

## State of Alaska Deposit Preparation Procedures

### General Deposit Information

- Deposit ticket, currency and checks should all be facing in the same direction, front side up.
- Remove all paper clips and staples from the deposit.
- Each deposit bundle should have no more than 2 rubber bands, one securing each end of the bundle.
- Secure your deposit in a polybag with checks and currency separately bundled.
- If deposit bag is damaged in any way, including holes, slashes, or cuts, the bank will refuse acceptance. In this case, the courier will be instructed to return the damaged bag to the client.
- On the outside of the bag write:
  - To: Name of your depository bank
  - From: State of Alaska and subaccount name
  - Account/Store #: Subaccount number
  - Cash, check and other amounts
  - Total deposit amount
  - Prepared by: Name or initials of deposit preparer
  - Date: Current business date
  - Authorized signature: Signature of preparer or supervisor
- Deposits made at the Dept. of Revenue Cash Management office must be delivered no later than 2:45pm.

### Preparing the Deposit Ticket

- Complete a deposit ticket with your account number. Date the deposit ticket.
- Do not use photocopies, carbon duplicate or blank counter deposit tickets, as these will “reject” and cause delays or errors in posting the deposit to your account.
- List cash, coin and checks on the corresponding lines of the deposit ticket.
- Calculate and write the total amount of the deposit on the “Total” line and in the gray shaded area.
- Place the deposit ticket on the top of the check portion of your deposit.

### Preparing the Currency and Coin Deposit

- U. S. and Canadian currency require separate deposit tickets for each currency.
- For the Canadian currency deposits, record the face value.
- List the total amount of currency and coin included on the deposit ticket.
  1. Currency must be separated by denomination and placed face up, all in the same direction.
  2. Bundles of less than one hundred bills of the same denomination may be bound with a single rubber band.
- Do not wrap coins into rolls prior to placing them in the deposit.

### Preparing the Check Deposit

- All checks must be endorsed on the back. Endorsement stamp includes: Pay To The Order Of, Name of depository bank, For Deposit Only, State of Alaska, subaccount name (on new endorsement stamps), DDA number and subaccount number.
- Prepare an adding machine tape of all the check amounts and list the grand total on the “checks” line of the deposit ticket. Stamp the back of the adding machine tape with your endorsement stamp for identification purposes and write the date.
- Place the adding machine tape on top of the checks when bundling the deposit.
- Each bundle should not include more than 300 checks.
- If you have more than 300 checks, prepare a separate adding machine tape for each bundle.
- List each check bundle total separately on the deposit ticket.

### Plastic Deposit Bag Information

- There should be no damage to the bag. No rips, tears or holes, even if taped.
- Plastic coin bags may not contain more than ten pounds of coin.

### Deposit Supply Orders

- Deposit supply orders may be faxed to Cash Management at 465-4019 or emailed to [dor.trs.cashmgmt@alaska.gov](mailto:dor.trs.cashmgmt@alaska.gov)