

How to Prepare your Bank of Hawaii Deposit Bag



STEP 1



1. Fill out all information completely.

- **Date:** Date that the deposit bag is prepared
- **From:** Your business name
- **Cash:** Total dollar amount of cash (including coins)
- **Check:** Total dollar amount of check(s)
- **Total Deposit:** Total dollar amount when adding the cash amount and check amount
- **Prepared By:** Initials of the individual who prepared the deposit bag

STEP 2



2. Tear off the perforated receipt at the top of the deposit bag. Please retain for your own records.

STEP 3



3. In loose form, place cash (including coins) and checks in the pocket of the deposit bag with a copy of your completed deposit ticket.

- The deposit ticket should include your cash total, check total and total dollar amount of your deposit.
- Double check that the total dollar amount of cash and check(s) match what is written on the deposit ticket.
- Ensure that all non-valued materials are not mixed in with the deposit (paper clips, staple, rubber bands, etc.).

STEP 4



4. To secure your deposit, remove the silver plastic release liner from the adhesive and press bag together to seal.



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Please do not include any non-valued material in the bag (paper clips, staples, rubber bands, etc.).



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