

Completing your deposit slip

Effective April 1, 2018, the ATM and night deposit processes are changing at Envision Financial, a division of First West Credit Union. Follow these four steps to ensure your deposits are properly processed.

STEP 1: Access the deposit slip – [click here](#)

FIRST WEST
CREDIT UNION

BUSINESS ACCOUNT DEPOSIT SLIP

DEPOSIT TO THE CREDIT OF

TRANSIT # INSTITUTION # ACCOUNT #

DATE 07/03/2018

INITIALS
DEPOSITOR'S TELLER'S

STEP 2: Review your business cheques for the following information:

- a) 5-digit transaction number
- b) 3-digit institution number
- c) 9-digit account number

JOE SAMPLE
123 MAIN STREET WEST
TOWN, PROVINCE A2B 3C4

DATE 20 YY - MM - DD
Y Y Y Y M M D D

PAY TO THE ORDER OF \$

100 DOLLARS

enVision
FINANCIAL
A DIVISION OF FIRST WEST CREDIT UNION

MAIN BRANCH
123 ANY STREET
TOWN, PROVINCE A1B 2C3

MEMO

⑈00⑈ ⑆2345⑆⑈809⑆ ⑆234567890⑆⑈

cheque # transit # institution # account #

STEP 3: Complete the following fields and use the numbers from step two in the appropriate fields. Note that incomplete fields or input errors will result in delays and/or errors in deposits to the account.

- 1) Name of account
 - 2) Transit number
 - 3) Account number
 - 4) Cheque details
 - 5) Cheque amount
 - 6) Number of bills by denomination
 - 7) Initials of individual completing slip
- } *These three fields will auto-populate the right-hand side of the deposit slip*

FIRSTWEST CREDIT UNION BUSINESS ACCOUNT DEPOSIT SLIP

NAME OF ACCOUNT: [1]

DATE: 07/03/2018

DEPOSIT TO THE CREDIT OF: []

TRANSIT #: [2] INSTITUTION #: 809 ACCOUNT #: [3]

TRANSIT #: [] INSTITUTION #: 809 ACCOUNT #: []

DATE: 07/03/2018 INITIALS: DEPOSITORS [7] TELLERS []

CASH COUNT: [6] X 5 AMOUNT: []

LIST OF CHEQUES: CHEQUE IDENTIFICATION | AMOUNT

CHEQUE IDENTIFICATION	AMOUNT
1 [4]	[5]
2 []	[]
3 []	[]

STEP 4: Complete the following fields, again using the numbers from step two in the appropriate fields. Note that incomplete fields or input errors will result in delays and/or errors in deposits to the account.

- 1) Name of account
- 2) Branch
- 3) Account number and account type
- 4) Cheque details
- 5) Cheque amount
- 6) Number of bills by denomination
- 7) Initials of individual completing slip
- 8) Date of transaction
- 9) Total cash, subtotal, total cheques and total

DATE [8]	ACCOUNT NO. [3]
ACCOUNT TYPE [3]	BRANCH [2]
NAME [1]	
CHEQUE LISTING	
NAME	AMOUNT
[4]	[5]

DATE [8]	CREDIT
ACCOUNT NO. [3]	
ACCOUNT TYPE [3]	BRANCH [2]
NAME [1]	
AMOUNT	
X 5	
X 10	
X 20 [6]	
X 50	
X 100	
COIN	
TOTAL CASH	
U.S. FUNDS	
EXCHANGE [9]	
SUB TOTAL	
TOTAL CHEQUES	
TOTAL	
TELLER'S INITIALS	DEPOSITED BY [7]