Instructions for Preparing a Cash Only, Check Only or Mixed Deposit in a Single Pocket bag

Vault deposits should be packaged and sealed in a clear tamper evident bag following proper instructions for the content listed below.

Currency
- Count bills and sort by denomination, placing bills flat, face-up and in the same direction.
- Strap 100 bills of each denomination together.
- Record customer name, location number, date and preparers name or ID on each strap.
- Currency denominations of less than 100 bills should be faced in the same direction and strapped with the straps reversed. Denominations may be co-mingled as long as the bills are in order.
- Straps should be new: do not re-use straps received from the bank with your change orders.
- Place one or two rubber bands around each bundle of cash. Each bundle should contain no more than 500 bills (equivalent to 5 full straps).
- For Mixed deposits, cash should be bundled separately from check bundles.
- The use of excessive rubber bands, staples or paper clips may result in additional processing fees to your account.

Loose Coin
- Place coin (no more than $25) in a blank envelope and seal.
- Record coin amount on envelope and place in bag.
- Do not roll coin.

Un-Encoded Checks
- Endorse checks
- Position checks face up
- Bundle in groups of approximately 150
- Prepare a tape listing for each bundle
- List the bundle tape totals, or provide a separate tape listing of each bundle, making up the grand total of checks.
- Consolidate the bundles of checks by placing on or two rubber bands around the entire batch of checks.
- For Mixed deposits, checks should be batched separately from cash bundles.
- The use of excessive rubber bands, staples or paper clips may result in additional processing fees to your account.

Note: Money orders and travelers checks must be included with your checks and listed on your deposit ticket as checks, not cash.

Deposit Ticket
- List the total dollar amount for each component included in your deposit (currency, coin, and checks).
- List the currency breakdown by denomination on the deposit ticket.
- If a receipt is required, notify your bank representative for receipt options.
- Include only one deposit ticket per bag.

Note: If you are setup to received Deposit Receipt Notices (DRN’s) and wish to receive your bag number on your receipt, please write your bag number on your deposit ticket. Please do not write on the MICR line.

Carrier Receipt
- Follow receipt preparation guidelines per your local vault or carrier requirements.

Packaging Procedures
- Place bundle of currency inside main pocket of bag.
- Place envelope containing loose coin in main pocket of bag.
- Place batch of checks inside main pocket of bag.
- Place the deposit ticket only in the small 'inner sleeve' inside the main pocket of the deposit bag.
- Ensure that the front of the deposit ticket can be read through the back (unprinted side) of bag.
- If inner deposit ticket sleeve is not available, place deposit ticket on bundle of currency under rubber band.

Sealing Procedures
- Using a Ball Point Pen, clearly check off the appropriate 'Deposit Type' on the outside of the bag (if applicable).
- Write company name, location number and date on bag.
- Write the amount of currency, coin, checks and 'Total' on the outside of the bag in the space provided.
- Peel off the numbered release liner over sealing strip and retain for your records. This strip contains your bag serial number.
- Press closed to complete seal. Any attempts to open the bag will distort the seal, which may result in the vault returning the bag or not processing the bag.

Supplies
- Contact your bank representative to order vault supplies.

Note: Deposit bags ordered from a source other than Bank of America should not contain a perforation. Perforated bags may become separated, leading to delays in processing.

Sample Bank of America Merrill Lynch Single Pocket Bag

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