

# 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:

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

And remember to...

Record your deposit in your check register!