

## BMO electronic Business Account Deposit Slip for deposits made via Branch, Night Deposit and ABM

How to complete your electronic Business Account Deposit Slip:

1. Complete mandatory fields on the top left and right sides of Deposit Slip:
  - Name of Account
  - Date
  - Transit and Account Number
2. On the left side of the Deposit Slip, complete:
  - The Cheque Identification (i.e. Name on Cheque and/or Cheque Number) with corresponding dollar amount
  - Enter the total number of cheques listed on the deposit slip in the “# of Cheques field”
3. On the right side of the Deposit Slip, add the total amount of Cash, Coins, and MasterCard as it appears in the deposit

**Note:** The form will automatically calculate Subtotal and Total fields.

4. Print copies of the completed Deposit Slip, one for your records and one to be submitted with the deposit. Initial both copies of the Deposit Slip in the Depositor’s box located at the top right corner.

**BUSINESS ACCOUNT DEPOSIT SLIP**

INITIALS

DEPOSITOR'S	TELLER'S

NAME OF ACCOUNT

DATE  TRANSIT NO.  ACCOUNT NO.

DD / MMM / YYYY

CREDIT

DATE  TRANSIT NO.  ACCOUNT NO.

DD / MMM / YYYY

**LIST OF CHEQUES**

PLEASE LIST FOREIGN CHEQUES ON SEPARATE DEPOSIT SLIP

CHEQUE IDENTIFICATION	AMOUNT		
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

CASH COUNT	AMOUNT		
X 5			
X 10			
X 20			
X 50			
X 100			
X			
X			
<b>TOTAL CASH (NOTES) DEPOSITED</b>	<b>\$</b>		
X \$1 COIN			
X \$2 COIN			
X			
X			
Loose Coin			
<b>TOTAL COIN DEPOSITED</b>	<b>\$</b>		
MASTERCARD	<b>\$</b>		
# OF CHEQUES	<b>TOTAL CHEQUES DEPOSITED</b>	<b>\$</b>	

# OF CHEQUES	<b>TOTAL CHEQUES DEPOSITED</b>	<b>\$</b>		
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<b>TOTAL CHEQUES DEPOSITED</b>	<b>\$</b>		
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