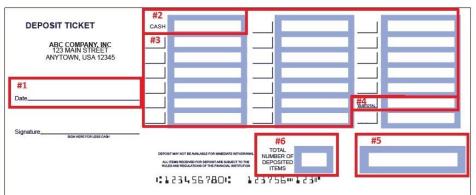


## **Cash Vault Services**

## 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:
  - o 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



