

STEP 3: Complete the following fields and use the numbers from step two in the appropriate fields. Note that incomplete fields or input errors will result in delays and/or errors in deposits to the account.

- 1) Name of account
 - 2) Transit number
 - 3) Account number
 - 4) Cheque details
 - 5) Cheque amount
 - 6) Number of bills by denomination
 - 7) Initials of individual completing slip
- } *These three fields will auto-populate the right-hand side of the deposit slip*

FIRSTWEST CREDIT UNION BUSINESS ACCOUNT DEPOSIT SLIP

NAME OF ACCOUNT: [1]

DATE: 07/03/2018

DEPOSIT TO THE CREDIT OF: []

TRANSIT #: [2] INSTITUTION #: 809 ACCOUNT #: [3]

TRANSIT #: [] INSTITUTION #: 809 ACCOUNT #: []

DATE: 07/03/2018 INITIALS: DEPOSITORS [7] TELLERS []

CASH COUNT: [6] X 5 AMOUNT: []

LIST OF CHEQUES: CHEQUE IDENTIFICATION | AMOUNT

CHEQUE IDENTIFICATION	AMOUNT
1 [4]	[5]
2 []	[]
3 []	[]

STEP 4: Complete the following fields, again using the numbers from step two in the appropriate fields. Note that incomplete fields or input errors will result in delays and/or errors in deposits to the account.

- 1) Name of account
- 2) Branch
- 3) Account number and account type
- 4) Cheque details
- 5) Cheque amount
- 6) Number of bills by denomination
- 7) Initials of individual completing slip
- 8) Date of transaction
- 9) Total cash, subtotal, total cheques and total

DATE [8]	ACCOUNT NO. [3]
ACCOUNT TYPE [3]	BRANCH [2]
NAME [1]	
CHEQUE LISTING	
NAME	AMOUNT
[4]	[5]

DATE [8]	CREDIT
ACCOUNT NO. [3]	
ACCOUNT TYPE [3]	BRANCH [2]
NAME [1]	
AMOUNT	
X 5	
X 10	
X 20 [6]	
X 50	
X 100	
COIN	
TOTAL CASH	
U.S. FUNDS	
EXCHANGE [9]	
SUB TOTAL	
TOTAL CHEQUES	
TOTAL	
TELLER'S INITIALS	DEPOSITED BY [7]