Cash Vault

Deposit preparation guide

Cash deposits

Paper currency and coin only. No checks.

- Count and bundle paper currency and coins.
 - a. Remove all paper clips and staples.
 - b. Bundle into stacks of 500 notes, as quantity permits. If using currency straps, place in 100-note increments for each denomination.
 - Secure each stack using a single rubber band, one on each end of the currency bundle.

Note: If you have coin totaling over \$10.00, prepare it as a separate coin-only deposit as described in Coin deposits.

- Prepare the pre-encoded deposit slip and review for accuracy. On the slip, provide:
 - Deposit date
 - Currency by denomination (if applicable)
 - Coin total, if under \$10.00
 - Deposit total
- Package the deposit.
 - a. Place the cash and deposit slip in a clear, tamperevident plastic deposit bag. The deposit ticket should be placed in a pocket, pouch, or a place inside the bag that is visible from outside the bag. If the contents exceed the bag limits, label the bags (1 of 2 and 2 of 2) or separate into two deposits and two bags.
 - b. Write your company name, location number, deposit total, and deposit destination on the outside of plastic deposit bag.
 - c. Place the original deposit slip and cash bundles inside bag. Keep one copy of the deposit slip for your records.
 - d. Seal the clear plastic deposit bag. Keep the tear-off bag receipt for your records.

Coin deposits

No checks or paper currency. The weight of any bag cannot exceed 50 pounds.

- 1. Count and package the coin.
- Standard full or half coin bag-predefined amount of one denomination as described in Standard coin bag amounts.

- Partial coin bag-coin of one denomination in other than half-bag or full-bag amounts.
- Mixed coin bag-mixed denomination of coin with known total value.
- Subject-to-count (STC) bag-mixed or same denomination of uncounted coin. Weigh each bag separately.

Note: Coin bags are not returned.

- Prepare the pre-encoded deposit slip and review for accuracy. On the slip, provide:
 - Deposit date
 - Bag serial number
 - Coin total (for STC deposits, write STC) Deposit total (for STC deposits, leave blank)

Note: Prepare a separate deposit slip for subject-to count (STC) bag deposits.

- Package the deposit.
 - Place the deposit slip in a separate bag or envelope.
 - Complete all pertinent information in writable areas. Include processor information at the top of
 - Gather the coin, then load and seal the bag. Do not remove the processor receipt at the top of the bag.
 - For a standard coin bag, attach a color-coded adhesive label showing the dollar amount and coin type in the upper left corner as indicated.
- Present the coin deposit to the armored carrier.
 - Complete one armored shipping manifest for the coin bag(s) and another for the documentation envelope or bag that contains the deposit slip.
 - Write the bag serial number on the manifest.
 - Address the envelope to your designated Wells Fargo Cash Vault.
 - Retain the pink copy of the manifest and a copy of the deposit slip(s) for your records.

Note: Do not attach the envelope to the clear plastic deposit bag or place it inside the bag. This will delay posting.

Check deposit

Checks only. No paper currency, coin, bearer bonds, non-cash coupons, stock certificates, securities, or other valuables.

- 1. Endorse and bundle the checks.
 - a. Endorse the back of each check with:
 - Company name
 - Location number
 - Bank name
 - · Bank account number
 - b. Stack the checks.
 - 1. Place all checks face up in the same direction and in stacks of 250 checks or less.
 - 2. Remove all paper clips or staples.
 - 3. Secure each stack with a single rubber band.
 - 4. Run a check listing and prepare the bundles.
 - 5. Run an itemized check listing to total each stack. On each listing, provide:
 - · Company name
 - Location number
 - · Bank account number
 - · Deposit date
 - c. Keeping checks in the same order as shown on the check listing secure each bundle and check listing with a second rubber band on the other end.

Note: Use size 32 rubber band

- 2. Prepare the p r e e n c o de d deposit slip and review for accuracy. On the slip, provide:
 - Deposit date
 - Total of each bundle (limit: 10 bundles per bag)
 - Check deposit total
 - Deposit total
- Package the deposit.
 - a. Gather the check bundles (limit: 10 bundles per bag).
 - b. Place items in a clear tamper evident plastic deposit bag and seal the bag.
 - c. Write your company name, location number, deposit total and deposit destination on the outside of the clear plastic deposit bag.
 - d. Place original deposit slip and check bundles inside the bag. Keep one copy of the deposit slip for your records.
 - Seal the clear plastic deposit bag. Keep the tearoff bag receipt for your records.

Mixed deposits (available at select locations)

Can include coin, paper currency, and checks. No bearer bonds, non-cash coupons, securities, or other valuables.

- 1. Count and bundle the currency and coins.
 - a. Remove all paper clips and staples.
 - Bundle the currency into stacks of 500 notes, as quantity permits. If using currency straps, place in 100-note increments for each denomination.
 - c. Secure each stack using two rubber bands, one on each end of the currency bundle.

Note If you have coin totaling over \$10.00, prepare it as a separate coin-only deposit as described in Coin deposits.

- 2. Endorse and bundle the checks.
 - a. Endorse the back of each check with:
 - Company name
 - · Location number
 - · Bank name
 - Bank account number
 - b. Stack the checks.
 - 1. Place all checks face up in the same direction
 - 2. Remove all paper clips or staples
 - 3. Create bundles of 250 checks or less, secure with a rubber band on one end.
 - 4. Run a check listing for each bundle and on each listing provide:
 - Company name
 - Location number
 - Bank account number
 - Deposit date
 - c. Keep checks in the same order as shown on the check listing, secure each bundle and check listing with a second rubber band on the other end.

Note: Use size 32 rubber band

- 3. Prepare the pre-encoded deposit slip and review for accuracy. On the slip, provide:
 - Deposit date
 - Currency by denomination (if applicable)
 - · Currency and coin total
 - Total of each check bundle
 - Deposit total

Continued

Mixed deposits (continued)

- 4. Package the deposit.
 - a. Gather the check bundles (limit: 10 bundles per bag).
 - Place items in a clear tamper-evident plastic deposit bag, keeping currency and check bundles separate (do not merge), and seal the bag.
 - Write your company name, location number, deposit total, and deposit destination on the outside of the bag.
 - Place original deposit slip and check bundles inside the bag. Keep one copy of the deposit slip for your records.
 - · Seal the clear plastic deposit bag.
 - Keep the tear-off bag receipt for your records.

Deposit preparation tips

- Endorse all checks with your company name, account number, and location number.
- Always keep the tear-off bag receipt that is preprinted with the bag serial number.
- On the outside of every cash or check deposit bag, write:
 - Company name
 - Location number
 - Deposit destination
 - Deposit total
- Ensure all adhesive areas on the deposit bag is sealed
- Balance the deposit slip. Add currency, coin, and checks, and then subtract the deposit slip total. The result should be zero.

Deposit supplies checklist

To order supplies, call 1-877-851-7258.

| Deposit contains | Supplies checklist |
|----------------------------------|--|
| Paper currency and coin | Deposit slips Bank-approved cash deposit bag (clear plastic, see-through, tamper-evident) Currency straps (color-coded by denomination) Size 32 rubber bands |
| Checks | Deposit slips Bank-approved cash deposit bag (clear plastic, see-through, tamper-evident) Endorsement stamp with store name, account number, location number Size 32 rubber bands |
| Coin only (greater than \$10) | Deposit slips Colored adhesive labels Plastic coin deposit bag Envelopes |

Standard coin bag amounts

| | Standard half bag amount | Standard full Bag amount |
|----------|-----------------------------|-----------------------------|
| Pennies | \$25 | \$50 |
| Nickels | \$100 | \$200 |
| Dimes | \$500 | \$1,000 |
| Quarters | \$500 | \$1,000 |
| Halves | \$500 | \$1,000 |
| Dollars | \$1,000 | \$2,000 |

Customer information

| Location name |
|---------------------------|
| Location number |
| Armored carrier name |
| Armored carrier phone |
| Pickup time |
| Cash vault location |
| Change order phone number |
| Other |