



# Cash Vault Services User Guide

Deposit Preparation

March 2022

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## Summary –


Instructions are to be used to prepare your cash vault deposit(s) for pickup.

## Currency Only Deposits (Single Pocket Bag)

1. Count and bundle paper currency and coin
  - a. Remove all paper clips and staples.
  - b. Bundle into stacks of 500 notes, as quantity permits.
  - c. If using currency straps, place in 100-note increments.
  - d. Secure each stack using a single rubber band.

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

2. Prepare the triplicate deposit slip providing the following information:
  - a. Date of deposit
  - b. Breakdown of currency by denomination
  - c. Total amount of deposit
  - d. Serial number printed on bag
3. Package one deposit per bag
  - a. The “original” and pink duplicate deposit tickets **MUST** be placed in the pocket/ the deposit bag with the cash.
  - b. Write your company name, location number, deposit total, and deposit destination on the outside of plastic deposit bag.
  - c. Keep remaining 3rd copy of the deposit slip for your records.
  - d. Seal the clear plastic deposit bag. Keep the tear-off bag receipt for your records.



DEPOSIT TICKET

YOUR BANK NAME

YOUR COMPANY NAME

DATE

CURRENCY COUNT

CHECKS

CURRENCY

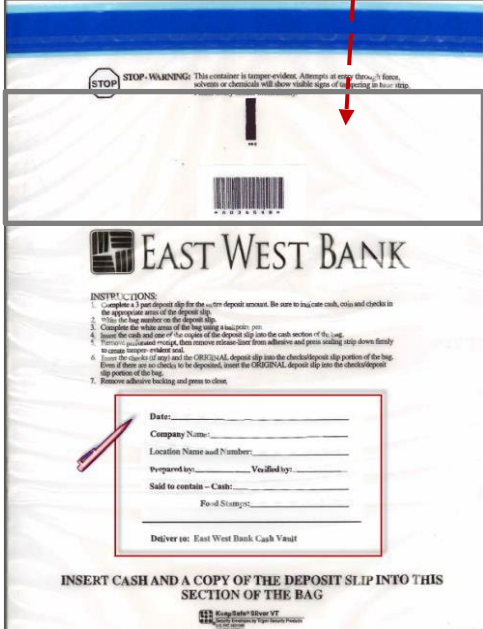
TOTAL \$ 225.00

PLEASE ENTER TOTAL HERE

**A036539**

# 123456 # 1234567890 1234 567890

**Triplicate Copy**



**STOP - WARNING:** This container is tamper-evident. Attempts at using chemicals, solvents or chemicals will show visible signs of tampering in blue strip.

**EAST WEST BANK**

**INSTRUCTIONS**

1. Complete a tear deposit slip for the entire deposit amount. Be sure to include cash, coins and checks in the appropriate areas of the deposit slip.
2. Write the bag number on the deposit slip.
3. Complete the white area of the bag using a ballpoint pen.
4. Insert the cash and one of the copies of the deposit slip into the cash window of the bag.
5. Firmly pull down the orange margin, then remove release liner from adhesive and press sealing strip down firmly to ensure tamper-evident seal.
6. Insert the third of copy and the ORIGINAL deposit slip into the check/coin slip portion of the bag. Even if there are no checks to be deposited, insert the ORIGINAL deposit slip into the check/coin slip portion of the bag.
7. Remove adhesive backing and press to close.

Date: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Location Name and Number: \_\_\_\_\_  
 Prepared by: \_\_\_\_\_ Validated by: \_\_\_\_\_  
 Said to contain - Cash: \_\_\_\_\_  
 Fed. Stamp: \_\_\_\_\_  
 Deliver to: East West Bank Cash Vault

**INSERT CASH AND A COPY OF THE DEPOSIT SLIP INTO THIS SECTION OF THE BAG**

**East West Bank**

## Check and Currency Deposits (Dual Pocket Bag)

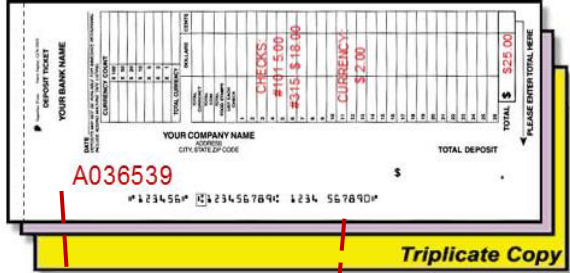
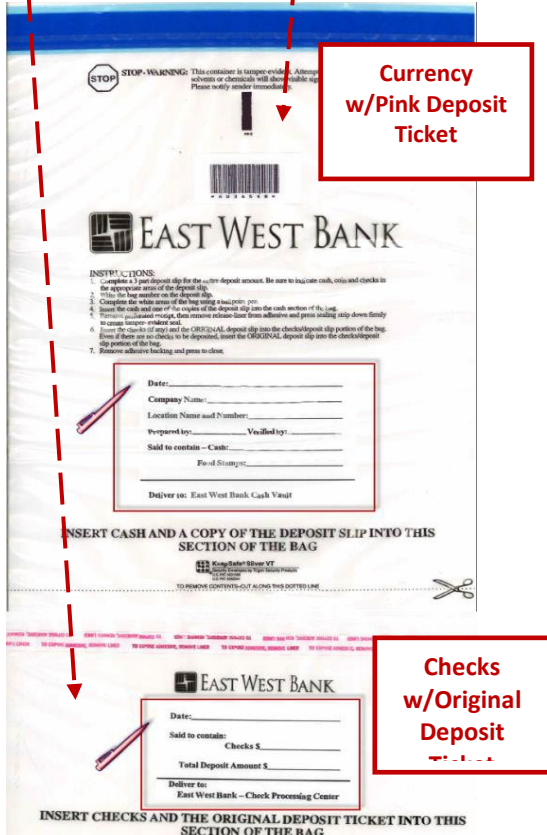
1. Prepare cash portion as listed above
2. Prepare the triplicate deposit slip providing the following information:
  - a. Date of deposit
  - b. List amount of each check
  - c. Breakdown of currency by denomination
  - d. Total amount of deposit
  - e. Serial number printed on bag

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

3. Write your company name, location number, deposit total, and deposit destination on the outside of plastic deposit bag.
4. Place the pink duplicate deposit ticket and currency into the upper compartment of bag.
5. Place the white "original" deposit ticket and all checks into the lower compartment of bag.

**Note: Please do not staple, tape, paper clip or rubber band checks together to avoid damaging the checks.**

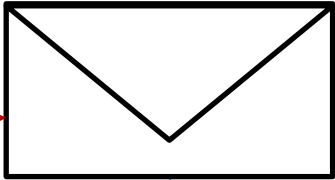
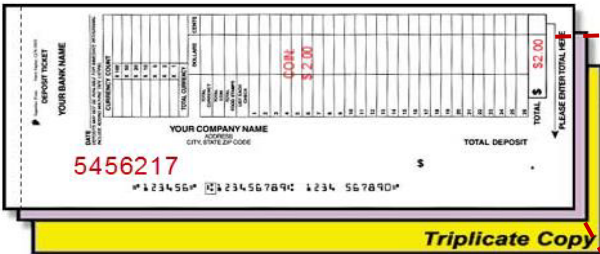
6. Keep remaining 3rd copy of the deposit slip for your records.
7. Seal the clear plastic deposit bag. Keep the tear-off bag receipt for your records.

# Coin Deposits

**No Currency or Checks. Weight of coin bag cannot exceed 50lbs.**

1. Count and package coin with the following:
  - a. Deposit slip
    - a. Date of Deposit
    - b. Total amount of coin
    - c. Serial number printed on bag



Tape to coin bag

2. Complete the white areas located on the top, center and lower portions of the bag.
3. Place the white original deposit ticket into an envelope and place into the external 5.5" x 10" document pouch.
4. Adhere (tape) the clear document pouch onto the back of the Coin Deposit bag.
5. Place coins in the large compartment with pink duplicate deposit ticket.



**Note: For single denominational coin deposits, do NOT fill bag past the posted bag limit – Not to Exceed 50 lbs.**

6. Seal the clear plastic deposit bag. Keep the tear-off bag receipt for your records.
7. Keep remaining 3rd copy of the deposit slip for your records.

