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# Treasury Financial Manual

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Transmittal Letter No. 603

Volume I

To: Heads of Government Departments, Agencies and Others Concerned

## 1. Purpose

This transmittal letter releases I TFM 5-2000: Checks and Cash Received in Collections. This chapter provides check inscription requirements and details deposit procedures Government officers use when they receive payments in the form of checks and cash.

**Note:** FMS is phasing out the printed distribution of TFM releases. This update will be the last printed release for this chapter. Users may access the TFM via the Internet at the following website: <http://www.fms.treas.gov/tfm/index.html>. Effective December 2001, all TFM releases will be available on the Internet only.

## 2. Page Change

### Remove

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I TFM 5-2000 (T/L 530)

### Insert

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I TFM 5-2000

## 3. Effective Date

Upon receipt.

## 4. Inquiries

Direct questions regarding this transmittal letter to:

Banking Operations Branch  
Financial Services Division  
Financial Management Service  
Department of the Treasury  
401 14<sup>th</sup> Street, SW., Room 435-A  
Washington, DC 20227  
Telephone: 202-874-6900

Date: October 4, 2001

Richard L. Gregg  
Commissioner

*Part 5—Chapter 2000*

## **CHECKS AND CASH RECEIVED IN COLLECTIONS**

**This chapter provides check inscription requirements and details deposit procedures Government officers use when they receive payments in the form of checks and cash.**

### **Section 2010—Conditions Under Which Collecting Officers Will Accept Checks**

Government officers accept checks received subject to collection. If a check cannot be collected in full or is lost or destroyed before collection, the agency making the deposit must obtain the proper payment. Payment by check is not effective until the full proceeds are received.

### **Section 2015—Inscription on Checks**

Remitters should inscribe checks to the order of the specific organization maintaining the account to be credited, not to the Department of the Treasury (Treasury). The payee organization should be sufficiently identified to ensure prompt delivery. However, if a check is made payable to Treasury, the agency should accept and process it immediately. I TFM 5-3000, Section 3030, contains instructions for handling checks received by one agency and made payable to another. Under no circumstances should remitters make checks payable by name to individual officers or employees of the Government.

### **Section 2020—Record of Checks Deposited**

Depositors must keep records of deposited checks. The records should:

- Cross-reference each check to the applicable SF 215: Deposit Ticket.
- Include sufficient detail to process a stop payment and obtain a duplicate check if necessary. More specifically, the record for each check deposited should show:
  - The amount.
  - The name of the drawer.
  - The name of the person from whom received (if other than the drawer).
  - The bank on which drawn.
  - The date drawn.
  - The check number (if cashier's check or similar item).
  - The checking account symbol and serial number (if drawn on Treasury).
  - The serial number (if postal money order).

However, with this method, if a check or checks were lost in transit, the depositing agency must identify each payer to request a replacement check for the lost item(s). This process could

represent a loss of time, effort, and expense (stop payment fees).

Therefore, while not required, the depositing agency should make copies of check deposits before dispatch to allow for replacement if the shipment or any part thereof is lost or destroyed in transit. The depositing agency may microfilm, photocopy, or digitally image checks, whichever is most effective based on the volume of items processed.

Then, the depositing agency could use check copies if a deposit is lost in transit. It may submit copies of the actual check to a financial institution for collection, in place of the original checks.

The depositing agency must indemnify the financial institution to which it sends the deposit. The indemnity is a written promise to hold the financial institution faultless if both the original check and the copy are "paid" and to repay the financial institution should the agency receive credit, for what is essentially the same item, twice.

### **Section 2025—Depositors' Endorsement and Legend on Checks Deposited**

#### **2025.10—General Depositories**

Depositors' endorsements (Appendix 1) on checks (including

checks drawn to the order of Treasury) deposited at general depositories for credit to the Treasury's account should include:

- The checking account symbol number and the agency location code (ALC) of either the agency or the Regional Financial Center (RFC), as appropriate (I TFM 5-1000, paragraph 1030.50).
- The words "For credit to the U.S. Treasury."
- The date of endorsement.

### 2025.20—ALC in the Endorsement of Checks

Depositors must show the same ALC as shown on the SF 215 in the endorsement on checks deposited at general depositories. The ALC may be either the checking account symbol or the agency or RFC ALC, whichever is applicable (I TFM 5-1000, paragraph 1030.50).

### 2025.30—Federal Reserve Banks

Depositors' endorsements (Appendix 2) on checks (including checks drawn to the order of Treasury) being deposited at Federal Reserve Banks (FRBs) for credit to the Treasury's account should include:

- The agency name.
- The CASH-LINK Identification Number (CIN) (Appendix 3).
- The words "For credit to the U.S. Treasury."
- The date of endorsement.

### 2025.40—CIN in the Endorsement of Checks

Depositors must show the same CIN on the SF 215 and the endorsement on checks deposited at FRBs. The FRB uses the CIN internally to expedite check and return processing.

### 2025.50—Modification of Endorsement

If a depositor's separate records show when individual checks are deposited, the date in the endorsement may be eliminated. Such endorsement form or content changes must always first be approved by Treasury (see the Contacts page).

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### Section 2030—Sorting and Listing Deposits to General Depositories

Depositors need not sort checks deposited with general depositories, but they must include an adding machine tape or other listing, unless other arrangements have been made by Treasury. General depositories immediately will credit the account of the U.S. Treasury for items received before the designated close of business deadlines.

**Note:** Agencies may not deposit Treasury checks at a general depository. Without exception, agencies must deposit all Treasury checks with the nearest FRB. They must include an SF 215 in the transmittal of Treasury checks to the FRB.

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### Section 2035—Sorting and Listing Deposits to Federal Reserve Banks

Depositors must prepare check deposits separately. They record commercial checks and Treasury checks each on separate SF 215s when depositing at an FRB. One commercial check and one Treasury check deposit constitute a daily deposit as described in I TFM 5-4000, Section 4020.

### 2035.10—Cash Deposits

Deposits made at FRBs must not contain cash. Depositors should convert cash to a money order and deposit the money order along with the checks. An agency may request use of a general depository in the vicinity for handling its deposits, including cash; see I TFM 5-4000, paragraph 4010.10. An agency authorized by Treasury to use a general depository prepares its deposits per the requirements of the depository.

### 2035.20—Check Deposits

The depositing agency must:

- Separate commercial checks from Treasury checks.
- Include an SF 215 with all checks.
- Organize checks in bundles of no more than 400 items.
- Attach an adding machine tape or other listing that details all items in the bundle, the bundle total, and the ALC to the bundle.
- Enclose the bundle in a sealed package with the SF 215.
- Place labels on the outside of the package.

The FRB will credit Treasury's General Account on the date of deposit, if the items are received before the 2 p.m. local cutoff time.

Local Federal Reserve offices have 1-day deferred availability on unsorted/unencoded Government agency deposits. They apply the same published availability to sorted/encoded deposits that the FRBs extend to commercial banks. The local Federal Reserve office gives immediate exception processing to large checks of \$100,000,000 or higher. Agencies should call the Banking Operations Branch in the Financial Management Service before submitting any check of \$100,000,000 or more in a deposit (see the Contacts page).

The depositing agency forwards check deposits authorized to be made via mail to the FRB's check department at the address provided on the FRB Address List (Appendix 4).

### **2035.30—Amount-Encoded Magnetic Ink Character Recognition (MICR) Checks**

Depositors need not sort checks that are amount-encoded (MICR) before deposit. An adding machine tape or other listing showing individual item and total deposit amounts must accompany the deposit. Depositors depositing more than 5,000 items daily should use amount encoders in their deposit operations. Depositors processing fewer than 5,000 items daily may determine if amount encoding equipment is cost beneficial by evaluating the following:

- The cost of the equipment.
- The FRB's availability and deposit deadlines.
- The FRB's processing cost.
- The internal agency operating efficiency.

For additional information, depositors may contact the appropriate FRB's Check Processing Department at the address provided on the FRB Address List (Appendix 4).

### **2035.40—Food Stamp Coupon Redemption**

Depositors do the following when redeeming food stamp coupons:

- Place food coupons supported by a SF 215 face and top up in packages of 100 of each denomination (\$1, \$5, and \$10).
- Bind each package with a standard paper strap, clearly identifying the depositor's name and location, coupon denomination, and date.
- Do not use tape, rubber bands, or paper clips (they interfere with machine processing).
- Show the number of coupons per denomination and the dollar total for each denomination on the Form Food and Nutrition Service (FNS) 521: Food Coupon Deposit Document.
- Forward the food coupons supported by an SF 215 and Form FNS 521 to the FRB.

Neither the FRB nor the Department of Agriculture is liable for food coupons lost in transit to the FRB. The FRBs immediately credit properly prepared food coupons received by the deadline for Government agency deposits. For further instructions, the depositor

should contact the FRB with which it deposits the coupons.

### **2035.50—Special Sorting Arrangements**

Treasury may establish, upon request of the FRB concerned, special sorting requirements (on an individual agency or location basis) for deposits including more than 1,000 items on a daily basis. (See the Contacts page.) The depositors must perform existing special sorting arrangements as applicable.

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### **Section 2040—Counterfeit Currency**

General depositaries must surrender to the Secret Service any suspected counterfeit currency deposited to Treasury's General Account. They also must provide depositors with a photocopy of the Secret Service Form 1604: Counterfeit Note Report, and/or any other documentation that accompanied the surrendered currency. Then, the depositors can contact the Secret Service to find out if the surrendered currency was determined counterfeit. Depositors must ensure that the general depository processes an SF 215 for the amount of surrendered currency that the Secret Service determines is not counterfeit.

## **CONTACTS**

***Direct inquiries concerning this chapter to:***

Banking Operations Branch  
Financial Services Division  
Financial Management Service  
Department of the Treasury  
401 14<sup>th</sup> Street, SW., Room 435-A  
Washington, DC 20227  
Telephone: 202-874-6900

**APPENDICES LISTING**

<b>Appendix No.</b>	<b>Title</b>
1	Endorsement and Legend for Deposits Made With a General Depositary
2	Endorsement and Legend for Deposits Made With an FRB
3	CA\$H-LINK Identification Number (CIN)
4	Federal Reserve Bank Addresses for Government Agencies To Use When Making Check Deposits

Endorsement and Legend for Deposits Made With a General Depository

Agency Name  
99-99-9999  
or  
9999  
For credit to the  
U.S. Treasury.  
May XX, 20XX

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top 1-1/2"  
of check

Endorsement and Legend for Deposits Made With an FRB

Agency Name  
99999999-9  
or  
00009999-9  
For credit to the  
U.S. Treasury.  
May XX, 20XX

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top 1-1/2"  
of check



### CA\$H-LINK Identification Number (CIN)

The Federal Reserve Bank (FRB) is the clearinghouse for all checks processed throughout the country. In this check clearing process, the FRB uses a 9-digit check I.D. number to identify transactions.

Before the CA\$H-LINK system, the FRBs identified agency transactions through the use of the Agency Location Code (ALC), usually a 3-, 4-, or 8-digit number. In order to be consistent with the FRB's check clearing process and facilitate processing SF 215: Deposit Ticket, and SF 5515: Debit Voucher, data through CA\$H-LINK, the FRB requires agencies to use a 9-digit CIN.

The FRB creates the CIN by adding leading zeroes, as necessary, to the ALC to form an 8-digit number. The ninth digit (check digit) is calculated by using a standard American Bankers Association (ABA) check algorithm that verifies the accuracy of the CIN when entered by the FRB into its check clearing system. Only the FRB uses the CIN for processing checks.

If an agency has not received a CIN or has a question concerning the use of the CIN, it should contact its agency's FRB CA\$H-LINK contact listed below:

<b>Federal Reserve Bank</b>	<b>Primary Contact</b>	<b>Secondary Contact</b>
Boston	Joanna Santos 617-973-3166	Sunil Dhingra 617-973-3175
New York	Jim Wallace 212-720-6435	Kathy Alston 201-531-3763
Philadelphia	Jim Brigandi 215-574-6137	
Cleveland	Carl Frank 412-261-7828	Roberta Leaman 216-579-2361
Richmond	Mary Helen Tinnell 804-697-8767	Anthony Burson 804-697-8506
Richmond (Baltimore)	Edwina Imes 410-576-3641	Theresa Gay 410-576-3781
Atlanta	Bill Brown 404-498-8288	Scott White 404-498-8837
Chicago	Christine Cullum 312-322-5048	Greg Fitzpatrick 312-322-5060
St. Louis	Jackie Brooks 314-444-8419	Halimah Hayes 314-444-8916
Minneapolis	Cari Price 612-204-5026	Brad Hunter 612-204-5033

<b>Federal Reserve Bank</b>	<b>Primary Contact</b>	<b>Secondary Contact</b>
Kansas City	Bruce Beeson 816-881-2119	Jennifer Shelton 816-881-2536
Dallas	Gretchen McGaughey 214-922-5612	Jan Williams 713-652-1507
San Francisco	Allen Young 415-974-2658	Dennis Davis 415-974-2658

**FEDERAL RESERVE BANK ADDRESSES FOR GOVERNMENT AGENCIES  
TO USE WHEN MAKING CHECK DEPOSITS**

<b>Office</b>	<b>For Check Deliveries</b>	<b>Mailing Address (if different from street address)</b>
Boston	Federal Reserve Bank of Boston Check Collection Department S-3 600 Atlantic Ave. Boston, MA 02106	
New York (Head Office)	Federal Reserve Bank of New York Attn: Check Dept. 33 Liberty St. New York, NY 10045	
Buffalo	Federal Reserve Bank of New York Buffalo Branch Attn: Check Division 160 Delaware Ave. Buffalo, NY 14202	Federal Reserve Bank Buffalo Branch P.O. Box 961 Buffalo, NY 14240
Utica	Federal Reserve Bank of New York Utica Office Attn: Check Processing Oneida County Airport 120 Airline Street Oriskany, NY 13424	
East Rutherford	Federal Reserve Bank of New York East Rutherford Branch 100 Orchard Street East Rutherford, NJ 07073	
Philadelphia	Federal Reserve Bank of Philadelphia Check Operations Receiving, First Floor 10 Independence Mall Philadelphia, PA 19106	Federal Reserve Bank of Philadelphia P.O. Box 66 Philadelphia, PA 19105
Cleveland	Federal Reserve Bank of Cleveland Check Collection Dept. 1455 East Sixth St. Cleveland, OH 44114	Federal Reserve Bank of Cleveland P.O. Box 6387 Cleveland, OH 44101-6387
Cincinnati	Federal Reserve Bank of Cleveland Attn: Check Dept. Cincinnati Branch 150 East Fourth St. Cincinnati, OH 45202-0999	Federal Reserve Bank of Cleveland Cincinnati Branch P.O. Box 999 Cincinnati, OH 45202-0999

Office	For Check Deliveries	Mailing Address (if different from street address)
Columbus	Federal Reserve Bank of Cleveland Attn: Check Processing Columbus RCPC 965 Kingsmill Parkway Columbus, OH 43229	
Pittsburgh	Federal Reserve Bank of Cleveland Pittsburgh Branch Check Collection Dept 717 Grant St. Pittsburgh, PA 15219	Federal Reserve Bank of Cleveland Pittsburgh Branch P.O. Box 867 Pittsburgh, PA 15230-0867
Richmond	Federal Reserve Bank of Richmond Attn: Cash Dept. 701 East Byrd St. Richmond, VA 23219	Federal Reserve Bank of Richmond Attn: Check Dept. P.O. Box 27622 Richmond, VA 23261
Baltimore	Federal Reserve Bank of Richmond Attn: Check Dept. Baltimore Branch 502 South Sharp St. Baltimore, MD 21201	Federal Reserve Bank of Richmond Baltimore Branch P.O. Box 1378 Baltimore, MD 21203
Charleston	Federal Reserve Bank of Richmond Attn: Check Processing Charleston RCPC 1200 Airport Road Charleston, WV 25311	Federal Reserve Bank of Richmond Charleston RCPC P.O. Box 2309 Charleston, WV 25328
Charlotte	Federal Reserve Bank of Richmond Attn: Check Dept. Charlotte Branch 530 E. Trade Street Charlotte, NC 28202	Federal Reserve Bank of Richmond Charlotte Branch P.O. Box 30248 Charlotte, NC 28230
Columbia	Federal Reserve Bank of Richmond Attn: Check Processing Columbia RCPC 1624 Browning Road Columbia, SC 29210	Federal Reserve Bank of Richmond Columbia RCPC P.O. Box 132 Columbia, SC 29202
Atlanta	Federal Reserve Bank of Atlanta Payment Services Dept. Federal Reserve Sta. 1000 Peachtree Street NE Atlanta, GA 30309-4470	

Office	For Check Deliveries	Mailing Address (if different from street address)
Birmingham	Federal Reserve Bank of Atlanta Birmingham Branch Payment Services Dept. 524 Liberty Parkway Birmingham, AL 35242-7531	
Jacksonville	Federal Reserve Bank of Atlanta Jacksonville Branch Payment Services Dept. 800 Water St. Jacksonville, FL 33204	Federal Reserve Bank of Atlanta Jacksonville Branch P.O. Box 929 Jacksonville, FL 32231-0044
Miami	Federal Reserve Bank of Atlanta Miami Branch Payment Services Dept. 9100 NW. 36th St. Miami, FL 33178-2425	Federal Reserve Bank of Atlanta Miami Branch P.O. Box 520847 Miami, FL 33152-0847
Nashville	Federal Reserve Bank of Atlanta Nashville Branch Payment Services Dept. 301 Eighth Ave., North Nashville, TN 37203-4407	
New Orleans	Federal Reserve Bank of Atlanta New Orleans Branch Payment Services Dept. 525 St. Charles Ave. New Orleans, LA 70130	Federal Reserve Bank of Atlanta New Orleans Branch P.O. Box 61630 New Orleans, LA 70161-1630
Chicago	Federal Reserve Bank of Chicago Check Processing , 8 <sup>th</sup> floor 230 S. LaSalle St. Chicago, IL 60604	Federal Reserve Bank of Chicago P.O. Box 834 Chicago, IL 60690-0834
Peoria	Federal Reserve Bank of Chicago Peoria Office Check Processing Greater Peoria Airport 6100 W. Everett Mckinley Dirksen Parkway Peoria, IL 61607	

<b>Office</b>	<b>For Check Deliveries</b>	<b>Mailing Address (if different from street address)</b>
Detroit	Federal Reserve Bank of Chicago Attn: Check Dept. Detroit Branch 160 W. Fort St. Detroit, MI 48231	Federal Reserve Bank of Chicago Detroit Branch P.O. Box 1059 Detroit, MI 48231-1059
Des Moines	Federal Reserve Bank of Chicago Des Moines Regional Check Processing Center 2200 Ritenhouse St., Suite 150 Des Moines, IA 50309	
Indianapolis	Federal Reserve Bank of Chicago Indianapolis Regional Check Processing Center 8311 N. Perimeter Road Indianapolis, IN 46241	
Milwaukee	Federal Reserve Bank of Chicago Milwaukee Regional Check Processing Center 304 East State St. Milwaukee, WI 53202-3174	Federal Reserve Bank of Chicago Milwaukee Regional Check Processing Center P.O. Box 361 Milwaukee, WI 53202
Bedford Park	Federal Reserve Bank of Chicago Midway Processing Center 4944 West 73 <sup>rd</sup> Street Bedford Park, IL 60638	
St. Louis	Federal Reserve Bank of St. Louis Check Section, Lower Level 410 St Charles St. St. Louis, MO 63102	Federal Reserve Bank of St. Louis P.O. Box 14993 St. Louis, MO 63178
Little Rock	Federal Reserve Bank of St. Louis Check Unit Lobby Teller, First Floor 325 West Capitol Little Rock, AR 72201	Federal Reserve Bank of St. Louis Little Rock Branch P.O. Box 1261 Little Rock, AR 72203
Louisville	Federal Reserve Bank of St. Louis Louisville Branch Clearing Room, Second Floor 410 South Fifth St. Louisville, KY 40232	Federal Reserve Bank of St. Louis Louisville Branch P.O. Box 32710 Louisville, KY 40232

Office	For Check Deliveries	Mailing Address (if different from street address)
Memphis	Federal Reserve Bank of St. Louis Memphis Branch Check and Data Processing Unit Third Floor 200 North Main St. Memphis, TN 38103	Federal Reserve Bank of St. Louis Memphis Branch P.O. Box 407 Memphis, TN 38101
Minneapolis	Federal Reserve Bank of Minneapolis Attn: Check Dept. 90 Hennepin Ave. Minneapolis, MN 55401-1804	Federal Reserve Bank of Minneapolis P.O. Box 291 Minneapolis, MN 55480-0291
Helena	Federal Reserve Bank of Minneapolis Helena Branch Gov't Deposits Div. 100 Neill Avenue Helena, MT 59601	
Kansas City	Federal Reserve Bank of Kansas City Check Collection Dept. Seventh Floor Gov't Deposit Desk 925 Grand Boulevard Kansas City, MO 64198	
Denver	Federal Reserve Bank of Kansas City Denver Branch Check Collection Dept. Third Floor 1020 16th St. Denver, CO 80202	Federal Reserve Bank of Kansas City Denver Branch P.O. Box 5228 Denver, CO 80217
Oklahoma City	Federal Reserve Bank of Kansas City Oklahoma City Branch Check Services Dept., Second Floor 226 Dean A. McGee Ave. Oklahoma City, OK 73102	Federal Reserve Bank of Kansas City Oklahoma City Branch P.O. Box 25129 Oklahoma City, OK 73125
Omaha	Federal Reserve Bank of Kansas City Omaha Branch Check Collection Dept. 2201 Farnam St. Omaha, NE 68102	Federal Reserve Bank of Kansas City Omaha Branch P.O. Box 3447 Omaha, NE 68103-0447

<b>Office</b>	<b>For Check Deliveries</b>	<b>Mailing Address (if different from street address)</b>
Dallas	Federal Reserve Bank of Dallas Attn: Check Dept. 2200 North Pearl St. Dallas, TX 75201	Federal Reserve Bank of Dallas Station K Dallas, TX 75222
El Paso	Federal Reserve Bank of Dallas Attn: Cash Dept. El Paso Branch 301 East Main St El Paso, TX 79901	Federal Reserve Bank of Dallas Attn: Check Dept. El Paso Branch P.O. Box 100 El Paso, TX 79999
Houston	Federal Reserve Bank of Dallas Attn: Check Dept. Houston Branch 1701 San Jacinto St. Houston, TX 77002	Federal Reserve Bank of Dallas Houston Branch P.O. Box 2578 Houston, TX 77252
San Antonio	Federal Reserve Bank of Dallas Attn: Cash Dept. San Antonio Branch 126 East Nueva St. San Antonio, TX 78204	Federal Reserve Bank of Dallas Attn: Check Dept. San Antonio Branch P.O. Box 1471 San Antonio, TX 78295
San Francisco	Federal Reserve Bank of San Francisco Attn: Check Dept. 101 Market St. San Francisco, CA 98104-1001	Federal Reserve Bank of San Francisco P.O. Box 7702 (Checks) P.O. Box 7792 (Food Coupons) San Francisco, CA 94120
Los Angeles	Federal Reserve Bank of San Francisco Attn: Check Dept. Los Angeles Branch 950 South Grand Ave. Los Angeles, CA 90015	Federal Reserve Bank of San Francisco Los Angeles Branch Terminal Annex P.O. Box 2077 Los Angeles, CA 90051
Portland	Federal Reserve Bank of San Francisco Attn: Check Dept. Portland Branch 915 SW Stark St. Portland, OR 97025	Federal Reserve Bank of San Francisco Portland Branch P.O. Box 3436 Portland, OR 97208
Salt Lake City	Federal Reserve Bank of San Francisco Attn: Check Dept. Salt Lake City Branch 120 South State St. Salt Lake City, UT 84111	Federal Reserve Bank of San Francisco Salt Lake City Branch P.O. Box 30780 Salt Lake City, UT 84125



**Office**

Seattle

**For Check Deliveries**

Federal Reserve Bank  
of San Francisco  
Attn: Check Dept.  
Seattle Branch  
1015 Second Ave.  
Seattle, WA 98104

**Mailing Address (if different  
from street address)**

Federal Reserve Bank  
of San Francisco  
Seattle Branch  
P.O. Box 3567  
Seattle, WA 98124

## PART 5 - DEPOSIT REGULATIONS

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