

INSTRUCTIONS FOR PREPARATION OF DEPOSIT ADVICE FORM
NVWG.da R-7/27/12

1. **DATE OF DEPOSIT** – Click to display calendar.
 - A. If the deposit is made by the Unit (Squadron), enter the date the deposit is made. Attach the following to the DEPOSIT ADVICE and forward to Nevada Wing HQ.
 - (1). A copy of the Deposit Ticket.
 - (2). The Original Customer Deposit Receipt from the bank.
 - (3). Legible copies of all checks must be written on the memo line of the check.
 - B. If the deposit is to be made by Wing HQ. , attach the checks only; no cash, and forward to Wing HQ. for deposit to the Unit Account. A copy of the deposit receipt will be sent to the Unit Finance Officer.
2. **UNIT NAME** – Click to display list of units and select the appropriate one
3. **DETAIL LINES**
 - A. **RECEIVED FROM:** The name of the check writer or payer in cash.
 - B. **ACCOUNT NUMBER OR PURPOSE** – A brief description, or, use the account number, ie; dues, donation, fund raising (use the current Chart of Accounts).
 - C. **COMMENT** – an optional comment further describing the item.
 - D. **CHECK # OR CASH.** Enter the # check number or indicate “cash” if cash is included in the deposit.
 - E. **AMOUNT** -- Enter the amount of the check or cash.
4. **DEPOSITER**—No signature is necessary. Just type the name. Must be Commander or Finance Officer.

Attach a copy of the 3 part deposit ticket for information only. Books of deposit tickets showing account number will be supplied. Note on the side of the ticket, “NV_____”. Enter the last three digits of the Squadron Charter number. This number is necessary to provide proper credit for the deposit.

Failure to provide the DEPOSIT ADVICE within ten (10) days of the deposit will result in the deposited funds accruing to the general account.