

MAKING A DEPOSIT

STEPS:

1. FILL OUT DEPOSIT PACKET
2. PRINT DEPOSIT TRANSMITTAL FORM ONLY
3. DEPOSIT AT TATE BUSINESS OFFICE

NOTES:

1. DEPOSIT PACKET REQUIRED
 - a. You must fill out the form prior to making your deposits.
2. INCLUDE IMAGES OF CHECKS
 - a. If depositing checks, include pictures in the deposit packet.
3. STUDENTS MUST MAKE DEPOSIT
 - a. If checks arrive in MSP mail, MSP Staff will alert the treasurer that a check is ready for pick up and deposit. MSP Staff cannot deposit checks on your behalf.