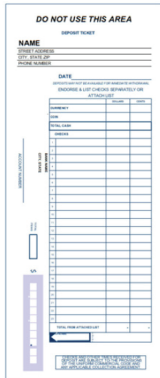


Cash Processing Deposit Guide

The detailed instructions below will help you properly prepare specific deposit types. Merchant Cash Processing Deposits or Night Deposits can include checks, currency, and coin. Currency deposits can be prepared as full Fed-Ready (described below) or as mixed denominations with 100 notes per strap.

1 Gather All Needed Deposit Materials

Pre-Printed
Deposit Ticket



Tamper-Evident Plastic
Dual Pouch Deposit Money Bag
(Clear Only)



Fed-Ready
Currency Straps



Write with ballpoint pen
or permanent marker to
avoid ink smearing

2 Prepare Your Deposit (Checks, Currency, and Coin)

Deposit Currency

1. Count bills and sort by denomination. Strap currency in packages of 100 notes as follows:

A.) **Mixed Denominations:** Fewer than 100 notes that are the same or mixed denominations.

Strap the combined denomination in 100-note increments subdivided with a blank strap or rubber band.

B.) **Fed-Ready Strap:** Like denominations with 100 notes. (Bundle currency by denominations in full straps of 100 notes.)

Strap the same denominations in 100-note increments with the matching colored currency strap.

Fed-Ready
Currency Straps



Deposit Loose Coin

1. Count loose coin.
2. Place coin in a blank envelope and seal.
3. Write the total coin amount on the envelope.



Deposit Checks

Sort and arrange checks, including money orders and cashier's checks, face up with account numbers toward the bottom. (Maximum of 50 checks per deposit)

1. Prepare tape listing for all checks.
2. Fold tape listing(s) with total amounts visible and place on top of check bundle. Checks must be in the same order as the tape.



Do Not Fold Checks

3 Prepare Deposit Ticket

1. List the dollar amount for each component (total currency, total coin, and total checks) on the deposit ticket.
2. Write the total deposit amount of the ticket in the appropriate space.
3. Write the date on the deposit ticket.
4. Write the breakdown of denomination on the back of the deposit ticket.

DO NOT USE THIS AREA

DEPOSIT TICKET

NAME _____

ADDRESS _____

PHONE _____

DATE _____

DENOMINATION	AMOUNT
ONE HUNDRED DOLLAR BILLS	
FIFTY DOLLAR BILLS	
TWENTY DOLLAR BILLS	
TEN DOLLAR BILLS	
FIVE DOLLAR BILLS	
ONE DOLLAR BILLS	
QUARTER COINS	
DIME COINS	
NICKEL COINS	
PENNY COINS	
TOTAL	

4 Bag Packaging and Sealing Prep

1. Place the deposit ticket and checks in the external pocket of the bag.
2. Place all cash and coins in the secure and tamper-evident portion of the bag. (Straps or clips not necessary on one or a few bills.)
3. Seal the bag according to instructions on the bag.
4. Write your company name, location number, date, and the total amount of the deposit "said to be contained" on the outside of the bag.
5. Indicate a breakdown of cash, coin, and checks included in the deposit on the outside of the bag.
6. Do not attempt to re-open the bag as it will distort the seal, which may result in the returning of the bag.
7. Retain serial-numbered receipt (tear-off) with your records.
8. If contents contain a change order, please indicate on the outside of the bag.



No Tape on Cash or Deposit Slips

5 For Merchant Processing Clients, Complete Courier Receipt/Manifest

Follow receipt/manifest preparation per your company or armored courier's requirements.

6 Order Supplies as Needed

Contact your WestStar representative to order deposit bags. Contact your preferred vendor for all other supplies.

Contact Us

If you have questions regarding our Merchant Cash Processing Service, please call 915.747.1646 for more assistance.

