

# Deposit Slips

Deposit slips are important tools in finance, banking, the business sector and personal affairs. Financial institutions and depositors would require deposit slips to ensure a successful transaction between both parties.



## Deposit Slip Definition & Meaning

Deposit slips are financial forms financial institutions like banks, present to depositors to fill up.

Depositors are required to provide all the necessary information written in this document before they can proceed with the transaction.

## What are Deposit Slips?

One of the main requirements when depositing cash or a check is to fill up a deposit slip form. Deposit slips are proof that a deposit transaction has been made between a bank and a depositor. Deposit slips contain several categories that are to be completed by a depositor such as a date, the name of the depositor or the account name of another party, the account number, and the amounts being deposited.

# 10 Types of Deposit Slips

## Cash Deposit Slip

Cash deposit slips are one of the most commonly used forms since most depositors use the money to replenish or add funds into bank accounts. This serves as a record between the bank and the depositor. Cash deposits go into checking or saving accounts or money market.

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**Montana Hills Bank**

400 Anderson, Laurel, MT 59044  
montanahillsbank@email.com | 222.555.7777

**DEPOSIT SLIP**

DATE July 15, 2050  
NAME Lary Woodley  
ACCOUNT NO. 5681390152

CASH	CURRENCY	120	00
	COINS	25	50
LIST CHECKS SINGLY		10	50
SUBTOTAL		156	00
LESS CASH		100	00
NET DEPOSIT		56	00

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## **Business Deposit Slip**

Companies and those in the business industry often open their own corporate accounts to secure their business funds. Therefore a [business deposit slip](#) is a form used by those who would transfer funds into companies or if they need to pay for an item purchased or a service. Just like any other deposit slip, a depositor must fill up all the necessary details to complete the transaction.



## DEPOSIT SLIP

**DATE** July 15, 2050  
**NAME** Lia Jones  
**ACCOUNT NO.** 4353129831

CASH	CURRENCY	120	00
	COINS	30	10
LIST CHECKS SINGLY		60	30
SUBTOTAL		210	00
LESS CASH		10	00
NET DEPOSIT		200	00
SIGNATURE			

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## Generic Deposit Slip

A [generic deposit slip](#) is a common or general form one can use when transacting in financial institutions. It has the basic format or a simpler layout considering deposit transactions of this kind are uncomplicated. It is considered a universal form of deposit slip.

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### Sir Edmond Bank

1101 N Crow, Hardin, MT 59034  
siredmondbank@email.com | 222 555 7777

## DEPOSIT SLIP

DATE July 15, 2050

NAME Cherry Salazar

ACCOUNT NO. 4567898765

CASH	CURRENCY	200	00
	COINS	100	00
LIST CHECKS SINGLY		150	00
SUBTOTAL		450	00
LESS CASH		00	00
NET DEPOSIT		450	00

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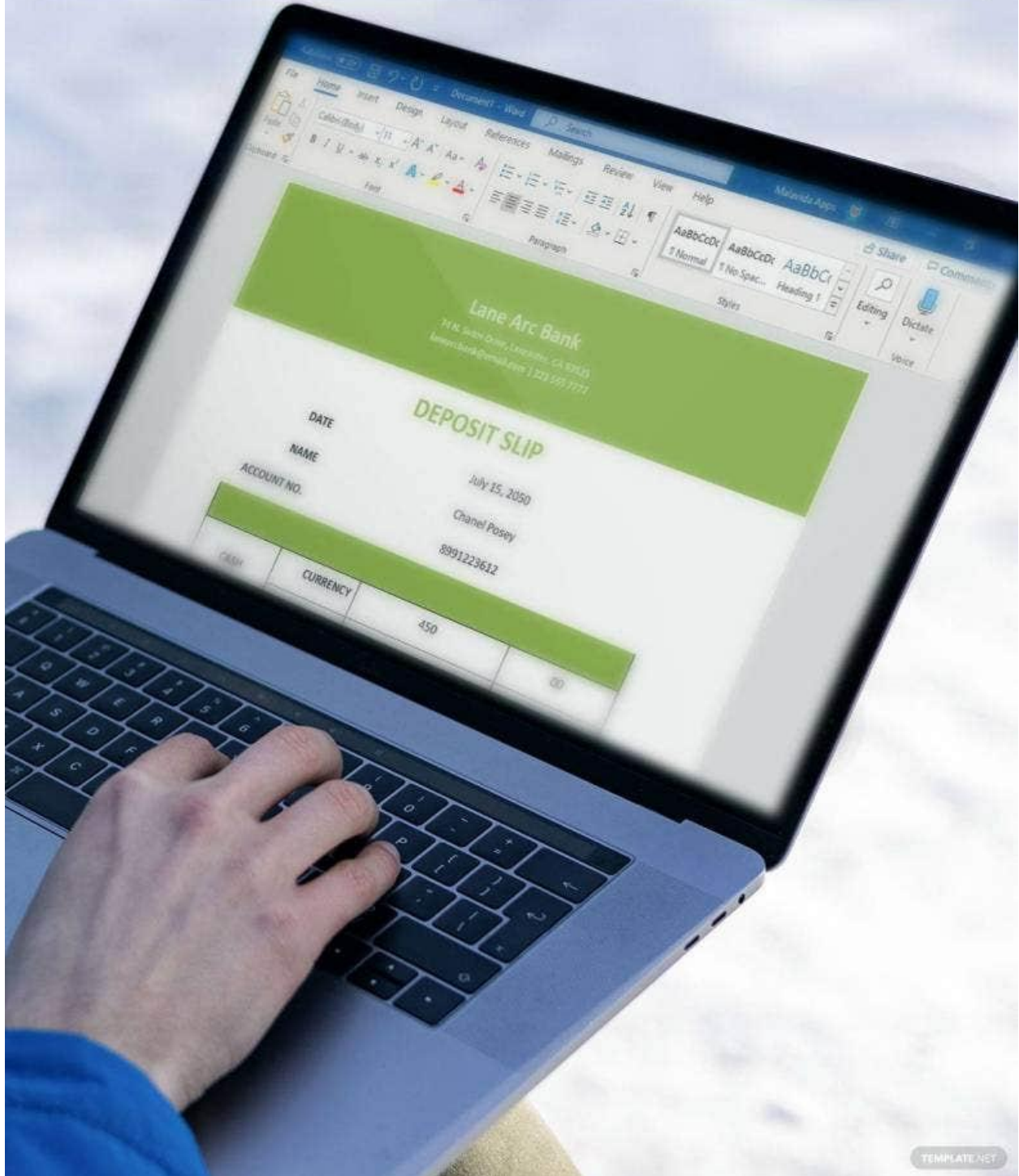
## Export Deposit Slip

For those who need to pay for goods or products that are being exported or a bill of lading document, then you may use an [export deposit slip](#). The categories written in this form may be different than other deposit slips, as there is a need to provide extra information for the transaction between a carrier, freight forwarder and the sender. Certain details included should be relevant to the shipment for the bank and the exporter or carrier to reconcile with their files.



# MS WORD


Quickly Open Microsoft Word and Edit as Required



## Cheque Deposit Slip

For those who need to deposit a cheque on their account or perhaps to another company, then a [cheque deposit slip](#) is used for this transaction. The difference between this type of deposit slip and a cash deposit slip is that you will need to write down specific information in regard to the cheque deposit on the form. This would be the cheque number, the name of the bank in which the cheque was issued, and the currency amount.

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**River Lake Bank**  
204 Sapling Way Highway, Gaithersburg, MD 20877  
riverlakebank@email.com | 222-555-7777

### DEPOSIT SLIP

DATE: July 15, 2050  
NAME: Raheem Malik  
ACCOUNT NO.: 4567892351

CASH	CURRENCY	290	00
	COINS	30	00
LIST CHECKS SINGLY		40	00
SUBTOTAL		360	00
LESS CASH		60	00
NET DEPOSIT		300	00
SIGNATURE			

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## Savings Deposit Slip

Another specific kind of deposit slip is a [savings deposit slip](#) which is common in banking transactions. Saving accounts allow the account holder to deposit money and earn a modest amount of interest. It is one of the best ways to secure your funds in the bank and is withdrawable anytime via over-the-counter or an automated teller machine or ATM.

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**Charleston Bank**  
204 E Main Street, Fruitland, MD 21826  
charlestonbank@email.com | 222 555 7777


### DEPOSIT SLIP

DATE: July 15, 2050  
NAME: River Fern  
ACCOUNT NO.: 4328769012

CASH	CURRENCY	400	00
	COINS	20	00
LIST CHECKS SINGLY		20	00
SUBTOTAL		440	00
LESS CASH		40	00
NET DEPOSIT		400	00

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## Direct Deposit Slip

Another way of transferring funds or payments nowadays is by doing it online. A direct deposit transaction requires the use of an electronic or online network to complete a transaction. Completing all the details in a [direct deposit slip](#) will accomplish the transaction.



## DEPOSIT SLIP

**DATE** July 15, 2050  
**NAME** Victor Holland  
**ACCOUNT NO.** 5678900988

DEPOSIT			
CASH	CURRENCY	900	00
	COINS	20	00
LIST CHECKS SINGLY		10	00
SUBTOTAL		930	00
LESS CASH		30	00
NET DEPOSIT		900	00
SIGNATURE			

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## Bank Deposit Slip

Common in financial institutions such as banks is a [bank deposit slip](#). One cannot complete their deposit without completing this form. If the transaction goes through a bank teller validates the deposit slip.





**Dale View Bank**

118 N B, Livingston, MT 59047  
 daleviewbank@email.com | 222 555 7777

## DEPOSIT SLIP

**DATE** July 15, 2050  
**NAME** Karen Waller  
**ACCOUNT NO.** 9102912311

CASH	CURRENCY		
	COINS		
<b>LIST CHECKS SINGLY</b>		15	25
		150	00
		94	10
<b>SUBTOTAL</b>		325	18
<b>LESS CASH</b>		100	00
<b>NET DEPOSIT</b>		225	18
<b>SIGNATURE</b>			

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## **Sales Deposit Slip**

Whenever a company requires a client to pay for an item or service, this could be accomplished by filling out a [sales deposit slip](#). This would help establishments and management determine and organize their sales for the day. They are able to balance better their daily sales transactions through reconciliation by using this deposit slip form.



**Bridger Bank**

205 G Chaucer Lane #G, Bel Air, MD 21014  
kbridgerbank@email.com | 222 555 7777

### DEPOSIT SLIP

**DATE** July 15, 2050

**NAME** Fred Rivers

**ACCOUNT NO.** 4590218923

<b>CASH</b>	<b>CURRENCY</b>	290	00
	<b>COINS</b>	101	00
<b>LIST CHECKS SINGLY</b>		00	00
<b>SUBTOTAL</b>		391	00
<b>LESS CASH</b>		11	00
<b>NET DEPOSIT</b>		380	00

**SIGNATURE**

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## Blank Deposit Slip

A [blank deposit slip](#) is one where you need to fill up all its categories manually. In order to finalize the transaction, a blank deposit slip will also have the same necessary categories that a depositor must complete. To add you may be required to indicate if what you need to deposit is cash or cheque, and the specific currency.

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## DEPOSIT SLIP

DATE July 15, 2050  
NAME Alden Henderson  
ACCOUNT NO. 1231298012

CASH	CURRENCY	25	75
	COINS	150	00
LIST CHECKS SINGLY		100	25
SUBTOTAL		276	00
LESS CASH		25	00
NET DEPOSIT		251	00
SIGNATURE			



# **Deposit Slip Uses, Purpose, Importance**

Deposit slips play a pivotal role in financial transactions. These forms are one of the many forms that banks and other institutions use to support and complete a transaction. This help ensures that the deposited amount is accurately registered and completed.

## **Provides Information**

A deposit slip is a form that a depositor dutifully fills out and the information provided will be checked by a bank teller. With that, details of which bank account number to which the funds should be credited are written in the form. The form itself serves as proof of the transaction between both parties and should there be discrepancies, the form would be a reference.

## **Validation**

During the verification process, the teller will check, log and register the details between what is on file and what is written on the deposit slip. Once verified in their software, it is part of the bank's services to process the slip along with the items in the deposit. The deposit slip itself is validated or a separate receipt is given to the depositor.

## **Protection for Depositors and Banks**

As mentioned, deposit slips serve as a reference for a deposit transaction. Banks would use this form to record in their worksheets and ledger books. This is to make sure that no deposits are missed out within a given day.

## **Reconciliation**

Banks are not the only establishments that need deposit slips for reference. Companies often use deposit slips to reconcile their sales and the funds in their bank accounts. This helps balance their finances and make sure nothing is missed out.

## **Acknowledgment of Payment**

Also, a validated deposit slip provided by a customer would serve as an acknowledgment or confirmation of payment. In this day and age of online transactions, validated deposit slips are easily sent via the internet instead of printing this document. It makes it easier for establishments to guarantee that payment has been finalized.

## **What's In a Deposit Slip? Parts?**

### **Date**

On the upper portion of a deposit slip is an area where a depositor must write down the date of the transaction. This detail should never be written incorrectly.

### **Account Name and Number**

Another important feature of a deposit slip is the account name which may be the name of the depositor itself or company or another depositor's name. Also, the account number should be written down in this form.

### **Currency**

A checkbox or a space is provided to write down or check what type of currency will be deposited. This is important to avoid discrepancies during the transaction.

### **Cash or Check**

Another category that is important in any deposit is the section where a depositor must indicate whether the amount to be deposited is in cash or check. Cash transactions, in some cases, would need a breakdown of the amount or denomination while for checks, one must provide the check details in the deposit slip.

## **Amount To Be Deposited**

There is a section in the deposit slip form where the depositor is required to write the amount to be deposited. This too should not be written incorrectly so the right amount is credited.

## **Bank Name**

If depositing in a certain bank or financial institution you are expected to find their bank name and logo. This is to ensure that the depositor is accurately depositing the cash or check on the right bank with which the account is affiliated.



# Deposit Slips Anatomy

**Arcadia Rural Bank**  
 212 Fin Oak Street, Sonoma, CA 94969  
 arcadiaruralbank@gmail.com | 222 555 7777

**DEPOSIT SLIP**

DATE: July 15, 2020  
 NAME: Lawrence Bank  
 ACCOUNT NO.: 6712928131

CASH	CURRENCY	780	00
	COINS	30	00
LIST CHECKS SINGLY		40	00
SUBTOTAL		850	00
LESS CASH		50	00
NET DEPOSIT		800	00

SIGNATURE

**Bank Name**

**Date**

**Account Name and Number**

**Cash or Check**

**Currency**

**Amount To Be Deposited**

# How To Design a Deposit Slip?

1. Choose a Deposit Slip Size.
2. Decide on the purpose of the deposit slip form.
3. Select a [Deposit Slip Template](#).
4. Customize the template and add all the necessary details.
5. Add logos, if applicable.
6. Finalize and download.

# How To Design a Deposit Slip?

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STEP  
**01**

Choose a Deposit Slip Size.

Decide on the purpose  
of the deposit slip form.

STEP  
**02**

STEP  
**03**

Select a Deposit Slip  
Template.

Customize the template  
and add all the necessary  
details.

STEP  
**04**

STEP  
**05**

Add logos, if applicable.

Finalize and download.

STEP  
**06**

## **Deposit Slip Vs Receipt**

A deposit slip is a form where a depositor is required to fill up all necessary details to complete the transaction and for the bank, this form also serves as validation that the transaction has been completed.

A receipt on the other hand is a document provided to a customer whenever they purchase an item or avail of a service.

## **What's the Difference Between Deposit Slip, Withdrawal Slip and Cheque?**

A deposit slip is a form, usually in printed format that has to be filled up by the depositor or customer in order to complete a deposit transaction.

A withdrawal slip, on the other hand, is also a form provided by a bank where an account holder fills out a written request to withdraw a certain amount from a specific account number.

A cheque or check is a piece of paper that directs the bank to pay a specific amount from a person's account to the person in whose name the cheque has been issued.

## **Deposit Slip Sizes**

If you need to create a deposit slip using MS Excel or print one for a bank office, then here are the standard deposit slip sizes you can choose to work on.

- Letter Size (8.5 × 11 inches)
- Legal Size (8.5 × 14 inches)
- A4 Size (8.3 × 11.7)

# Deposit Slip Sizes

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TYPE OF DOCUMENT	SIZES
Letter Size	8.5 × 11 inches
Legal Size	8.5 × 14 inches
A4 Size	8.3 × 11.7 inches

## Deposit Slip Ideas & Examples

Deposit slips come in a variety of layouts and features, all of which are designed to be useful and practical to depositors and financial institutions. That said, there are a number of deposit slip ideas and examples that can help you understand the different features of this form and inspire you to create one.

- [Deposit Slip Ideas and Examples](#)
- [Deposit Slip Format Ideas and Examples](#)
- [Chase Deposit Slip Ideas and Examples](#)
- [Standard Deposit Slip Ideas and Examples](#)
- [Blank Bank Deposit Slip Ideas and Examples](#)
- [Savings Deposit Slip Ideas and Examples](#)
- [Printable Deposit Slip Ideas and Examples](#)

- [Deposit Slip Sample Ideas and Examples](#)
- [Student Deposit Slip Ideas and Examples](#)
- [Simple Deposit Slip Ideas and Examples](#)

## **FAQs**

### **What Should be Included in a Deposit Slip?**

Depositors should include the account name, number, date, type of currency, amount to be deposited, and if it is in cash or check.

### **Can You Print Your Own Deposit Slips?**

Yes, you can print out your own deposit slip, just ensure you've got the right format and paper size.

### **How Do You Fill In a Deposit Slip?**

To fill up a deposit slip, you need to ensure you've got all the necessary and correct information to complete the form.

### **What Is Written On the Back of a Deposit Slip?**

Whatever is written in the back portion of a deposit slip depends on the requirement of the bank, as this could be the amount to be deposited, a validation that the transaction has pushed through or other relevant details.

### **What Does Cashback Mean On a Deposit Slip?**

To get a cashback you need to indicate the amount of cashback you want to receive in the 'Less Cash Received' section of the deposit slip form.

## **What Is the Subtotal On a Deposit Slip?**

A subtotal is where a depositor writes down the combined cash and check amount.

## **Who Issues a Deposit Slip?**

Deposit slips are usually issued by banks.

## **Where Does The Cash Go On a Deposit Slip?**

There is a portion or a section in a deposit slip form where the depositor must provide accurate information that cash is to be deposited into the account.

## **What Currency Are Listed On a Deposit Slip?**

Usually, you may find a check box of a local currency, or it is common as well that US Dollar is included in a deposit slip being one of the widely used international currencies.

## **Why is Cash Included In The Total Items On The Deposit Slip?**

Cash is a common option of what can be deposited into an account, thus making it part of the form.