

USE A BLUE OR BLACK PEN WHEN FILLING A DEPOSIT SLIP OUT.

DEPOSIT SLIP
FOR CLEAR COPY, PRESS FIRMLY WITH BALL POINT PEN.

YOUR COMPANY NAME HERE
123 MAIN STREET
YOUR TOWN, STATE AND ZIP

FINANCIAL INSTITUTION
CITY, STATE AND ZIP

00-6789-0000

DATE 1/1/2024

		DOLLARS	CENTS
CURRENCY			
COIN			
LIST EACH CHECK			
1	rec 12354	99	00
2	rec 12360	286	00
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
		385	

Prepared By _____ Bag # _____

0000678941: 00000 VMB
345678

\$ 385.00

PLEASE RE-ENTER TOTAL HERE

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

Receipt Number

Today's Date

How much cash/coins was given to you for that return

Your Store Number and initials

Copy the total amount of cash/coin and put it here

Do not forget to put .00 if you did not have any change to deposit.

Add total cash/coin from each receipt number

Take this deposit slip and all cash put in an envelope, seal the envelope.
On the front of the envelope put RRD Financial with your Store number.
Drop off at the bank in the night drop box
If you do not take it to the bank, put the envelope in the deposit bag, lock your cabinet, and let your office manager know so they can do it the next day.