

How to Make a Deposit into a Bank Account →

DEPOSIT TICKET	YOUR NAME YOUR ADDRESS YOUR PHONE #	CASH _____	<table border="1"><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>																														
DATE _____	C _____																																
<i>DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL</i>	H _____																																
_____	E _____																																
<i>SIGN HERE IF CASH RECEIVED FROM DEPOSIT</i>	C OR TOTAL																																
YOUR BANK	K FROM REVERSE																																
YOUR CITY, STATE, ZIP CODE	S SUBTOTAL _____																																
DO NOT USE FOR AUTOMATIC PAYMENT OR CHECK TRANSACTIONS	LESS CASH RECEIVED _____																																
	NET DEPOSIT _____																																

Note – Deposit slips vary

It is important to know how to deposit (put) money a checking account. The form above is like the deposit slips that are included in the back of a book of checks – that come with preprinted information. Additional deposit slips are available at the bank.

Follow these steps in filling out a deposit slip. Be sure it goes into YOUR account, and not into someone else's!

Step 1) Write today's date on the date line.

Step 2) If cash is part of the deposit write down that amount in the space next to "cash".

Step 3) If checks are part of the deposit, list each check separately. Write down a check number on a line next to "checks" and write the amount of the check to the right of the check number. If you have more checks than lines and spaces on the front of the deposit slip, use the additional lines and spaces on the back of the deposit slip.

Step 4) Total the deposit (cash & checks) and write the amount next to "subtotal".

Step 5) To take some cash from the deposit, write that amount in the space next to "less cash received". Sign on the line below the date – to authorize taking cash from the deposit.

Step 6) Subtract the cash received, if any, from the subtotal, and write that amount in the space next to "net deposit".

Step 7) Record the net deposit in the check ledger to keep track of the money in the account.
Recommendation: Record details about where the deposited money came from in the ledger.