

Cash management

Terms regarding deposits by armoured carrier



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Here you will find the terms of use as well as the next steps to follow in order to start using your cash management service. You must start by obtaining deposit bags and labels to properly identify them.

To make a deposit by armoured car service or using your branch's night depository, you must insert the items you want to deposit in a bag and identify it using a label.

Your processing center **opens the contents of the bag, counts the banknotes and checks the count with the information on the summary.**

Next steps

Ordering bags and labels

- › You must contact your armoured carrier in order to obtain your deposit bags.
- › As new client, you will receive your first set of labels by mail within the next 48 hours. If you need a new set of labels, you can contact the customer service team.

Preparing deposits

- › We suggest putting your bills in increasing order of denomination.
- › To optimize processing time, it is best to avoid stapling anything.
- › Put coins in a separate deposit envelope.
- › Identify the USD on a different colored envelope to the ones you use for your CAD deposits.
- › We strongly recommend attaching a ledger to your cheques.
- › If you are depositing multiple envelopes for several different accounts, place the envelopes for each account in a separate parcel.



NB: Wet or dirty banknotes must be processed by specialized teams, which may result in longer processing times.

Important :

- › If you have a U.S. dollar account, make sure that all the banknotes and cheques are in the same bag or envelope, clearly labelled with the currency of the deposit (USD)

If you are making deposits to several different CAD accounts:

- › Make sure that the accounts are clearly indicated on the label.
- › Write the amount to be deposited to each account.
- › use a separate envelope for each account.



Preparing envelopes

- › All envelopes should be the same size. We recommend that our clients use a ledger with duplicates so that they can also keep the envelope content information on hand.
- › Always include a deposit slip and clearly indicate the total deposit amount, as well as the total number of envelopes in your deposit.
- › Make sure the business name and the date are clearly visible.
- › List the banknotes by denomination on the envelope.
- › Do not fold banknotes or use rubber bands or paperclips.
- › Enter the details of coins, including \$1 and \$2 coins, in the “Loose coins” section of the envelope.
- › List cheques, money orders, bank drafts and gift certificates in the “Cheques” section of the envelope.

Important :

- › If you have multiple cheques, money orders or bank drafts, include a calculator printout indicating the number of items and their total amount.
- › Corrections are generally made to the client’s account the same or next day, depending on what time the processing center receives the deposit.



Preparing deposits summary

The deposit summary must always include:

- › Envelope serial numbers or deposit slip numbers.
- › Total amount of your envelope (banknotes + coins + cheques).
- › Total number of envelopes on each page.
- › Sub-total on each page and the total deposit amount.

Claim for Exchange Funds

An error occurred during the delivery of your cash order?



During the next coin delivery:

- › Complete and sign the Exchange Fund Claim Form you received in your welcome email.
- › The form must be signed by the person who performed the cash count.
- › Indicate the missing or extra amount as well as the details of the claim on the form.
- › Attach to the form the whole empty coin box (s) or the strips of bundles in which the banknotes were located.
- › Put everything in a drop bag for shipment to the processing center address or hand the bag to the armored carrier.



Customer service

If you have any questions or you need to order more labels, you can contact our customer service team at:

Montreal Cash Management and Depository Service

Toll-free: **1-833-652-1406**

Email: **BNCsupport@garda.com**

Summary of deposits with slips



Name of business: _____

Client number: _____

Check deposit slip	Sector	\$ amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Check deposit slip total: _____

Total \$ amount: _____

Date: _____

Signature: _____

Summary of deposits by envelope



Name of business: _____

Client number: _____

Check deposit envelope	Sector	\$ amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Envelope total: _____

Total \$ amount: _____

Date: _____

Signature: _____

Detailed description of cash straps and bundles, boxes and rolls of coins



Détails des liasses et briques d'argent, boîtes et rouleaux de monnaie

Full boxes / boîtes complètes

\$0.05	Box of 50 rolls / boîte de 50 rouleaux	\$100.00
\$0.10	Box of 50 rolls / boîte de 50 rouleaux	\$250.00
\$0.25	Box of 50 rolls / boîte de 50 rouleaux	\$500.00
\$1.00	Box of 40 rolls / boîte de 40 rouleaux	\$1,000.00
\$2.00	Box of 20 rolls / boîte de 20 rouleaux	\$1,000.00

Rolls / rouleaux

1 roll of \$0.05 / rouleau de 0,05 \$	\$2.00
1 roll of \$0.10 / rouleau de 0,10 \$	\$5.00
1 roll of \$0.25 / rouleau de 0,25 \$	\$10.00
1 roll of \$1.00 / rouleau de 1,00 \$	\$25.00
1 roll of \$2.00 / rouleau de 2,00 \$	\$50.00

Straps (100 notes) / liasses (100 billets)

1 strap of \$5.00 / liasse de 5,00 \$	\$500.00
1 strap of \$10.00 / liasse de 10,00 \$	\$1,000.00
1 strap of \$20.00 / liasse de 20,00 \$	\$2,000.00
1 strap of \$50.00 / liasse de 50,00 \$	\$5,000.00
1 strap of \$100.00 / liasse de 100,00 \$	\$10,000.00

One (1) bundle contains 10 straps, i.e., 10 straps of \$20 in a bundle = \$20,000.
 Une (1) brique contient 10 liasses, c'est-à-dire 10 liasses de 20 \$ dans une brique = 20 000 \$.

A package is an incomplete box that contains a mix of coin rolls and bills of different denominations.
 Un colis est une boîte incomplète qui consiste en un mélange de rouleaux de monnaie et de billets de dénominations différentes.