



# Night deposit service for businesses



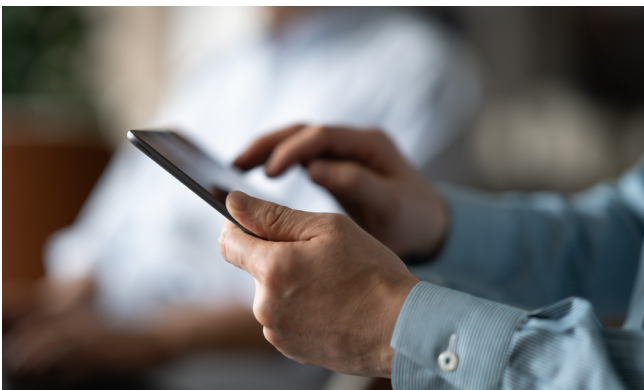
## EASY, EFFICIENT AND SECURE NIGHT DEPOSITS

Help us process your transactions as quickly as possible

Want to make sure your deposits are processed without any risk of error?

Desjardins has come up with simple and effective guidelines to make sure our members' night deposit transactions are carried out safely and securely. There are a few things you can do to protect your money and help us process your transactions as quickly as possible.

When members follow the best practices outlined below, we can focus on processing your transactions swiftly and securely. It's an approach that benefits everyone!



Here's how you can help us handle and process your deposits more effectively:

- Make sure all cash deposits are fastened with an elastic.
- Use coin wrappers to deposit coins.
- Place any extra coins in a resealable bag.
- Make sure all cheques comply with standards. Always verify the deposit date and signature. You should also make sure the recipient's name is the same as the name on the account and that the dollar amounts that are spelled out match their numerical values. Once that's done, use a paperclip to group the cheques together.

## Filling out the deposit slip to streamline the process

Whether you're using a physical deposit slip or the electronic version, the deposit slip allows you to quickly make sure the contents you are listing are accurate and complete. Please fill it out properly by including the following elements:

### Dynamic Desjardins deposit slip

The form is titled "Desjardins Commercial deposit slip". It includes fields for Organization No., Organization's reference No., Slip No., Member transit, Member folio, Member's name, and Name of member's class or credit union branch. A section for "Night deposit transit and service centre" is also present. The form contains two tables for listing cash and cheques. The cash table has columns for "Cash" and "Amount", with rows for \$5, \$10, \$20, \$50, \$100, and coins. The cheques table has columns for "Reference", "Items: Cheques, coupons, etc.", and "Amount". At the bottom, there are fields for "Total items", "Total cash", "Total deposit", and "Indicate the number of items". The form is signed by the depositor and includes a date field.

Fill out the deposit slip and include the following information:

1. Deposit date
2. Member folio and transit number
3. Legal name of business making the deposit
4. Cash deposits (coins and banknotes) – details provided and calculations done (B)
5. List of cheques with amounts and total amount (A)
6. Calculation of total deposit amount  
(A) + (B) = (C)
7. Signature of the person who completed the slip
8. Organization number and reference number (for large businesses only)
9. Transit and institution numbers for the secure safe

Make sure to place the deposit slip along with the deposit contents in the Desjardins envelope.

### Single or double deposit slip

The form is titled "Desjardins Deposit Slip". It includes fields for Date (YYYY-MM-DD), Folio, Member's name, and Name of member's class. A section for "Additional information, (if applicable)" is also present. The form contains two tables for listing items and cash. The items table has columns for "Items: Cheques, coupons, etc." and "Amount". The cash table has columns for "Cash" and "Amount", with rows for \$5, \$10, \$20, \$50, \$100, and coins. At the bottom, there are fields for "Total items", "Total cash", "Total deposit", and "Indicate the number of items". The form is signed by the depositor and includes a date field.

Fill out the deposit slip and include the following information:

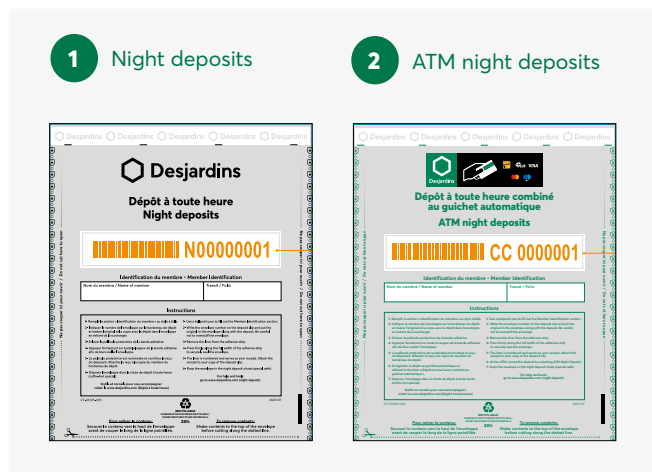
1. Deposit date
2. Member folio and transit number
3. Legal name of business making the deposit
4. Cash deposits (coins and banknotes) – details provided and calculations done (A)
5. List of cheques with each cheque amount and total amount (B)
6. Calculation of total deposit amount  
(A) + (B) = (C)
7. Signature of the person who completed the slip

Make sure to place the deposit slip along with the deposit contents in the Desjardins envelope.

# Choose the right envelope: Key information

### Two services are available:

- Night deposits (1)
- ATM night deposits (2)



You can get Desjardins envelopes at your caisse.

These sturdy envelopes are available in two formats to ensure effective, quick and secure processing of your deposit.

It should be easy to tell the envelopes apart because the Desjardins ATM logo is displayed on the envelopes for ATM night deposits.

### For all account types

Make sure to:

- Include the deposit slip in the envelope with the deposit
- Place all your cheques and cash (banknotes and coins) in the envelope
- Place your Desjardins envelope in the secure safe provided for this purpose

### Special instructions for ATM night deposits

- Select the ATM night deposits option at the ATM to make your deposit
- Do not insert your deposit into the ATM
- Use the tilt drawers to drop your deposit into the safe

The tilt drawers to our safes can't be opened without a high-security key. This helps prevent incidents that could alter the contents of your deposit during handling.

## An approach that benefits everyone!

Following these basic guidelines will help streamline the way your deposits are processed and reduce the risk of errors. This is why Desjardins provides members and clients with user guidelines and secure equipment.

## Details about notices and fees

In case you don't follow the established deposit practices outlined above, Desjardins will send you a notice to that effect. Upon transmission of a third notice, you may be charged a fee for non-compliant deposits.



### NIGHT DEPOSITS TO SERVE YOU BETTER:

- Sound preparation
- Streamlined processing
- An effective solution

See **Deposit slips and night deposits** for more information.

