

## Quick Tip 4 – How to Use RBC Deposit Slips

This reference will show you how to use the RBC deposit slips. **Note: deposit slips are only for those banking with RBC.**

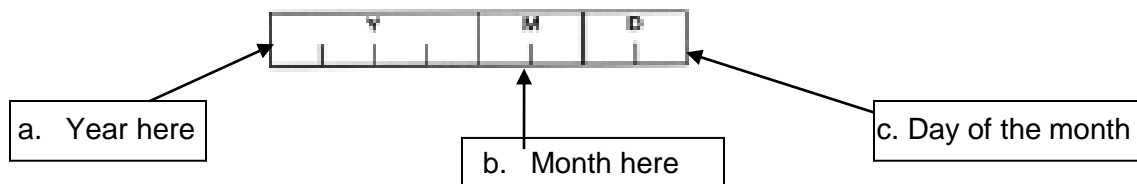
### Step 1: Correct Unit Information

- a) Check that your Unit ID is printed correctly
- b) Check that your Unit Name is also printed correctly

**\*note that the Unit ID printed on this example will be different than your Unit ID**

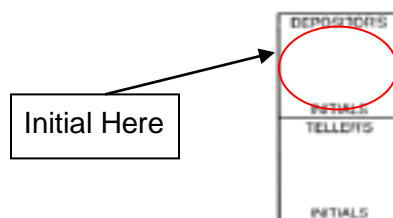
### Step 2: Date

- a) The first 4 blocks will be for the year the deposit is taking place. Begin by filling out the year (ex. 2013)
- b) The 2 blocks beside the year will be for the month. (ex. if it's August it will be 08)
- c) The last 2 blocks will be for the day of the month (ex. 2<sup>nd</sup> of the month)
- d) It will look similar to this: 2|0|1|3|0|8|0|2



### Step 3: Depositor's Initials

Initial in the box where it says Depositor's Initials. It will be the top square box.



### Step 4: Unit User ID

\*Do not enter anything in the 'Transit' and 'Account Number' boxes. These are already pre-encoded on the bottom of the deposit slip.

Write your 6-digit unit USER ID on the back of each cheque before deposit.

# Girl Guides of Canada, Ontario Council: How to Use RBC Deposit Slips

**DEPOSIT SLIP**      **METHOD**  
 NATIONAL DIRECT DEPOSIT SERVICE      0/1

**ROYAL BANK OF CANADA**  
 BLOOR AND YONGE BRANCH  
 2 BLOOR ST E  
 TORONTO ON M4W 1A8

Y   M   D

DEPOSITORS  
 INITIALS  
 TELLER'S  
 INITIALS

TRANSIT

ACCOUNT NUMBER

CREDIT ACCOUNT OF

**GIRL GUIDES OF CANADA**  
 UNIT # 003373  
 5TH WHITBY GUIDES

VISA AND CHEQUES

VISA VOUCHER TOTAL

DETAILS	CASH (BILL, COIN, FUNDS)
X 5	
X 10	
X 20	
X 50	
X 100	
X	
COIN	
COIN CASH TOTAL	
VISA & CHQS FORWARDED	
RATE	
RATE	

NET DEPOSIT

00000033731761# 00007020003# 0000011702# 89

Unit User ID

Leave both blank

## Step 5: Cash Breakdown

- Give a breakdown of the cash you are depositing by filling out "details" column. You will determine the amount of cash broken down by how many \$5 bills, \$10 bills, \$20 bills etc.

For Example: If you have \$25.00 that you are depositing; you will have 1 x 5 and 2 x 10 to equal \$25.00.

DETAILS	CASH (BILL, COIN, FUNDS)
X 5	
X 10	
X 20	
X 50	
X 100	
X	
COIN	
COIN CASH TOTAL	
VISA & CHQS FORWARDED	
RATE	
RATE	

Number of each bill

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b. On the "Cash" side of the column you will total up the amounts from the "details" side.

For example:

1 x 5 = 5.00

2 x 10 = 20.00

Totalling \$25.00

DETAILS	CASH (INCL. COIN)
X 5	
X 10	
X 20	
X 50	
X 100	
X	
COIN	
CON	
CASH TOTAL	
VISA & CHQS FORWARDED	
RATE	
RATE	

Write in the sum of each amount

c. At the bottom of that column there will be a box where you write in the total amount of cash that you are depositing.

DETAILS	CASH (INCL. COIN)
X 5	
X 10	
X 20	
X 50	
X 100	
X	
COIN	
CON	
CASH TOTAL	
VISA & CHQS FORWARDED	
RATE	
RATE	

Write amount of cash here

For example:

If you have a total of \$25.00 you will write in 25.00

**\*note the column after the dotted line is where you will write in the cents.**

## Step 6: Cheque Amounts

If you are doing a deposit of cash along with a cheque you need to break down how much is cash and how much is from the cheque. You need to write this total in 2 places.

VISA AND CHEQUES		DETAILS	CASH (INCL. COIN)
	VISA VOUCHER TOTAL	X 5	
		X 10	
		X 20	
		X 50	
		X 100	
		X	
		COIN	
		CON	
VISA & CHEQUE TOTAL		CASH TOTAL	
US CASH TOTAL		VISA & CHQS FORWARDED	
US CHEQUE TOTAL		RATE	
		RATE	

Write the chq(s) sum

NET DEPOSIT

### Step 7: Total Deposit Amount

Add up the total amount of cheques and the total amount of cash and write it in the bottom of the deposit slip.

This is where you will write in the total amount of the entire deposit amount. The dollars go first and any cents gets written in the last two boxes.

### Step 8: Copies of the slips

RBC will give you two copies of the deposit slip. You must send one copy to your Unit Banking Clerk and the other copy can be kept for your records. After the transaction shows up under your Revenue, you can enter the transaction number on the deposit slip, scan it (or take a picture with your phone or camera) and email it to your Unit Banking Clerk..

It is not necessary to itemize each cheque you are depositing, or the amount per girl. Only the totals are required on the deposit slip. If you wish to keep your own itemized records you can do so on one of the copies of the deposit slip that you keep, or in a separate spreadsheet. Your Unit Banking Clerk does not require this information, nor does the bank. If depositing funds for multiple categories, this should be noted in your web banking allocation ex. Dues \$25.00, Taxable Revenue \$150, etc. (See Quick Tip 5 - Allocating a Deposit)