How to Prepare your
Bank of Hawaii Deposit Bag

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

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

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.).

4. To secure your deposit, remove the silver plastic release liner from the adhesive and press bag together to seal.
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Fill out all information completely. Tear off the perforated receipt at the top of the deposit bag. Please retain for your own records.

STEP 2
In loose form, place cash (including coins) and checks in the pocket of the deposit bag with a copy of your completed deposit ticket.

STEP 3
To secure your deposit, remove the silver plastic release liner from the adhesive and press bag together to seal.

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