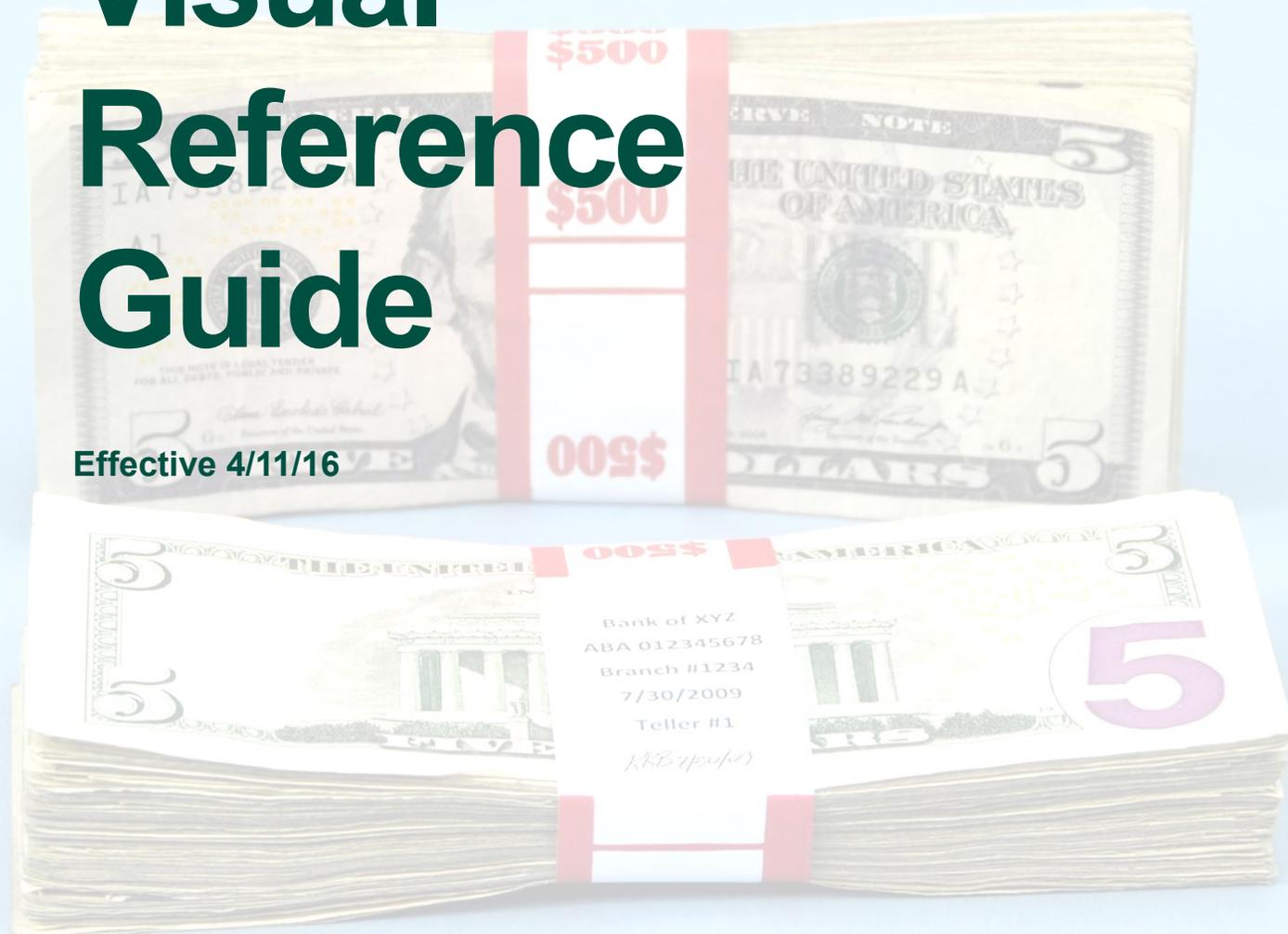


Deposit Visual Reference Guide

Effective 4/11/16



Please note: This guide is a supplement to the Cash Services Manual of Procedures (CSMOP) (https://www.frbervices.org/files/regulations/pdf/operating_circular_2_csmop_010416.pdf) (PDF) and is not all inclusive of the requirements.

If you have further questions regarding deposit requirements, contact your servicing Reserve Bank at https://www.frbervices.org/businesscontinuity/cash_info.html.

The Deposit Visual Reference Guide can also be found online at <https://www.frbervices.org/operations/currency/deposit-visual-reference-guide.html>.

Introduction

This guide is a supplement to the Cash Services Manual of Procedures (CSMOP) and is not all inclusive of the requirements. If a deposit does not comply with these guidelines, it may be rejected by the servicing Federal Reserve Bank and returned to the depositor at their expense, or differences associated with these errors may be charged to the depositor.

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Currency within a Strap



CORRECT—Denomination \$1-\$20—Notes within a strap can be arranged without regard to facing or direction.



CORRECT—Denomination \$50-\$100—Notes within a strap must face portrait side up, but can be in one direction or in mixed directions.



INCORRECT—Denomination \$50-\$100—All notes within the strap are not facing portrait side up.

What you **SHOULD** do

All Notes

- All notes in a deposit must be clearly more than 50% of a note to receive credit.
- Unfit currency, currency that is not suitable for further circulation due to its physical condition (torn, dirty, limp, worn or defaced), should be included in your regular deposit(s).
- Notes should be straightened, and all corners and edges should be aligned.

Denomination \$1-\$20

- Notes within the strap may be packaged without regard to direction or facing.

Denomination \$50-\$100

- Notes must face portrait side up.
- The face-forward orientation of the portrait may be right-side up or upside-down.

Straps



CORRECT—This strap is properly and neatly assembled and includes the teller's name or initials and date of verification.



INCORRECT—This strap contains sub-straps, rubber bands and paper clips.

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.frb.services.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).

Bands



CORRECT—The strap has a single band of proper color-coding and material, and includes the teller's name or initials and date of verification. In addition, the band has no excess flap.



CORRECT—This band has no excess flap.



INCORRECT—Do not use bands with loose flaps to help avoid processing machine jams.

What you **SHOULD** do

- A band is a strip of paper material used to bind or hold together a strap.
- Each strap must be bound by only one band.
- Bands must be color-coded (along the edges) to conform to existing standards of the American Bankers Association ("ABA").
- Band material must be between 1.00 to 1.57 inches wide with an approximate weight of 100 g/sqm, made of paper and not synthetic materials.
- Bands should indicate the dollar amount of currency in the strap, the date of verification and the initials or names of the persons who verified the strap.
- The length of the band must be such that the band wraps the strap once with minimal overlap, so no loose flaps are remaining beyond the adhesive. Loose flaps cause processing machine jams.
- For correct placement of bank stamps refer to section "Stamps," on page 6.

What you **SHOULD NOT** do

- Do not use bands with loose flaps to help avoid processing machine jams.
- Do not use brown paper bands, that is, those bands made of recycled stock paper, as they do not image well. We strongly encourage the use of white paper bands to ensure information is clearly captured when imaged.

Stamps



YES

CORRECT—The stamp is in black ink, shows the required deposit information and includes the teller's name or initials and date of verification.



NO

INCORRECT—The stamp shows the use of red ink.



NO

INCORRECT—The stamp shows a blurred stamp that is unreadable.

What you **SHOULD** do

- Each band must be stamped with the following information:
 - ◊ Institution's name;
 - ◊ ABA routing number; and
 - ◊ Four-digit endpoint number (branch number) of the depositing office (a band without an office identification number is deemed to be from the institution's head office).
- Use black ink on the stamp to help ensure good quality images.
- Use large and easy-to-read font on your stamp.
- Refresh ink pads frequently.

This section is continued on the following page.

Stamps (continued)



CORRECT—Denomination \$1-\$20—The bank stamp is placed on either side of the strap without regard to facing.

What you **SHOULD** do

Denomination \$1-\$20

- The bank stamp on the band may be placed on either side of the strap, without regard to the portrait, however, straps within the bundle must be arranged such that all bank stamps face the same direction. (See pictures in section “Straps within a Bundle,” on page 9).

Denomination \$50-\$100

- The bank stamp must be placed on the back outside of the band, not the portrait side.



CORRECT—Denomination \$50-\$100—The stamp is placed on the back outside the band, not the portrait side.



INCORRECT—Denomination \$50-\$100—The stamp is on the portrait side of the band.

Bundles



CORRECT—The bundle is properly and neatly prepared.



INCORRECT—The bundle includes multiple rubber bands and straps.



INCORRECT—The straps are bundled so tightly it is causing damage to the notes.

What you **SHOULD** do

All Notes

- A bundle consists of 1,000 notes of the same denomination in ten equal straps of 100 notes each.
- Straps must be bound together, for example, with two tight-fitting rubber bands.

Denomination \$1-\$20

- Deposit(s) must contain full bundles.

Denomination \$50-\$100

- Deposit(s) must be in full straps or bundles.

What you **SHOULD NOT** do

All Notes

- The bundle must not contain mixed denominations.
- Rubber bands used to hold the straps together should not be so tight as to cause damage to the notes.
- Use zip-ties or Tyvek bands to secure bundles of currency.

Straps within a Bundle



YES

CORRECT—Denomination \$1-\$20—All the stamps in the bundle face in the same direction.

What you **SHOULD** do Denomination \$1-\$20

- Straps within the bundle must be arranged such that all bank stamps face the same direction.

This section is continued on the following page.



NO

INCORRECT—Denomination \$1-\$20—The stamps in the bundle face in multiple directions.

Straps within a Bundle (continued)



YES

What you **SHOULD** do Denomination \$50-\$100

- The bank stamp must be placed on the back outside of the band, not the portrait side.
- Straps within the bundle must be arranged such that all bank stamps face the same direction.

CORRECT—Denomination \$50-\$100—The straps are arranged with all bank stamps in the same direction, with stamps on the back outside of the straps.



NO

INCORRECT—Denomination \$50-\$100—The bank stamps are on the portrait (wrong) side of the straps even though the straps are all arranged in the same direction.

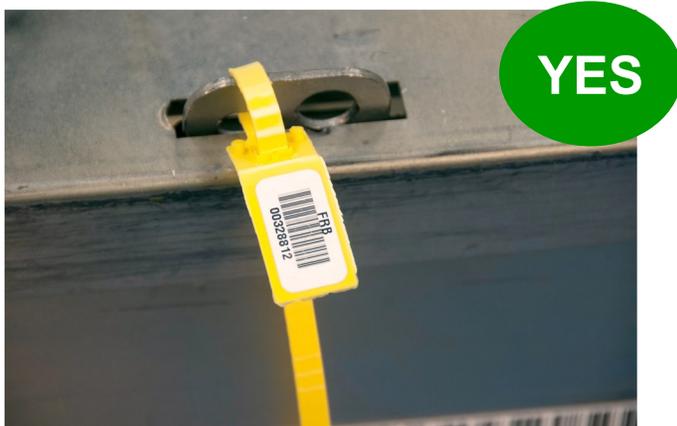
Currency Bags/Containers



CORRECT—The currency bag is properly labeled with a typed or handwritten institution's identification and deposit information.



CORRECT—The currency bag is secure with a tamper-evident plastic seal, and the tag is attached to the seal. In addition, the currency bag is properly and tightly cinched based on the size of the deposit.



CORRECT— Containers must be secured with tamper-evident seals that have unique seal numbers.

What you **SHOULD** do

- Only clear plastic bags or clear plastic/ metal containers may be used for deposits.
- Plastic bags must be at least 5 mils thick or the equivalent in strength and durability.
- The bags/containers of deposits must be securely sealed with a tamper-evident seal, so that any unauthorized access is easily detected, and the bags must be free of holes and tears.
- The bags/containers must bear the institution's identification (logo and/or name).
- If using plastic seals, each bag should have a bag tag attached to the seal or within a compartment of the bag separate from the currency.
- The tag must indicate ABA number, bank/ branch name, and dollar amount of the contents on each bag.
- The tag should indicate the bag number (e.g. "Bag__of__").
- If using a large-capacity currency bag for a small deposit, please be sure to cinch or seal the bag in such a way to prevent tearing of the straps or breaking the bundles in transit.
- Containers must be secured with tamper-evident seals that have unique seal numbers; the seal numbers must be provided to your servicing Federal Reserve Bank, see CSMOP Section 4.1.

Your servicing Federal Reserve Bank requires you to include a deposit document or ticket with your deposit. Consult with your servicing Federal Reserve Bank for specific policies and procedures.

This section is continued on the following page.

Currency Bags/Containers (continued)



NO

What you **SHOULD NOT** do

- A full bag must not contain more than 16 bundles of currency.
- The bag tag should not be placed inside the bag.



NO

INCORRECT—The currency bag contains loose notes/straps, or a small deposit is placed in a large bag with the tag inside the bag.



NO

INCORRECT—Small deposits are placed in large bags that are not cinched properly, and the tag is placed inside the bag.

Contaminated Currency



CORRECT—The contaminated deposit is properly prepared with double bags, separated from a normal deposit and is marked with the word “contaminated.”

What you **SHOULD** do

Contaminated currency is currency that has been damaged by or exposed to contaminants, poses a health hazard or safety risk, and cannot be processed under normal operating procedures.

Institutions should obtain as much information as possible from their customer regarding the type and extent of the contamination before contacting the servicing Federal Reserve Bank to deposit contaminated currency.

- Contaminated currency should be kept separate from normal deposits.
- Contaminated currency should be prepared by denomination, in straps of 100 notes and bundles of 10 straps whenever possible.
- Contaminated currency must be double-bagged in a manner that does not inhibit the view of the bagged contents.
 - ◇ **Inner Bag**
The inner bag must be a strong, tamper-evident, clear plastic currency bag purchased by your institution for depositing with the Federal Reserve Banks, or an autoclave bag currently provided by the Federal Reserve Bank of Richmond and its Baltimore Branch upon request and free of charge.
 - ◇ **Outer Bag**
The outer bag must also be a strong, tamper-evident, clear plastic currency bag used by your institution for depositing with the Federal Reserve Banks.
- The word “CONTAMINATED” should be written in permanent marker and in large letters on the outside of the outer currency bag in a manner that does not inhibit the view of the bagged contents.

This section is continued on the following page.

Contaminated Currency (continued)



CORRECT—Less than 100 notes of a single denomination are stapled in a fan shape in such a way that each note can be clearly denominated and piece counted.

What you **SHOULD** do

- Less than 100 notes of a single denomination should be strapped and marked with the piece count and dollar amount. Where practical, an institution may elect to forego the strapping requirement and staple the notes in a fan shape in such a way that each note can be clearly denominated and piece counted.
- Provide advance written notification to your servicing Federal Reserve Bank of the incoming contaminated currency deposit arriving at the Federal Reserve Bank dock by completing the FedCash Services Contaminated Currency form (https://www.frb services.org/forms/fedcash_services.html) and send it via email or fax to the Federal Reserve Bank of deposit prior to sending contaminated currency to the cash dock.
- Complete a separate Federal Reserve Bank deposit document providing the denominational breakdown and total of the contaminated currency and attach to the **outer** bag.

This section is continued on the following page.

Contaminated Currency (continued)



INCORRECT— The contaminated deposit is not double bagged in a manner that the contents of the bag are visible.



INCORRECT—The contaminated deposit is not double bagged or marked with the word “contaminated.”



INCORRECT— The contaminated deposit is not double bagged in a manner that the contents of the bag are visible.

What you **SHOULD NOT** do

- No extraneous items should be inside or between the inner and outer bags. Extraneous items include paper clips, the deposit document and any other type of document or bag tag.
- Double-bagging should not inhibit the view of the bagged contents.
- If proper advance notification of a contaminated currency deposit does not occur, or if proper packaging requirements are not met, the Federal Reserve Banks reserve the right to return the deposit to the institution. For more information, contact your local Cash office (<https://www.frbervices.org/contacts/index.jsp>).

Review the *Contaminated Currency and Coin Policy* (http://www.frbervices.org/operations/currency/contaminated_currency_coin.html) for complete details on handling contaminated currency and coin.

Mutilated Currency



EXAMPLE — This example shows buried currency.

What you **SHOULD** do

The Federal Reserve **DOES NOT** accept deposits of mutilated currency.

Mutilated currency is currency that has been damaged to the extent that one-half or less of the note remains, or its condition is such that its value is questionable and special examination by trained experts at the BEP (<http://www.bep.treas.gov/>) (Off-site Link) is required before any exchange is made.

- Burnt currency that is clearly less than one-half a complete note and cannot be handled without compromising its integrity is considered mutilated currency.
- Mutilated currency must be sent directly to the BEP's Mutilated Currency Division with a letter stating the estimated value of the currency and an explanation of how the currency became mutilated.

This section is continued on the following page.

Mutilated Currency (continued)



EXAMPLE — This example shows burnt currency.



EXAMPLE — This example shows liquid damaged currency.

What you **SHOULD NOT** do

- Unfit contaminated, but not mutilated, currency should not be sent to the BEP's Mutilated Currency Division. The Federal Reserve processes this currency; however, currency that is both contaminated and mutilated should be sent to the BEP's Mutilated Currency Division.
- Currency that is clearly more than one-half, but less than a complete note, heavily soiled, limp, worn or torn, is not considered mutilated, and should be included in a normal deposit.
- **Do not send suspect counterfeit currency** to the BEP's Mutilated Currency Division as a mutilated claim. For more information on counterfeit currency, visit Handling Counterfeit Currency (https://www.frbervices.org/operations/currency/handling_counterfeit_currency.html).

You may call the BEP's toll-free number, 1-866-575-2361, or visit the BEP Web site (<http://www.bep.treas.gov/>) (Off-site Link) to obtain more information on shipping instructions for mutilated currency, and to see photographic examples of mutilated currency.

Coin Deposits



YES

CORRECT—The currency bag is correctly secured with a tamper-evident plastic seal and a correct color-coded tag, based on denomination, containing institution identification.

What you **SHOULD** do

- Sack loose coin by denomination in plastic or canvas bags.
- If using canvas bags with a tamper-evident plastic/string tie and lead seals, attach the tags, showing the denomination, dollar amount, depositor's name and four-digit endpoint number to the seal; do not place the tag inside the bag.
- If using plastic bags, each bag must be tamper-evident and have a label on the opposite side of the handle showing denomination, dollar amount, depositor's name and ABA with four-digit endpoint number.

This section is continued on the following page.



YES

CORRECT—The tamper-evident plastic bag is correctly labeled with the institution identification based on the denomination, with the dollar amount.



NO

INCORRECT—The canvas bag is incorrectly sealed with a non-tamper-evident seal, and the seal was applied loosely. The bag also doesn't contain a tag.

Coin Deposits (continued)



NO

INCORRECT—Different denominations of coin cannot be mixed in the same bag.

What you **SHOULD NOT** do

- When preparing a coin deposit, make sure to piece count and verify the coin and not mix coin of different denominations in the same bag. Bags found to have mixed denominations may be rejected by the servicing Federal Reserve Bank and returned to the depositor at their expense, or differences associated with these errors may be charged to the depositor.
- Susan B. Anthony, Native American and Presidential dollar coins may be bagged together, but they must be bagged separately from Eisenhower dollars.
- Deposits of boxed or wrapped coin are not accepted.



NO

INCORRECT—For one dollar coins, Eisenhower dollars must be separated from all other dollar coins.

Your servicing Federal Reserve Bank may require you to include a deposit document or ticket with your deposit. Consult with your servicing Federal Reserve Bank for specific policies and procedures.



NO

INCORRECT— Rolled coin and boxed coin cannot be deposited.

Plastic Coin Bags



CORRECT—The plastic bags are stacked on the pallet with all labels facing out.



INCORRECT—The plastic bags are stacked on the pallet with all labels facing inward.

What you **SHOULD** do

- Coin deposits may be made in either traditional standard canvas bags with tamper-evident seals or tamper-evident clear plastic bags.
- Clear plastic bags must meet the following requirements:
 - ◇ Must possess a tamper-evident seal;
 - ◇ Reinforced handle able to withstand hang test with +100 lb. load or the equivalent in strength and durability;
 - ◇ Material must be 6.5-mil gauge or the equivalent in strength and durability;
 - ◇ Size must approximate that of a standard canvas bag;
 - ◇ Contents must be clearly visible through the packaging material; and
 - ◇ Each bag must have a label on the opposite side of the handle showing the denomination, dollar amount, institution's name and ABA routing number (with four-digit branch code).

Canvas Coin Bags



YES

CORRECT—The canvas bags are stacked on the pallet with all labels facing out.



NO

INCORRECT—The canvas bags are stacked on the pallet with all labels facing inward and some bags show evidence of holes and tears.

What you **SHOULD** do

- Canvas bags must meet the following requirements:
 - ◇ Each canvas bag must have a color-coded tag, in accordance with the ABA standards based on denomination;
 - ◇ The tag must contain the denomination, dollar amount, institution's name and ABA routing number with four-digit branch identifier; and
 - ◇ A tamper-evident seal with the institution's identification must be used.
- If depositing in pallets, bags should be neatly stacked.

What you **SHOULD NOT** do

- Bags should not be torn or damaged.

Bent or Partial Coin



EXAMPLE —This example shows bent or partial coin.

The Federal Reserve **DOES NOT** accept deposits of bent or partial coin.

- Coin classified as bent or partial should be forwarded directly to the U.S. Mint (for the address, refer to CSMOP (https://www.frbervices.org/regulations/operating_circulars.html)).
- Bent or partial coin is not redeemable at face value; it is redeemable only at its bullion (metal) value as established by the Director of the U.S. Mint.



EXAMPLE —This example shows bent or partial coin.