

How to Fill Out a Deposit Slip

- 1 Write in the account number of the account to which you wish to add money, today's date and your name.
- 2 When depositing cash, add up the cash and place the amount in the box marked "Cash Amount."
- 3 If you're depositing checks, be sure to sign the back of each check. By endorsing the check, you are safeguarding the check. If you are depositing the entire amount of the check into your account, please write "For Deposit Only."
- 4 When depositing more than one check at the same time, write the amount of each check on your deposit slip by using a separate line on the deposit slip to list the amount of each check.
- 5 In the "Subtotal" line, please write the total amount of the cash and checks that you wish to deposit.
- 6 You can get cash back from your deposit as long as it is less than the deposit amount. If requesting cash back, write that amount on the next line labeled "Cash Back" and sign the deposit slip on the signature line.
- 7 In the box marked "Total Deposit," please write the total amount of your deposit, including checks and cash. For deposits with cash back, this is the total of the items you wish to deposit less the amount you request to receive in cash.
- 8 Please provide the completed deposit slip along with the cash and/or checks to the Chevy Chase Bank Customer Service Representative who will take your deposit and provide you with a receipt.

Filling out a Deposit Slip and Endorsing a Check

Branch Deposit Slip

1 Write in the account number, today's date and your name.

2 When depositing cash, add up the cash and place the amount in the box marked "Cash Amount."

4 When depositing a check, write in the amount in the box marked "Checks."

5 Add up the total amount of cash and/or checks you wish to deposit.

6 Write in amount of cash back.

7 Write the total amount of your deposit.

DEPOSIT TO ACCOUNT #	CASH AMOUNT \$
0123456789	22550
DATE 03/22/2007	CHECKS \$ 123000
NAME Su nombre	73025
SIGNATURE Su firma	SUBTOTAL 210575
	CASH BACK 18575
	TOTAL DEPOSIT \$ 200000

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150.00

237.00

387.00

387.00

CHEVY CHASE BANK

Personal Deposit Slip from your Checkbook

Endorsing a Check

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Su firma aqui

For deposit only

Because it can take a few days to process the checks you are depositing, we encourage you to verify that the amount you deposited is available when you are ready to withdraw cash or write checks from your account.