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.