

Cash Vault Services

Completing Deposits/Shipments-Best Practices

- All currency should be strapped when applicable
- Retain what you will need at your business to help reduce costs. For example, hold on to singles or fives for change if may be needed.
- Do not include any foreign currency or foreign items
- Do not include non-conforming items such as coupons
- Each deposit bag must be sealed and include a deposit ticket.
- When completing the deposit ticket be sure to follow these steps. Please note, the numbers in parentheses refer to the deposit ticket examples on the page:
 - Use a black or blue ink pen
 - Enter the date (#1)
 - Enter the total amount of currency and coin (#2)
 - List each check separately. Include the check number in the space provided next to the amount field (#3)
 - Enter the subtotal of the deposit if there is a field for that on your deposit ticket (#4)
 - Enter the total of the deposit (#5)
 - Enter the total number of checks in the deposit (#6)
 - Ensure cash items are strapped or fastened so the deposit stays intact
 - Have a second person verify your deposit for accuracy and that all items are included before sealing the deposit bag
 - If you were instructed that cash and check deposits must be separate, please be sure to create separate deposits for your cash and your checks.
- Loomis will always deposit the amount written on the deposit ticket. If the actual deposit does not match what was written on the deposit ticket, Loomis will process a credit or debit adjustment as a separate transaction. Deposit adjustments are charged an additional fee.

DEPOSIT TICKET

COMPANY NAME

STREET ADDRESS
CITY, STATE ZIP
PHONE NUMBER

#1
DATE _____

ENDORSE & LIST CHECKS SEPARATELY OR

ATTACH LIST

#2	DOLLARS	CENTS
CURRENCY		
COIN		
TOTAL CASH		
CHECKS #3		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		

ACCOUNT NUMBER

#6
TOTAL NUMBER OF CHECKS

#5
TOTAL DEPOSIT AMOUNT

#4
TOTAL FROM ATTACHED LIST

#5

CHECKS AND OTHER ITEMS RECEIVED FOR DEPOSIT ARE SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

DEPOSIT TICKET

ABC COMPANY, INC
123 MAIN STREET
ANYTOWN, USA 12345

#1
Date _____

Signature _____

#2
CASH

#3

#4
SUBTOTAL

#6
TOTAL NUMBER OF DEPOSITED ITEMS

#5

DEPOSITARY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL. ALL ITEMS RECEIVED FOR DEPOSIT ARE SUBJECT TO THE RULES AND REGULATIONS OF THE FINANCIAL INSTITUTION.

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