Quick Reference – How to complete a Canadian deposit

What you need:
1. Canadian Deposit Stamp with Department Cost Centre and Name (please email banking@yorku.ca for instruction on how to order the stamp)
2. Bank of Montreal Deposit bag (pick up/order from York Lanes Bookstore)
3. Canadian Deposit form (Finance Forms Website)

Steps to complete a Canadian deposit:
1. Complete form according to the instructions provided on the form.
2. Stamp the back of the cheques with the department bank stamp. See below an example of the deposit stamp.
   *(Note: The stamp helps General Accounting trace the cheque back to the department that deposited the cheque in case of any issues that occur with cheques)*

![Deposit Stamp Example](image)

3. Click the "Print" button at the bottom of the form, three copies of the completed forms will be printed.
   a. Two copies of the deposit form go into the deposit bag with cheques/or cash.
   b. One copy stays in the department with cheque stubs and/or copies of cheques.

4. Email a copy of the completed deposit form to banking@yorku.ca
   *(Note: This step is mandatory to ensure that General Accounting records the deposit(s) against your cost center)*

5. Prepare the deposit bag:
   a. Seal the deposit bag
   b. Write the following detail on the deposit bag:
      - York University
      - Department Name:
      - Depositor’s Name:
      - Dollar Value: $

6. Take the deposit bag to BMO at York Lanes and place it in the drop box outside of the bank entrance.