

# CASH VAULT SERVICES

## Coin Deposit Preparation Guide

### Preparing Small Amounts of Coin Less Than \$10

- For Fed-Ready deposits, write or stamp the depositor's name, current date, preparer's initials, and the total amount on a coin envelope. Place all of the loose coin inside the envelope and seal the envelope.
- Place the coin in the applicable envelopes with the currency, and include in the total amount written on the outside of the envelope.

### Preparing Large Amounts of Coin Greater Than \$10

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 a tamper-evident bag or a sealed envelope. Do not enclose the deposit ticket in the bag of coin.**

#### 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
Half Dollars	\$1,000
Quarters	\$1,000
Dimes	\$1,000
Nickels	\$200
Pennies	\$50

In the place indicated on the bag, write:

- Company name and location # (if applicable)
- Current date
- Preparer's initials
- Amount contained in bag

#### Mixed Bags

Multidenomination, 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:

- Company name and location # (if applicable)
- Current date
- Preparer's initials
- Amount contained in bag
- "Mixed Coin"

### Completing Deposit Tickets

Deposit tickets should be preprinted with your company name, address, and account number, and should include the following:

- Current date
- Preparer's initials
- Unique deposit bag number
- Dollar amount
- If multiple locations are depositing into the same account, you may want to include your store identification number in the serial number field on the deposit ticket.