

Bank Deposit (How to Make One)

Steps for making a bank deposit of any kind:

1. Gather the checks and/or cash that you wish to deposit and total them.
2. Prepare the deposit slip. You may have a book of deposit slips (business account) or a deposit slip found in the back of your check book (personal account) or you may get a blank deposit slip from the bank.
3. Stamp the name of the bank on the back with a "For Deposit Only" statement, or if the checks are made out to you personally, you may endorse the check by signing your name on the back as it is written on the check, and handwrite "For Deposit Only". If the checks to be deposited were lost or stolen, others would not be able (theoretically) to cash your checks.
4. If you are using a blank deposit slip from the bank, you must know your account number, or you must be able to get your account number from the teller, who must recognize you or will ask to see your photo identification.
5. Put the day you will be depositing the money at the top of the form.
6. List each check separately if you are using a business deposit slip. A personal or bank deposit slip will have room for more checks to be listed on the back of the form.
7. List cash separately in the space provided.
8. Business deposit slips will have a place to tally the number of checks you are depositing.
9. Total the cash and checks together. Business deposit slips will have a second place to total the deposit.
10. Paperclip or rubber-band the deposit slip and the checks

together. If you are depositing change, you may want to place everything in an envelope.

11. Take the deposit to the bank. You can mail a deposit, however, most authorities do not recommend it.
12. You can make a deposit at an ATM machine.
13. You can also place a deposit in the bank night deposit at any time.
14. The teller will machine stamp or manually stamp the date the deposit was received and give a receipt to you for your records. If you are using a two-part deposit slip, the bank will keep one part and return the second part to you as a receipt.
15. If you have not used a face-to-face method of depositing the money, you will receive a receipt in the mail.