

Deposit Preparation

To prepare a deposit:

- Place the appropriate strap around 100 notes of the same denomination as follows:

Strap	Color	Strap Amount
Hundreds	Gold	\$10,000.00
Fifties	Brown	\$5,000.00
Twenties	Purple	\$2,000.00
Tens	Yellow	\$1,000.00
Fives	Red	\$500.00
Twos	Green	\$200.00
Ones	Blue	\$100.00

- If you do not have enough notes for a standard strap, combine the denominations under one reversed strap, sorted from the smallest to the largest denomination.
- Use one partial strap for currency, and place it around the currency with the strap reversed (the color/printed side down). Write the total dollar amount on the strap.
- The person preparing the straps (all straps, including standard and partial) should write legibly or stamp on each strap:
 - Credit Union Name
 - Store number (if applicable)
 - Current Date
 - Preparer's initials

Note: Unfit currency (i.e. badly soiled, dirty, defaced, disintegrated or torn) should be sent in full straps for credit. Mutilated currency that has been damaged by fire, flooding, chemicals, explosions, animals or insects should be sent to the Bureau of Engraving and Printing. For further information please visit the following website: <http://www.bep.gov/services.html>.

Large Amounts of Coin

To prepare a coin deposit for large amounts of coin:

- Place the loose coin inside a disposable plastic coin bag. If you have multiple bags for a single deposit, number the bags (#1 of 3, #2 of 3, #3 of 3). Do not wrap coin.
- Bulk coin deposit tickets must be separately sent to the vault in tamper-evident bag. Do not enclose the deposit ticket in the bag of coin.

Never combine cash and coin. Cash and coin should have each a separate deposit slip and bag separately to be processed at different Vaults.

Full Bags

Single denomination, loose coin should be counted, bagged, and sealed in disposable plastic bags in the increments as follows:

Denomination	Full Bag Amount
Dollars	\$2,000.00
Half Dollars	\$1,000.00
Quarters	\$1,000.00
Dimes	\$1000.00
Nickels	\$200.00
Pennies	\$50.00

In the place indicated on the bag, write:

- Credit Union name
- Current date
- Preparer's initials
- Amounts contained in bag

NOTE: Rolled coin can be deposited but will require additional fees.

Mixed Bags

Multi-denomination loose coin should be bagged and sealed in disposable plastic coin bags weighing no more than 50 pounds. In the place indicated on the bag, write:

- Credit Union name
- Current date
- Preparer's initials
- Amount contained in bag
- "Mixed Coin"

Completing Deposit Tickets

Deposit tickets should be pre-printed with the Credit Union's name, branch name/number, address and account number. The MICR line should include the branch number in the serial number field and the account number. Enter the following on the deposit ticket:

- Current date
- Preparer's initials
- Bag serial number (pre-printed on tamper-evident deposit bags)
- Dollar amount (total amount of currency and coin)

Mixed Currency and Coin

- Prepare separate deposit tickets for
 - Currency and loose coin <\$10.00
 - Loose bulk coin >\$10.00
- List sub-totals for each category on the deposit ticket

Preparing Deposits for Shipment

- Always use dual-pouch, tamper-evident depository bags.
- Write the deposit information in the space provided on the outside of the depository bag. If more than one bag is needed, number the bags #1 of 2, #2 of 2, etc.
- Place currency or coin in the tamper-resistant pouch. Place deposit tickets in the re-sealable pouch.
- Seal the depository bag, following instructions printed on the outside of the bag.