

CHAPTER 8. DEPOSIT TICKET

- 8-1. PURPOSE. Remittances shall be deposited by using the SF-215, Deposit Ticket (Appendix 10). This form is designed to be processed in Treasury's central accounting and reporting system on optical character recognition equipment.
- 8-2. TIME AND MANNER OF MAKING DEPOSITS. Each Field Office manager should arrange to have a single remittance processing activity that includes the deposit function. The manager should also designate an employee to make daily deposits.
- a. Timely. Deposits shall be made before bank closing time on the work day which follows the day the collections were actually received in the office.
 - b. Depositing Methods. With the clear and pressing requirements that all funds be promptly deposited, directors and their staff must continually assure themselves that these fiscal requirements are met.
 - (1) Depositing Collections in Person. Deposits shall be made in person except as provided in paragraph (2), below.
 - (2) Depositing Collections by Mail. When there is no approved depository available, deposits shall be made by mail to the nearest Federal Reserve Bank or Branch. A list of Federal Reserve Banks and Branches is shown in Appendix 13.
 - (a) Absolutely no currency shall be mailed. All currency shall be converted to money orders before mailing.
 - (b) The expense of purchasing money orders shall be paid from the imprest fund. In no circumstances shall the expense be paid from the amount being deposited.
 - (c) Deposits shall be processed in accordance with the provisions of the Losses-in-Shipment Act in Handbook 1911.1, Chapter 2.

- 8-3. DEPOSITING IN FEDERAL RESERVE BANK OR BRANCH. In those cities having Federal Reserve Banks or Branches, Government agencies, unless otherwise authorized, shall use them as depositories for collections. Where the number of checks

and postal money orders included in a deposit exceed twenty-five, the items shall be sorted into the following groups:

- o Currency and coins.
 - o Checks drawn on the Treasurer of the United States.
 - o Postal money orders.
 - o Items drawn on banks and trust companies located in the same city as the depository.
 - o Items drawn on banks and trust companies located outside the city of the depository.
- a. Accompanying Tapes. Adding machine tapes shall be prepared in duplicate for each separate classification of collection items, listed above, which may be included in a deposit, with a final recapitulation tape for all such classifications. The tapes for the separate classifications shall be noted to correspond with the particular classification involved. The deposit and schedule numbers and date shall also be entered on the tapes. The original of the tapes shall accompany the collection items and the deposit ticket to the depository and the duplicate shall be retained temporarily (at least 80 days).
- b. Code and Fund Symbol. The Agency Location Code and Federal Housing Administration Fund Symbol are preprinted on the SF-215, Deposit Ticket in blocks 3 and 6, respectively.
- (1) The Agency Location Code (ALC) for HUD-FHA is "86-09-0300".
 - (2) The preprinted HUD-FHA Fund Symbol, "86X4070", must be crossed out (obliterated) on the deposit ticket.

- (a) In accordance with the Credit Reform Act of 1990, the Office of Management and Budget and the Treasury Department now require that FHA Fund reporting be accomplished using eight separate accounts rather than one as was the practice prior to October 1, 1991.
- (b) Procedures are being developed to implement the provisions of the Credit Reform Act. In the meantime, please leave the "fund symbol" blank or draw a line through the fund symbol,

if preprinted.

- (c) Questions regarding this change may be directed to the Control and Analysis Division of MIAS or the Financial Control and Accounting Division of OFA.

c. CA\$H-LINK Identification Number (CIN). CIN is an acronym for Treasury's new deposit reporting and cash concentration system.

- (1) The CIN is derived by adding to the eight-digit ALC a calculated check digit for the ninth position. For example, the CIN for all HUD/FHA collections would be written as 86090300-4.
- (2) Treasury requires that the CIN be used when making deposits to a Federal Reserve Bank or Branch for credit to Treasury's General Account. Only in this case will the CIN be used (in place of the ALC) on the Deposit Ticket (block 3), the Debit Voucher (block 3), and included in the endorsement inscription appearing on the back of all checks.
- (3) The check digit can be inserted by hand until new endorsement plates are secured.

8-4. DEPOSITING IN OTHER APPROVED DEPOSITORIES. When no Federal Reserve Bank or Branch is available locally or there is justification for not using said bank or branch, due to location, distance from office, etc., a banking institution which has received Treasury Department approval as a Government depository shall be used for depositing HUD-FHA collections. Depository problems should be referred

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through the Assistant Regional Administration for Housing to the Office of Mortgage Insurance Accounting and Servicing, Attention: Control and Analysis Division, Cash and Control Branch. This office will correspond with the Treasury Department where necessary. Direct negotiations with depositories should not be made by personnel in Field Offices.

8-5. PREPARATION OF DEPOSIT TICKET. The Deposit Ticket, Standard Form 215, is a five part carbon-interleaved form, designed to be processed on optical character recognition equipment. The form consists of an original (white), memorandum copy (white), depository copy (blue), agency copy (yellow), and a confirmed copy (green). Supplies of this form furnished to Field Office are overprinted to show the following information:

Block (1), Treasury Deposit Number

Block (3), Agency Location Code, 86-09-0300

Block (8), Account Symbol, 86X4070

NOTE: This must be obliterated from the deposit ticket. See paragraph 8-3b.

Block (9), Department of Housing and Urban
Development

- a. Deposit Tickets shall be typed for each separate schedule of collections. Since the form is designed to be processed on optical character recognition equipment, it is essential that the following typing requirements be strictly adhered to. Typing in Blocks 2, 4, and 5 is critical. Entries in these blocks must be single-spaced horizontally and typed with an Optical Character Recognition-A Font, 10 pitch (ten characters to the inch) or a PICA 10 pitch type. Typeovers, erasures, and other corrections are prohibited in these blocks. Only the original (white) deposit ticket shall show original typing; all copies must show carbon typing. The preparation of the deposit ticket shall be as follows:

Block (1) - The Deposit Number is a pre-printed six-digit number which will be used by the

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- (8-5) Treasury Department's central accounting and reporting systems as the basis for generating audit and reconciliation reports for depositor agencies. An accounting for voided or spoiled forms is not necessary.
- Block (2) - The Date Presented or Mailed to Bank shall be typed in 2-digit single-spaced groups in month, day and year order, left justified, separated by hyphens and zero filled for single digit dates. An example is shown in Appendix 10.
- Block (3) - The B-Digit or 4-Digit Agency Location Code (ALC) 86-09-0300 has been overprinted. Therefore, no entry is required in this space when the overprinted form is used. EXCEPTION: See reference to CIN in paragraph 8-3c above.
- Block (4) - The Amount deposited shall contain the total amount of the deposit including

cents. The amount shall be left justified with the dollar and cent signs omitted. however, the normal commas and decimal points shall be used.

Block (5) - The Date Confirmed appears on the memorandum copy only. This date shall be typed on both the memorandum and the agency copies. This date shall be transcribed from Block 8 of the confirmed copy after the deposit has been made and the confirmed copy shall be returned. This date must be properly aligned, left justified, and typed in the proper font.

Block (6) - The FHA Fund Symbol 86X4070 shall be preprinted in this block. Draw a line through this preprinted symbol on the deposit ticket and leave this block blank. See paragraph 8-3b.

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Block (6a) - The Schedule Number is obtained from the schedule of collections. This block shall contain the schedule number only. Do not show the office code as Part of the schedule number.

Block (7) - The Name and Address of Depository shall be typed in this space.

Block (8) - Authorized Signature. No entries are to be made in Block (8). This space is reserved for the use of the depository only.

Block (9) - Depositors Address. Beneath the words "Department of Housing and Urban Development," show the city and state location of the depositing office.

8-6. TWO DEPOSIT TICKETS FOR ONE SCHEDULE. In certain cities, the Federal Reserve Bank may require one deposit ticket to cover currency, and coins and a separate deposit ticket to cover all other collection items. In such event, the deposit ticket covering currency and coins will have the letter "C" (for currency) added as a suffix to the schedule number in Block (6a). The other deposit ticket will have the letter "All (for all other) added as a suffix to the schedule number. The total of these two deposit tickets must agree with the total collection and must equal the total of the related schedule of collections and its official receipts.

8-7. DISTRIBUTION OF DEPOSIT TICKETS. After the deposit ticket has been prepared and carefully reviewed, it shall be distributed as follows. A graphic form of distribution is illustrated in Appendix 11.

- a. All copies except the memorandum copy (white) and the agency copy (yellow) shall be forwarded to the depository, with the related collection items, following the Losses-in-Shipment procedure. The memorandum and agency copies shall be held in the office.
- b. The original will be dated and signed by the depository and forwarded to the Treasury Department.

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- c. The depository copy will be retained by the depository.
- d. The confirmed copy will be dated and signed by the depository and returned to the Field Office. This copy, with the dated memorandum copy and copies of the official receipts (or other supporting documents) shall be attached to the schedule of collections and forwarded to:

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*   US Department of Housing and Urban Development   *
*   Office of Finance and Accounting, FCAD           *
*   PO Box 23299                                     *
*   Washington, DC 20026-3299                       *
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- e. The memorandum copy shall be dated in Block 5 with the confirmed date as indicated in Block 8 of the confirmed copy. This date shall be properly aligned and typed in the proper font. This copy shall be forwarded with the confirmed copy.
- f. The agency copy shall be dated with the confirmation date and retained in the Field Office.
- g. A copy of the confirmed copy of the deposit ticket, used to deposit proceeds from the sale of a Secretary-Held multifamily property shall be sent by facsimile to the Director, Multifamily Accounting and Servicing Division.

8-8. ERRORS IN DEPOSIT TICKETS. Extreme care must be taken in preparation of the deposit ticket. Only when an error in a ticket is detected before the depository submits its daily

report to the Treasury Department may a corrected set of tickets be substituted for an incorrect set. In such event, all copies of the incorrect set must be destroyed. Erroneous over-credits or under-credits given by the depository which occurred through no fault of the Field Office must be reconciled between the depository and the Treasury Department. All other discrepancies in the amounts reflected on deposit tickets must be corrected by the Field Office.

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- (8-8) a. Over-credits. In the event the amount of the deposit ticket is more than the actual deposit, this over-credit should be deleted by a Debit Voucher, SF-5515. The amount of the debit voucher must be for the over-credit only.
- (1) The schedule number shown on the ticket will be the same as the schedule number for the original deposit ticket. NOTE: A schedule of uncollectible checks will not be prepared.
 - (2) The "depositor's copy" of the debit voucher will be forwarded promptly with an explanatory letter to the Office of Finance and Accounting, Attn: FCAD.
 - (3) The accompanying letter transmitting the debit voucher must set forth all of the details pertaining to the transaction and complete information as to the corrective action taken.
- b. Under-credits. In the event the amount of the Deposit Ticket is less than the actual deposit, this under-credit must be corrected by the initiation of a supplemental deposit ticket. The amount of the supplemental ticket must be for the under-credit only.
- (1) The schedule number of the supplemental ticket will be the same as the original ticket except that the word "Supplemental" should be typed in the block which immediately follows Block (6a). NOTE: A supplemental schedule of collections will not be prepared.
 - (2) The memorandum and confirmed copies of the deposit ticket shall be forwarded promptly with an explanatory letter to the Office of Finance and Accounting, Attention: FCAD.
 - (3) The accompanying letter transmitting the deposit ticket must set forth all of the details pertaining to the transaction and complete

information as to the corrective action taken.

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- 8-9. JOINT VERIFICATION OF COLLECTIONS WITH COLLECTION RECORD.
The Field Office must make authentic records of all items comprising each deposit transaction. The collection record could be a Form HUD-235, Collection Register (or equivalent), receipt, deposit log, or remittance advice. Two employees shall inspect and verify the accuracy of collections and collection records. The two employees should be comprised of the one responsible for processing remittances and the one depositing the remittances. If they are one in the same, another employee should be designated, i.e., the supervisor.
- a. Receiving Clerk. The receiving clerk (or other employee designated to process remittances) shall take the completed schedule, the deposit ticket, the pink and blue receipt sets (or other supporting documents) and the signed collection record to the designated depositing employee.
 - b. Designated Depositing Employee. The person designated to deposit remittances shall compare the total of the remittance tape, which will have been prepared as directed in paragraph 8-3, with the grand totals for the schedule of collections and the deposit ticket. The two employees shall further, independently but at the same time, view each of the separate items of collection by case number, remitter and amount and compare them with their detailed listings on the collection record. It will not be sufficient to have one party read the details from the items of collection to the other party while the latter views the collection records.
 - c. Cash Precaution. The amount of any cash collection shall be checked against the entries in the receipt-date stamp of the remittance advice.
 - d. Completion. Indicate completion of the verification process by jointly signing a deposit register or equivalent. See Handbook 1911.1 for further deposit verification and shipment requirements.

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