. Make sure the deposit slip has your correct account and address information.
2. Write in the transaction date or date you will make the deposit.
3. Add up the total of paper money and place the amount in the box marked, "Cash," or "Currency."
4. Add up the coins you wish to deposit and place the amount in the box marked "Coin."
5. The Net Deposit should be the total amount you wish to deposit.
6. You will give the teller your deposit slip and your cash. The teller will also count the money you gave him or her and give you a deposit slip.

For example, if you want to make a cash deposit of \$30.00 on March 22nd, your deposit slip would look like this:

Your Name			
Your Address			
Your Phone Number			
DEPOSIT TICKET	DATE 3/22	CURRENCY	30 0 0
	<small>DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL</small>	COIN	
	<small>SIGN HERE IF CASH RECEIVED FROM DEPOSIT</small>	CHECKS	
	YOUR FINANCIAL INSTITUTION	OR TOTAL	
	YOUR CITY, STATE Zip Code	FROM REVERSE	
	DO NOT USE FOR AUTOMATIC PAYMENT OR CHECK TRANSACTIONS	SUBTOTAL	
		LESS CASH RECEIVED	
		NET DEPOSIT	30 0 0
:00000000 : 00000 00000.:			

And remember to...

Record your deposit in your check register!