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Creating a beautiful cheese board doesn't have to cost a fortune! In fact, we've shared tips on crafting affordable and budget-friendly cheese boards before. Did you know Bank Five Nine offers a variety of digital banking tools designed to make managing your money easier, faster and more secure? Whether in today's fast-paced digital world, QR codes have become a convenient tool for accessing information quickly. From menus at your favorite restaurant to payments and promotional offers, QR codes are everywhere. However, this convenience also comes with a downside: the rise of QR code fraud. At Bank Five Nine, we are committed to making lives better by keeping our customers informed and protected. Here's what you need to know about QR code scams and how to stay safe. Winter comes with its own set of financial hurdles, higher heating bills, holiday spending, and those unexpected surprises. Deposit slips aren't quite a thing of the past, yet! Many larger companies make hundreds of deposits every month, which involves hours of typing and can cause errors from mistyping. Additionally, older software packages and deposit tracking systems can make it hard to know where those deposits are. A deposit slip from Chase There are times when businesses may send or pay with a check that needs depositing. For businesses, deposit slips are still an essential part of the accounting process. "By value, changes in check payments ... have increased by 7.5 percent from 2016 to 2017", according to a recent Federal Reserve study. It's not always easy to find out how to get the slip right so that the bank accepts it straight away. Follow our step by step guide below to find out exactly how to do this. Many businesses still pay by check. How To Fill In A Deposit Slip Filling in a deposit slip can vary depending on which bank you use and what you are doing or depositing. Checks and cash will always go in different parts of the slip and taking some cash back from your deposit will involve extra steps. Fortunately, most deposit slips are quite similar, and the process is simple. Here are the necessary steps listed below. Step 1: Personal Information Fill in your personal details, including your name and the account you wish to deposit the funds into. If you're using pre-printed deposit slips from the back of a checkbook, these details will already be present. This is the same with company stationery printed slips. Step 2: Additional Requirements Provide additional details like the date of the deposit and any branch information your bank may need. Members of a credit union who are using the branch of a different credit union will need to fill in the name of their own. Step 3: Enter Cash and Checks Amounts List the cash amount of any deposit and, if required, the breakdown of the currency in coins and bills. If you aren't depositing cash, leave this space blank. For checks or money orders, you will need to list each deposit. If depositing more than one check, there's space on the back of the deposit slip to avoid having to fill in another. Fill in the check number and the amount in dollars and cents. This will help both you and the bank to keep track of each check deposited. Once you've written the amounts in, double-check them to make sure they're correct. It's best to do this before you write in the totals, so you don't have to make more than one change. Add up the total of the checks from the reverse side of the slip and carry it forward to the front in the designated check area. Step 4: Sub-Total Add up your deposits, both checks, and cash, to provide you with a subtotal. Step 5: Take Your Cash If you would like to take some cash back from checks you're depositing, you can fill in the cash taken space to save making a withdrawal later. Step 6: Net Deposit & Sign Work out the total deposits, minus any cash you may have taken, for the total amount to be deposited before signing as complete. A signature line is provided at the bottom of the slip, and a teller may ask for proof of identity if you are withdrawing cash from the account. What is a Deposit Slip? Deposit slips are a small form of paper that a bank or credit union customer fills out when depositing funds into their account. Typically, it contains the date, depositor name, and the receiving account number. There's space for the deposit amount and the breakdown of cash or checks to be paid in. Deposit slips also offer the facility to draw back some cash from deposited checks. A deposit slip will serve as proof the bank acknowledges receipt of the deposit, and it was paid to the account listed on the slip. Where Do You Find Deposit Slips? It's more common today to find deposits slips in the bank at the tellers counter or perhaps in the reception area. Some checkbooks will also contain a few deposit slips at the back. You can buy deposit slips online from a number of places. Read our reviews on Quickbooks Checks and Deposit Slips and VistaPrint Checks and Deposit Slips for two great places to order deposit slips. For many businesses that rely on check payments, software is available that can print and track deposits. Popular packages like Xero, Quickbooks Online or Harvest will integrate with a system like CheckDeposit.io. This makes filling out deposit slips quick and easy. How Does a Deposit Slip Work? A deposit slip is like a road map for your cash or check. The account number and bank sorting code will ensure your funds arrive in the correct account. The bank clerk will typically verify the funds deposited against the amounts listed on your deposit slip to ensure the figures match. The teller will then process the deposit slip along with any monies or checks collected before issuing a receipt for the customer. It's a pretty simple process. The benefit of Deposit Slips Deposit slips act as protection for both the customer and the bank. Advantages for the Bank Slips help banks to maintain a written record of funds they receive throughout the day. At the end of the business day, deposit slips ensure all deposited funds are accounted for. Advantages for the Customer For the customer, the deposit slip or receipt can prove the bank properly processed the funds. It's also a checking mechanism that the correct account was paid. Although a deposit slip proves the deposit was made, a receipt will only show the amount being deposited, not the breakdown of checks or monies. If you later check the balance of your account and find the deposit hasn't been received, you can request a copy of the deposit slip. This slip will show the itemized deposits, including checks that may not have reached the account yet. How Quick Are Deposit Slips? Or when can you spend that lovely money? Unfortunately, deposit slips still need entering into a computer. With many banks, the funds may not be available until the next working day. Electronic payments, by contrast, are available almost immediately. Banks can often put a hold on some deposits, especially checks or money orders when the bank cannot be sure if it's a legitimate payment. The Expedited Funds Availability Act sets out rules on how quick a bank must release your funds. These include rules on paying out on different types of checks. So, they're relatively quick, but not fast enough for many. Imagine how slow the banks would've been to release your money when checks and deposit slips were first introduced! Thankfully, they're much faster now. Alternatives to Deposit Slips Mobile banking and ATMs don't typically need you to use a deposit slip. However, mobile deposits have strict deposit limits on the size and amount of checks you can deposit. ATM deposits can be scanned in real time, allowing banks to add funds to your account immediately. If your bank has a limit on the amount of a Photo Check or does not offer the service, you could always mail a check to the bank. Merely writing for deposit only on the back along with your account number and routing details or sort code is enough for some banks. Others will need you to send a deposit slip along with the check. Keep a Record of Your Deposit Documenting and storing your deposit slip can save time and headaches down the road, especially if your deposit contains more than one check. Why? When accounting systems like Quickbooks Online, Harvest, Freshbooks, and Xero pull in bank transactions, they lump all of your deposited checks into one transaction. This makes splitting the checks in deposit onto the right customers and accounts painful. Storing images of the checks, the check remittance documents, and the deposit slip makes this data entry a snap. We recommend storing this information on Google Drive, DropBox, or CheckDeposit.io. CheckDeposit.io automatically stores this information for you and even can integrate directly into your accounting system. CheckDeposit.io Is Your Friend? Still, don't fancy having anything to do with deposit slips? Software solutions like CheckDeposit.io offer your business a more straightforward way to create, print and mail deposit slips. Try it out for secure and permanent storage of past check deposits and slips. It's an excellent integration option for popular accounting systems. When you deposit money in a bank or credit union, you may need to fill out a deposit slip to direct the deposit to the right place. Deposit slips identify you and provide instructions to your financial institution. They also create a paper trail for every transaction. This process helps ensure accuracy and accountability, making it easier to track your financial activities. Understanding how to correctly fill out a deposit slip can save time and prevent errors. Additionally, it can provide peace of mind knowing that your deposits are properly managed. You can use a deposit slip to ensure your money is properly accounted for when you put it in the bank. When you fill out a deposit slip, you will enter cash amounts in one area and check amounts in another area. If you want money back, you will also enter that amount. You may not need a deposit slip if you are using an ATM for your deposit or making a mobile deposit. When you make a bank deposit, the entire amount of the deposit may not be available right away, but you may have access to some of that money immediately. The process of filling out deposit slips varies depending on what you're doing. For example, cash and checks go in different sections, and getting cash back from your deposit requires an additional step. Fortunately, the process is easy, and the basic steps appear below. Write your name and your account number on the deposit slip. If you have pre-printed deposit slips from the back of your checkbook, this is already done for you. Write in the date and any branch information, if required. For example, if you're a credit union member using a different credit union's branch (via shared branching), you'll need to write in the name of your "home" credit union. This is the total amount of currency (bills and coins) that you have for the deposit. If you do not have any cash to deposit, leave this line blank. Include the check number and the amount of each check separately. If you don't have any checks to deposit, move on to the subtotal. This is the total amount of cash/deposits that you have to deposit. This step is only required if you want cash back from your deposit. When your entire deposit consists of checks, you might want cash now so that you don't have to make a withdrawal later. This is the sum of your deposits minus any cash you take now. Signing the slip is required if you are getting cash from your deposit. You can usually find deposit slips at the back of your checkbook or the counter of your local bank branch. If you can't find one in either of those places, you can ask for one at the teller window at your bank. Depositing checks can be tricky at first. The key is to list each check individually so that each check appears on its own line. There should be a space for you to enter the check number (or some type of description) next to the dollar amount of each check, which helps you and your bank keep track of each item. If you want to score bonus points with the teller, enter your deposit amounts in dollars and cents. You'll need separate boxes for each entry on most deposit slips. The box on the far right is for the decimal (or cents) portion, and the next box to the left is for the dollar amount. It's not a big deal if this isn't perfect, but with some deposits especially large ones, tellers might require that you have all of your commas and decimals in the right place. If you're depositing numerous items at once, use the back of your deposit slip or ask a bank employee for guidance. Most deposit slips have an extra set of boxes printed on the back so that you don't have to fill in your personal information multiple times and deal with multiple subtotals. Some automated teller machines (ATMs) allow you to make deposits. Depending on your bank, you may or may not need to fill out a deposit slip. Sophisticated ATMs can deposit to your account based on the debit or ATM card you use, and they can even scan cash and checks in real time. This potentially allows the bank to add funds to your account more quickly, although 100% of the money might not be available for immediate withdrawal. Other banks require that you put everything in an envelope and fill out a deposit slip, which a bank employee will use to record your deposit manually. If you're making a remote deposit with your mobile device, you typically don't need to use a deposit slip. At most banks, you're already logged into your account when you snap a photo of the check, so you don't need to provide those details. Typically, you just confirm the dollar amount and review any account and routing information from the check. Keep in mind that most banks have a limit to the amount of mobile deposits you can make each day. Check those limits to confirm that you'll be able to complete your deposits. Your bank sets rules, known as the funds availability policy, which explain how long you need to wait before spending money from a deposit. In some cases, you can take up to \$225 in cash from a personal check on the first business day. You may be able to get more when you deposit cashiers check or USPS money order. The best way to know how much you can spend is to check your available balancer or ask bank staff when the funds will become available. Most importantly, don't assume that you can spend all of the money from large check deposits immediately. You typically only need to sign a deposit slip when you want cash back from your deposit. If you're only depositing funds, you don't need to sign the deposit slip. If you're depositing through an ATM, you may not need a deposit slip at all, so you won't need to sign anything. The routing number is typically at the bottom of the deposit slip. Your account number will be on the deposit slip if you're using a pre-printed one. Keep in mind that the routing number on your deposit slip may not be the same routing number that you use to set up direct deposits, so confirm you're using the correct routing number with your bank. Thanks for your feedback! How to Correctly Fill Out Bank Deposit Slips Image Credit: LudmillaSupynska/Stock/Getty Images A deposit slip or deposit ticket is a short paper form that some banks or credit unions require that must accompany the checks and currency you deposit into a checking or savings account. When you fill out a bank deposit slip correctly and legibly, it provides the bank an itemized list of everything you deposit and helps ensure your money ends up in the right account. Many financial institutions no longer require deposit slips when clients make a deposit through an ATM, so check the instructions on the machine. You can use the preprinted deposit slips that come with checks you purchase or counter deposit slips furnished by your bank. Look on the left-hand side of the deposit slip. If it's the preprinted version, you'll see your name and account number. On counter deposit slips, you'll need to write this information in the spaces provided. Enter the date. There's also a space to sign the deposit slip, although this may be optional unless you are depositing only checks and getting cash back. On the right-hand side of the deposit slip is a column of spaces or lines. This is where you record the amount of each item you deposit into your account. The top line is for cash. If you are depositing currency or coins, put the total here. Typically, below the cash line are three lines for checks. If you are depositing three or fewer checks, enter the amount of each check on a separate line. If you have more than three checks to put in the bank, list only the first two and leave the last line blank for now. Flip the deposit slip over and write the amounts of the remaining checks using the spaces printed. Add up the checks listed on the back of the deposit slip, turn it front side up and write the total from the reverse side in the space you left blank. Below the spaces where you've written check amounts is the subtotal line. Enter the total of cash and checks here. Banks typically allow you to get some cash back. If you are depositing only checks and want some cash for immediate needs, write the amount on the line labeled "Less Cash Received" just below the subtotal line. Subtract the cash you are requesting from the subtotal and put the net deposit amount on the bottom line. You must endorse checks before you can deposit them. On the reverse side of each check, write "For Deposit Only" if you are not getting any cash back, and sign your name. You can write your bank account number below your signature, although banks typically don't require this. If you want to receive cash back, omit the phrase "For Deposit Only." Each bank has its own set of rules for deposited funds, called a funds availability policy. You may have immediate access to your funds when you make a bank deposit, or you may have to wait until the next business day or even longer, depending on your bank's policies, the amount you deposit and the source of your deposited funds. If you make a remote deposit using your mobile device, you probably won't need to complete a deposit slip. After you log into your bank account, the bank already has the information that's contained on your deposit slip. Just snap a picture of your checks, and confirm the amount you want to deposit. Have your account information handy. You definitely want to make sure that the money you are depositing goes into the right account. This is particularly important if you have more than one account at the same bank. If you do not have your account number memorized, take your checkbook with you. Your checks contain your account number. If you are making a deposit into savings, make sure that you have that account number. You can look it up on the online banking site, or view one of your hard copies of a recent statement. Your checks will come with some deposit slips that are printed with your information (name, etc.) You can use one of these, or your bank will have blank slips available if you don't have your own with you. 2Take identification. It is a good idea to take a photo of it when you go to the bank. You probably will not need it to make a deposit, but just in case there are any problems, you will have it with you. It's always best to be prepared.[2]Make sure that you know which forms of identification your bank branch accepts. You should be able to find this information by calling and asking or viewing information on the bank website. Typically, you will need a driver's license, passport, state id card, or student id card. 3Have your cash and checks ready. Make sure that you have all of the currency you would like to deposit. If you have cash, make sure that you have counted it, and then recounted it to make sure that you know the precise amount that you want to deposit. If you are depositing checks, you will need to endorse them. On the back of the check, there will be a designated space for your signature. Under your signature, you can write "For Deposit Only". That way if you lose the checks on the way to the bank, no one will be able to cash them. 4Know the bank hours. Many banks offer several different sets of business hours. The times that their drive through lane is open is often different from the lobby hours. Also, many banks have a 24-hour ATM in their vestibule. Familiarize yourself with all of the hours and days that the bank is open. Decide ahead of time whether you want to drive through, walk in, or use the ATM. If this is your first time filling out a deposit slip, it is a good idea to use the lobby. There will be more people available to help you if you need it. 1Use a pen. It is smart to use an ink pen rather than a pencil when filling out a deposit slip. That way, no one will be able to alter the information you have recorded. The teller will also be able to more easily read numbers written in a dark ink. Don't worry if you make an error. Just rip that one up and start over on a new slip. 2Write legibly. There are some different things you will need to write on the deposit slip. You want to make sure that the bank employees are able to read everything easily. This will prevent errors in recording your deposit. Use your best handwriting. Write the correct date on the deposit slip. You want a clear record of when you made this deposit. 3Deposit checks or cash. On the deposit slip, there are spaces for you to list the amounts that you are depositing. There will be a line for the total amount of cash that you want to place in your account. There are multiple lines for you to record the checks that you are depositing. Make sure to list each check individually. There are multiple lines for you to record them. If you run out of space, there are more lines on the back of the deposit slip. 4Receive cash back. You can choose to deposit the entire amount into your checking or savings account. You also have the option to receive part of the total amount back in the form of cash. If you would like to receive cash back, you will need to sign the deposit slip. [3]The place for your signature is clearly labeled. It will say "Sign here to receive cash back", or similar. 1Ask for a receipt. After you hand over your cash, checks, and deposit slip, you are also finished. But remember, it is important to keep track of all of your financial transactions. This will help you to know how much money you have in your accounts, and can help you make sure the bank does not make any errors. [4]You should receive a printed receipt from either the teller or the ATM. If you don't, make sure to ask for one. 2Make your own notations. In addition to bank receipts, it is sensible to keep your own records of all of your financial transactions. This can help you get a good idea of how much you are spending and how much you're saving. There are many online banking programs you can use to follow your finances. If you don't like technology, you can just use a regular notebook or ledger. [5]3Check your account balance. You will want to follow up and make sure that the deposit is actually credited to your account. On the next business day, check your account balance to make sure the proper amount was recorded. You can do this by using your online banking system, or by phoning your bank branch. Add New Question Question Can the date on the deposit slip be different from the actual deposit date? Michael R. Lewis is a retired corporate executive, entrepreneur, and investment advisor in Texas. He has over 40 years of experience in business and finance, including as a Vice President for Blue Cross Blue Shield of Texas. He has a BBA in Industrial Management from the University of Texas at Austin. Yes, the deposit slip is for convenience and the actual deposit date, rather than a date on the deposit slip, is recorded on the bank's records. Question What information do I write to the left of the check amount on the deposit slip? Michael R. Lewis is a retired corporate executive, entrepreneur, and investment advisor in Texas. He has over 40 years of experience in business and finance, including as a Vice President for Blue Cross Blue Shield of Texas. He has a BBA in Industrial Management from the University of Texas at Austin. Most people use that space to quickly identify the source of the check to be deposited. For example, if Joe Brown gave you a check for \$50.00, the name or initials would be written in the bank space. Ask a Question Thanks Thanks Thanks This article was co-authored by Michael R. Lewis. Michael R. Lewis is a retired corporate executive, entrepreneur, and investment advisor in Texas. He has over 40 years of experience in business and finance, including as a Vice President for Blue Cross Blue Shield of Texas. He has a BBA in Industrial Management from the University of Texas at Austin. This article has been viewed 296,379 times. Co-authors: 17 Updated: July 24, 2025 Views:296,379 Thanks to all authors for creating a page that has been read 296,379 times. "The process of preparing your deposit with accuracy to avoid errors was most helpful for me. Thank you." GOBankingRates' editorial team is committed to bringing you unbiased reviews and information. We use data-driven methodologies to evaluate financial products and services - our reviews and ratings are not influenced by advertisers. You can read more about our editorial guidelines and our products and services review methodology. 20 Years Helping You Live Richer Trusted by Millions of Readers A deposit slip is a form that allows you to put funds into your bank account. You have to fill out this form correctly with your account number, name and other information. Initially, the process might seem a bit tricky, but once you get the hang of it, you will have an easier time filling out the form. Below, we break down how to fill out a deposit slip in more straightforward steps. How To Fill Out a Deposit Slip Depending on your bank, you might have to write your account number and name yourself, or it may already be printed on the deposit slip. If you need to write this information, make sure you fill in the correct account number. Once you have filled in this section of the deposit slip, you can start writing in the other fields. 1. Write the Date Write the date of the day you are filling the deposit slip. In some cases, you might have to enter branch information too. If you are uncertain about anything, call your branch and ask them for assistance with technical details, like the branch code. 2. Fill in the Cash Amount The amount refers to the total currency you are depositing into your account. It includes both coins and banknotes. 3. List the Checks Underneath the cash box is another box for checks. Write the check number and amount individually in this box. But if you are not depositing any checks, leave this section empty. 4. Write the Subtotal At the bottom of that section, you will see the subtotal box. Calculate the total amount of checks and cash you are depositing, respectively, and write those subtotals here. 5. Fill In Withdrawal Amount If you do not want to get any cash back from your deposit, you can leave this section empty. But if you want to receive an amount back, write it here. For example, if you are only depositing checks into your account, you might want to get some cash so that you do not have to withdraw them later. 6. Fill In Total Deposit Total deposit is the amount you are depositing into your account minus the cash you are taking back. 7. Sign Finally, sign the deposit slip if you want to get any cash back from your deposit. If you are only depositing money and do not want to get any cash, there is no need to sign the deposit slip. After signing, you can just hand the slip to the teller. If you are still nervous, use a printable deposit slip to practice at home. Other Considerations While these are the basic steps for filling out a deposit slip, some people might have other considerations, too. More Space Needed If you are depositing multiple checks and cash at once, you might need more space on the deposit slip. Some banks have extra boxes on the back of the deposit slip. This way, you do not have to fill in several deposit slips. However, if there are no additional boxes at the back of the slip, you can ask a bank employee to guide you. Dollars and Cents To make the job easier for the teller, make sure you write the deposit amount correctly in dollars and cents. Most deposit slips have separate boxes for these. Write the cents portion of the amount in the box on the far right and the dollar amount in the box to the left of it. If you are making a large deposit, the teller might ask you to confirm that you have correctly added decimals and commas. Mobile Deposits When you are depositing money into your account through the bank's mobile app, you do not have to fill out a deposit slip. The exact process will differ from one bank to another. If you have any questions about this, get in touch with your bank's customer support team. ATM Deposits Some banks allow you to add deposit money into your account through the ATM. In this case, you will most often not need to fill out a deposit slip. The ATM will deposit funds into your account based on the debit card you are using. Some of them can even scan your checks and cash in real-time, making fund addition quicker. When Are Deposited Funds Available for Use? The time it takes for your funds to be available for use depends on the bank. Generally, a bank will make \$225 from your deposit available for check writing or cash withdrawal by the next business day. The remaining deposit is typically available for use on the second business day after your deposit. Your bank may take longer to make the funds available if: 1You have deposited a total amount of more than \$5,525 through check 2There is an emergency, such as malfunctioning of the equipment facilities or communication interruption 3The check was redeposited 4Your account is repeatedly overdrawn or new Here are some commonly asked questions about filling out a deposit slip. Would I ever need to use the back of the deposit slip? You might have to use the back of the deposit slip if you are depositing multiple checks. Deposit slips in some banks have extra boxes at the back where you fill in details about the additional checks. What if I write the wrong date? If you write the wrong date on the deposit slip, it shouldn't be a serious problem since the bank stamps a date and time on the slip, which is what will normally be used to mark the date of the deposit. Despite this, you should be careful about mistakes when filling in the deposit slip. Where is the routing number? You will find the routing number at the bottom of the slip, along with your account number if it is a pre-printed form. The routing number you use for setting up direct deposit may not be the same as the one printed on the slip. Make sure you confirm with the bank and use the correct routing number. When do I have to sign a deposit slip? You are typically only required to sign a deposit slip if you want to get cash back from the deposit. If you are depositing money through an ATM, no deposit slip is required, so you do not have to sign anything. Download Article Download Article A checking deposit slip is a small written form that is used to place funds into your account. It indicates the deposit date, name and account number of the depositor, and the monetary amount to be deposited in the form of checks, and cash. It's filled out much like a regular check, but it includes various deposit kinds. Read on to find out how to properly fill out a checking deposit slip. 1 Gather your checkbook. Then, look to the very back of your checkbook, behind all of your checks. That's where you'll find your slips. The deposit slip pages are usually of a different color than your checks, and have Deposit Ticket/Slip written above your name and address. If for some reason you can't locate your deposit slips, or you simply don't have any, go to your bank and ask a teller for more slips. 2 Ensure that your name and address are printed on the slips. Your checks have your name, address, and sometimes phone number written on them. The same information should be present on your deposit slips. Look to the upper left side corner of your slips to make sure your information is displayed correctly. [1] Advertisement 3 Locate your account number. Much like your name, address, and sometimes phone number, your deposit slips should have your account number printed on them. Look to the bottom of the slip, and locate two separate strings of numbers. The first set of numbers is your routing number, and the second set is your account number. [2] If your information isn't already displayed on your deposit slip, you need to fill it in. Follow the next step. 4 Write your name, account number and date. It's unlikely that your slip won't already contain this information. But if it doesn't, or you got a blank slip from your bank, make sure to fill in this information. You'll see a few blank lines on the upper left side corner. Fill in your name, the date, and your account number. [3] If you're unsure about your account number, you might be able to look it up online through your bank's site. You can also go to your bank, and ask a teller to provide that information. Use black or blue ink, rather than a pencil or colored ink. Advertisement 1 Fill in the date. If you've already taken care of writing the date on the slip, you can skip this step. If your deposit slip already contained your personal information, look to the left side of the slip. Write the date of when you wish to use the slip in the space provided, next to Date. [4] 2 Sign the slip. Sign your name in the space provided right below the date. [5] The space for your signature will say: Sign here if cash received from deposit. If you don't wish to receive cash back from this transaction, you can leave this space blank. 3 Enter the amount of cash you're depositing. Look to the right side of your deposit slip. You'll note various columns composed of rows of blanks alongside your slip. The very first line will say Cash next to it. If you're depositing cash, write down the full amount in the box lines next to Cash. 4 Write down the amount for the check(s) you'd like to deposit. Right below the Cash line, you'll see two lines of boxes provided for check deposits. These lines might be labeled as Checks with blank lines in front of the box lines, or not at all. In any case, the lines following the Cash space are reserved for deposits made in the form of a check. [6] Write the check number(s) in the blank lines, and the amount in the box lines. It can help to list your checks in ascending or descending order. [7] 5 Note the first line below Checks. Following the check deposits, you'll see a line labeled as Checks or Total From Other Side. This simply means that if you have more than two checks, you can enter them on the back of the deposit slip. Then, write the combined check total on the front side where it's indicated. 6 Fill in the subtotal. Below the line reserved for the total amount in checks, it'll say Subtotal. This is where you write down your cash deposit amount plus your combined check deposit amount. Add the sums up, then write it down next to Subtotal. [8] Double-check your math to make sure that your balance equals the balance on the deposit slip. The bank teller isn't going to do the math again for you; he back end of the bank is going to make the adjustment, which makes things complicated. [9] 7 Write down how much cash you'd like to get back. The line below Subtotal will be labeled as Less Cash. This is where you indicate how much cash you'd like to receive from this deposit slip. If you don't want any cash, enter 0 in this line. If you entered cash to receive from the deposit, subtract that amount from the Subtotal. Then, write down the amount on the very last line labeled as Net Deposit. 8 Visit your bank. Take your deposit slip, checks and cash, and visit your banking institution. Proceed to the teller, and hand her or him your deposit slip and funds. Advertisement Add New Question Question Why would I ever need to use the back of the deposit slip? If you have multiple checks that you'd like to deposit at once with a teller. Question 1 was taught to write the bank clearing number, for example: 68-54, and now they use the check number. When did that change? It didn't. You can still use the bank "fractional" number. Question What do I enter in the check listing spaces when filling out a bank deposit slip? Enter the "fraction" number of the bank branch where the check originated and the amount of the check. The fraction (financially involving a hyphen and a slash mark) is printed on the check just below the check number. See more answers Ask a Question Advertisement Thanks for reading our article! If you'd like to learn more about checks, check out our in-depth interview with Gina D'Amore. This article was co-authored by Gina D'Amore. Gina D'Amore is a Financial Accountant and the Founder of Love's Accounting. With 12 years of experience, Gina specializes in working with smaller companies in every area of accounting, including economics and human resources. She holds a Bachelor's Degree in Economics from Manhattanville College and a Bookkeeping Certificate from MiraCosta College. This article has been viewed 1,322,471 times. Co-authors: 36 Updated: March 10, 2025 Views:1,322,471 Categories: Checks and Checkbooks Print Send fan mail to authors Thanks to all authors for creating a page that has been read 1,322,471 times. "It helped me lot in my project that I was struggling with. 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