

Cash counting/presenting cash for deposit

For cash included with deposits, cash should be presented with all bills face-up and in the same direction, grouped together by denomination. This will allow the most efficient process for all parties.

Large sums should be bundled as follows:

\$100s - paper clipped by \$1000 (10 bills)

Rubber banded by \$5000 (50 bills)

\$50s - paper clipped by \$1000 (20 bills)

Rubber banded by \$5000 (100 bills)

\$20s - paper clipped by \$100 (5 bills)

Rubber banded by \$500 (25 bills)

\$10s - paper clipped by \$100 (10 bills)

Rubber banded by \$500 (50 bills)

\$5s - paper clipped by \$100 (20 bills)

Rubber banded by \$500 (100 bills)

\$1s - paper clipped by \$25 (25 bills)

Rubber banded by \$100 (100 bills)

Any bills not bundled in units above should be left loose to prevent confusion.

Coins – if you frequently have coins in your deposit, the cashiers can provide coin wrappers. The cashiers DO NOT have access to a coin-counter, all coins must be sorted/counted by hand.