

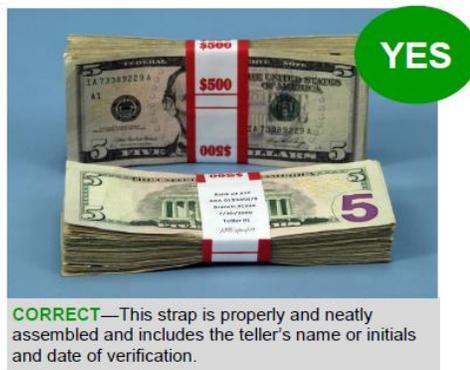
FedCash® Services Revised Deposit Visual Reference Guide Now Available

Effective January 4, 2016, the Federal Reserve Banks amended [Operating Circular 2](#) (OC-2) *Cash Services* and the [Cash Services Manual of Procedures](#) (CSMOP).

To reflect the OC-2 and CSMOP changes and help your organization comply with new or revised depositing procedures, the [Deposit Visual Reference Guide](#) has recently been updated and is now available online and in a printable format on FRBservices.org.

The *Deposit Visual Reference Guide* is a supplement to the CSMOP and is not all inclusive of the depositing requirements. The guide depicts examples of correct and incorrect currency and coin deposits and a description of how those deposits should be prepared.

In addition, the updated guide features a new user-friendly format, as shown in the excerpt below.



What you **SHOULD** do

- A strap is a package of 100 notes.
- All straps must contain 100 notes of the same denomination and must have only one band around them.
- Include only U.S. currency. Under no circumstances should coin or other valuables be included.
- All paper clips, staples and/or rubber bands must be removed.



What you **SHOULD NOT** do

- Sub-straps, which are a strap of 100 notes subdivided by multiple straps, are not permitted.
- Currency identified as mutilated or contaminated must NOT be included in same straps with fit currency (refer to CSMOP (https://www.frbservices.org/regulations/operating_circulars.html) for instructions on sending mutilated currency to the Bureau of Engraving and Printing (BEP) and depositing contaminated currency with the Federal Reserve).

Excerpt image from the updated *Deposit Visual Reference Guide*

For questions about the revised depositing procedures, please contact your local FedCash Services representative using [Contact Us](#).

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