



U.S. Bank Cash Vault Services Checklist for Deposit Preparation

Please use the following guidelines when preparing your deposits for the cash vault.

Preparing your deposit

- Provide separate deposit slips for currency, coin (\$25.00 and over), checks, and food coupons.
- Prepare deposit slips in ink.
- Currency should have all paper clips, binder clips and rubberbands removed. If needed, please use minimal rubberbands to secure the currency. Currency of like denomination should be strapped with a currency strap in 100-note straps with all bills facing the same direction. Post-it notes or other separators are not needed.
- It is preferred to have just the grand total of the checks listed on the deposit slip accompanied by an adding machine tape. If you must list all checks on the deposit slip please use the front and the back of the deposit slip instead of using additional deposit slips.
- Traveler's Checks and Money Orders should be included with your check deposit totals.
- Only current US Bank deposit slips with the correct account number should be used to make deposits.

Securing your deposit

- Place cash and checks in separate tamper evident polybags with separate deposit slips (preferred).
- If one polybag is not large enough to hold a deposit, split deposits into multiple polybags. Make a separate deposit slip for each polybag. The deposit slip should be filled out for only the amount inside that particular polybag.
- If your deposit consists of \$25.00 or more in coin, create a separate deposit slip for the coin and place it in its own polybag to be sent as a completely separate deposit.
- Complete all the information requested on the outside of all tamper-evident polybags, following the instructions exactly to secure the seals. (Labels can be used for name and address information.) Please include the full name of the school.
- Complete the armored carrier manifest in its entirety with the following information (this information will assist us to research deposit inquiries):
 - Your company name and store location number.
 - The pre-printed number(s) of the tamper evident bags shipped.
 - The total number of bags shipped.
 - The total number of deposits in each bag.
 - The individual values of those deposits by type.

Other important information

- Cash Vault Services will call the designated customer contact on any corrections of \$100.00 or more.
- Please do not include Merchant Bank Card deposits with cash deposits. Please check with your Relationship Manager for the correct mailing address for these deposits.
- Receipts are mailed to the address designated by the customer.