

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)



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.