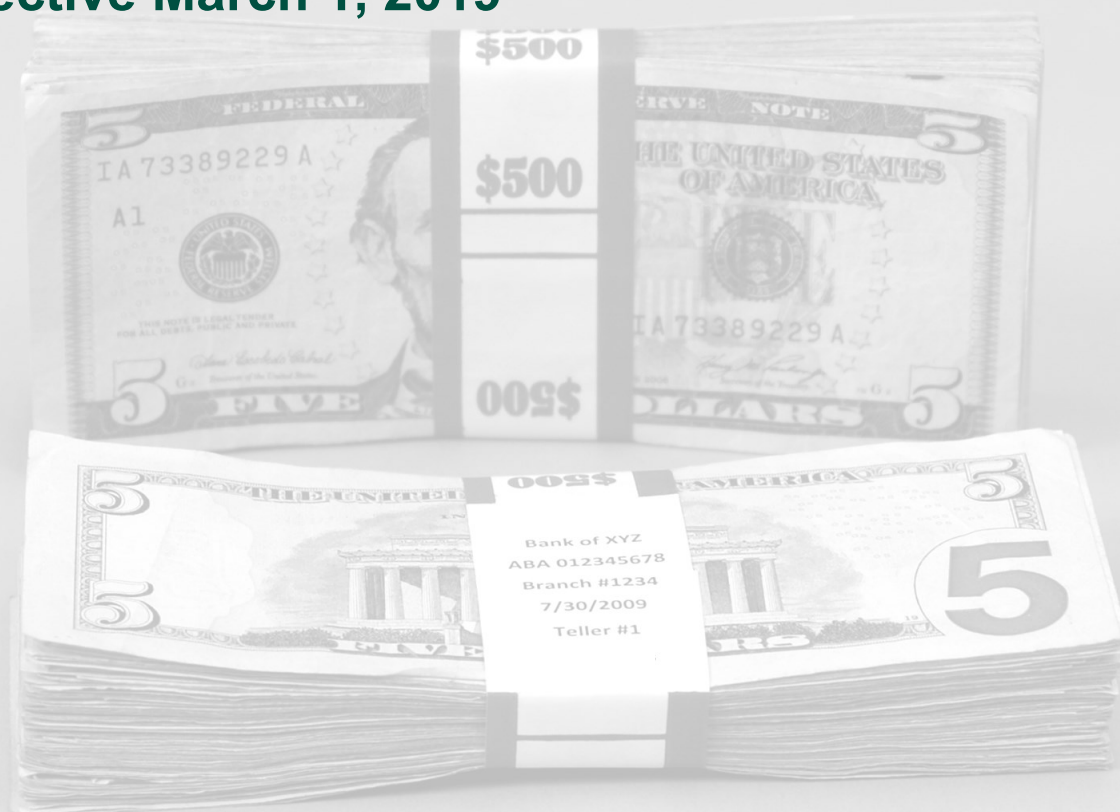


# Deposit Visual Reference Guide (DVRG)

Effective March 1, 2019



Please note: This guide is a supplement to the Cash Services Manual of Procedures (CSMOP) (<https://www.frb.services.org/assets/resources/rules-regulations/030119-operating-circular-2-csmop.pdf>) (PDF) and is not all inclusive of the requirements.

If you have further questions regarding deposit requirements, contact your servicing Reserve Bank at <https://www.frb.services.org/contactus/cash-business-continuity.html>.

The Deposit Visual Reference Guide can also be found online at <https://www.frb.services.org/resources/financial-services/cash/depositing-ordering/visual-reference-guide.html>.

# Introduction

The Deposit Visual Reference Guide (DVRG) is a supplement to the Cash Services Manual of Procedures (CSMOP) and is not all inclusive of the requirements. If a deposit does not comply with these guidelines, it may be rejected by the servicing Federal Reserve Bank and returned to the depository institution at their expense, or differences associated with these errors may be charged to the institution.

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# Preparing Currency Deposits

## What to do

Before depositing currency, currency must be prepared according to denomination. For \$1 through \$20 denominations, your deposit(s) must contain full bundles. If depositing \$50 or \$100 denominations, they must be in full straps and/or full bundles.

### All Denominations

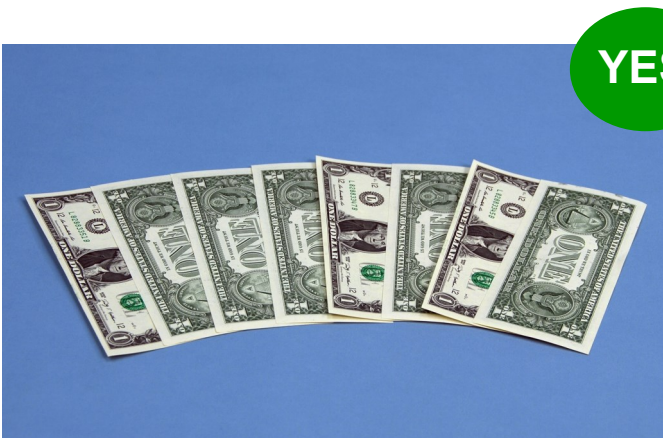
- All notes in a deposit must be clearly more than 50 percent of a note to receive credit.
- Notes must be piece counted and verified for authenticity before depositing.
- Unfit currency, currency that is not suitable for further circulation due to its physical condition (torn, dirty, limp, worn or defaced), should be included in your regular deposit(s).
- Notes should be straightened, and all corners and edges should be aligned.

# Preparing Currency Straps

## Overview

## What to do

- A strap is a package of 100 notes.
- All straps must contain 100 notes of the same denomination and must have only one band around them.
- Include only U.S. currency. Under no circumstances should coin or other valuables be included.
- Notes within the strap may be packaged without regard to direction or facing.
- All paper clips, staples, rubber bands and excess tape on the notes (causing notes to unnecessarily stick together) must be removed.



**CORRECT**—As shown in these examples, notes within a strap can be arranged without regard to facing or direction.

# Preparing Currency Straps (continued)

## Overview (continued)



YES

**CORRECT**—This strap is properly and neatly assembled and includes the teller’s identification and date of verification.



NO

**INCORRECT**—This strap contains sub-straps, rubber bands, and paper clips.

## What **NOT** to do

- Straps that contain sub straps (rubber bands or paper clips subdividing notes within the strap) are not permitted.
- Currency identified as mutilated or contaminated must NOT be included in deposits with fit currency (refer to CSMOP (<https://www.frb services.org/resources/rules-regulations/operating-circulars.html>) for instructions on sending mutilated currency to the Bureau of Engraving and Printing (BEP) and depositing contaminated currency with the Federal Reserve).



# Preparing Currency Straps (continued)

## Strap Bands

YES



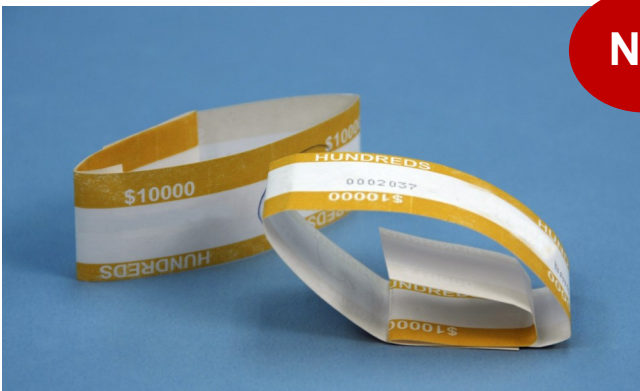
**CORRECT**—The strap has a single band of proper color-coding and material, and includes the teller's identification and date of verification. In addition, the band has no excess flap.

YES



**CORRECT**—This band has no excess flap.

NO



**INCORRECT**—Do not use bands with loose flaps.

## What to do

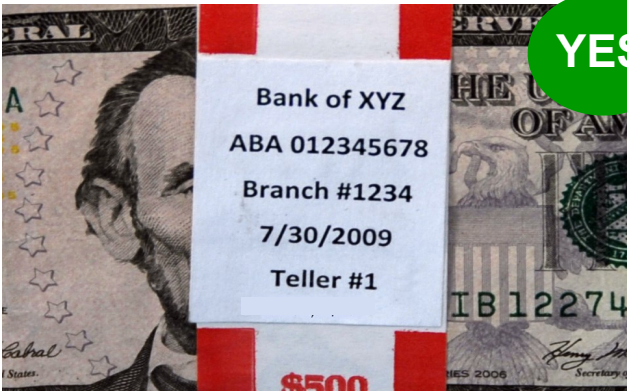
- A band is a strip of paper material used to bind or hold together a strap.
- Each strap must be bound by only one band.
- Bands must be applied to the middle of each strap.
- Bands should be secured around the strap without the band adhesive or securing tape unnecessarily sticking to the notes within.
- Bands must be white paper and color-coded (along the edges) to conform to existing standards of the American Bankers Association ("ABA").
- Band material must be between 1.00 to 1.57 inches wide with an approximate weight of 100 g/sqm, made of paper and not synthetic materials.
- Bands should indicate the dollar amount of currency in the strap, the date of verification and the initials or names of the persons who verified the strap.
- The length of the band must be such that the band wraps the strap once with minimal overlap, so no loose flaps (such as a tail) are remaining beyond the adhesive.
- For correct placement of bank stamps refer to section "Stamps," on page 6.

## What NOT to do

- Do not use bands with loose flaps.
- Do not use brown paper bands, that is, those bands made of recycled stock paper, as they do not image well. Bands should be made of white paper to ensure information is clearly captured when imaged.

# Preparing Currency Straps (continued)

## Band Stamps



**CORRECT**—The stamp is in black ink, shows the required deposit information and includes the teller’s identification and date of verification.



**INCORRECT**—The stamp shows the use of red ink.



**INCORRECT**—The stamp shows a blurred stamp that is unreadable.

## What to do

- Each band must be stamped with the following information:
  - ◊ Institution's name;
  - ◊ ABA routing number; and
  - ◊ Four-digit endpoint number (branch number) of the depositing office (a band without an office identification number is deemed to be from the institution’s head office).
- Use black or dark ink (not red) on the stamp to help ensure good quality images.
- Use large and easy-to-read font on your stamp.
- Refresh ink pads frequently.

## All Denominations

- The bank stamp on the band may be placed on either side of the strap, without regard to the portrait; however, straps within the bundle must be arranged such that all bank stamps face the same direction. (See picture in “Preparing Bundles” section on the bottom of page 7).



**CORRECT**—The bank stamp is placed on either side of the strap without regard to facing.

# Preparing Bundles

## What to do

### All Notes

- A bundle consists of 1,000 notes of the same denomination in ten equal straps of 100 notes each.
- All strap edges must be vertically aligned into a single organized stack and oriented in the same direction.
- Straps must be bound together.
- Securing the straps together to make a bundle may be achieved through the use of rubber bands or other tension material. The bundle tension material:
  - Must be secured enough to remain intact through transportation and handling: (1) not too tight as to overstress the notes causing them to bend/crease within the bundle; or (2) not too loose where the notes or straps move around or the tension material breaks or falls off of the bundle;
  - Must be secured across the short side at both ends of the bundle (and not on subgroupings of straps within the bundle); and
  - Must allow for clear view of the currency strap band.

### All Denominations

- Straps within the bundle must be arranged such that all bank stamps face the same direction.



**YES**

**CORRECT**—The bundle is properly stacked and tension material is on the right ends of the bundle allowing clear visibility of the band. The tension material is not too tight or too loose so the notes remain firm without bending or creasing.



**YES**

**CORRECT**—The straps within the bundle are properly stacked and tension material is on the right ends of the bundle allowing clear visibility of the band. The tension material is not too tight or too loose so the notes remain firm without bending or creasing. The tension material has no protruding edges.



**YES**

**CORRECT**—All the stamps in the bundle face in the same direction.



# Preparing Bundles (continued)

## What **NOT** to do

### All Notes

The bundle must not contain mixed denominations.

The bundle tension material must not:

- be so tight as to cause damage to the notes;
- be placed around the long end of the bundle (i.e., lengthwise); and
- have any residual material (such as a tail) that could risk compromising the shipping bag or the bundles/straps around it.

*Currency deposits that do not meet the stated criteria upon inspection at your servicing FRB may be refused.*





# Preparing Bundles (continued)

## What **NOT** to do (continued)



**NO**

**INCORRECT**—The tension material is too loose to where the notes can move around and there is a risk of the tension material breaking.



**NO**

**INCORRECT**—There is tension material placed on the incorrect end (on the long end) of the straps.



**NO**

**INCORRECT**—The tension material tail is too long and could compromise the shipping bag or other bundles/straps around it.



**NO**

**INCORRECT**—The tension material is too tight, causing the notes within the bundle to deform and bend/crease.

# Currency Bags/Containers



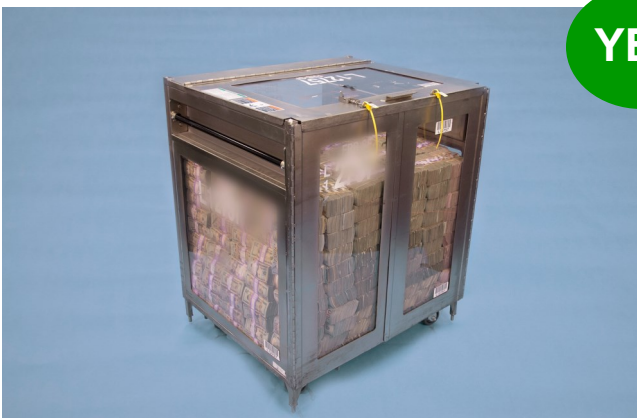
YES

**CORRECT**—The currency bag is properly labeled with a typed or handwritten institution’s identification and deposit information.



YES

**CORRECT**—The currency bag is secure with a tamper-evident plastic seal, and the tag is attached to the seal. In addition, the currency bag is properly and tightly cinched based on the size of the deposit.



YES



YES

**CORRECT**— As shown in the two images above, containers must be secured with tamper-evident seals that have unique seal numbers.

## What to do

- Only clear plastic bags or clear plastic/metal containers may be used for deposits.
- Plastic bags must be at least 5 mils thick or the equivalent in strength and durability.
- The bags/containers of deposits must be securely sealed with a tamper-evident seal, so that any unauthorized access is easily detected, and the bags must be free of holes and tears.
- The bags/containers must bear the institution’s identification (logo and/or name).

*To help ensure your deposit is properly identified and remains secured, the following practices are also recommended:*

- If using plastic seals, each bag should have a bag tag attached to the seal or within a compartment of the bag separate from the currency.
- The tag must indicate ABA number (with four -digit endpoint number), institution’s name, and dollar amount of the contents on each bag.
- The tag should indicate the bag number (e.g. “Bag\_\_of\_\_”).
- If using a large-capacity currency bag for a small deposit, please be sure to cinch or seal the bag in such a way to prevent tearing of the straps or breaking the bundles in transit.
- Containers must be secured with tamper-evident seals that have unique seal numbers with the seal numbers provided to your servicing Federal Reserve Bank.

*Your servicing Federal Reserve Bank requires you to include a deposit document with your deposit. Consult with your servicing Federal Reserve Bank for specific policies and procedures.*

# Currency Bags/Containers (continued)



**NO**

## What **NOT** to do

- A full bag must not contain more than 16 bundles of currency.
- The bag tag should not be placed inside the bag.

**INCORRECT**—The currency bag contains loose notes. It is not cinched properly, and the tag is placed inside the bag.



**NO**

**INCORRECT**—The currency bag contains loose notes/straps, or a small deposit is placed in a large bag with the tag inside the bag.



**NO**

**INCORRECT**—Small deposits are placed in large bags that are not cinched properly, and the tag is placed inside the bag.



# Contaminated Currency



**CORRECT**—The contaminated deposit is separated from a normal deposit, properly double bagged and is marked with the word “contaminated” on the outer bag. The straps are secured with rubber bands placed around the middle of the bundles.

## What is considered contaminated currency?

Currency may become contaminated due to:

- Prolonged exposure to water or other liquids that results in the existence of mold. (Note: Wet currency that does not show signs of mold is not considered contaminated and should be **dried** and deposited under the normal process.)
- Exposure to blood, urine, feces, or any other bodily fluids, including removal from any body cavity, corpse, or animal.
- Exposure to sewage.
- Exposure to any chemical, liquid, or foreign substance that may pose a health hazard or safety risk.
- Exposure to tear gas used in most dye packs. (Note: The dye used in dye packs is not considered a contaminant. Notes stained from the dye alone should be deposited normally.)

## What to do

Contaminated currency is currency that has been damaged by or exposed to contaminants, poses a health hazard or safety risk, and cannot be processed under normal operating procedures.

Institutions should obtain as much information as possible from their customer regarding the type and extent of the contamination before contacting the servicing Federal Reserve Bank to deposit contaminated currency.

*Note: Currency which has been damaged to the extent that its value is questionable is not handled by the Federal Reserve Bank. These notes, which are commonly referred to as mutilated currency, should be sent to the Bureau of Engraving and Printing, Mutilated Currency Division, Office of Financial Management for validation and redemption.*

Procedures for depositing contaminated currency:

- Separate contaminated currency from normal deposits.
- If contaminated notes are old U.S. currencies or high denomination notes (\$500 and above),<sup>1</sup> they must be packaged separately.
- Contaminated currency must be prepared by denomination, in straps of 100 notes and in bundles of 10 straps.
- Rubber bands must be used to secure multiple full straps and, contrary to normal deposit procedures, should be securely placed around the **middle** of the bundle.

*This section is continued on the following page.*

<sup>1</sup> All large size currencies; National Bank notes, small size; Federal Reserve Bank notes, small size; and Gold certificates, small size, series 1928 only.

# Contaminated Currency (continued)



**CORRECT**—The image on the left shows a partial strap of **50 notes or less** of a single denomination stapled in a fan shape in such a way that each note can be clearly denominated and piece counted.

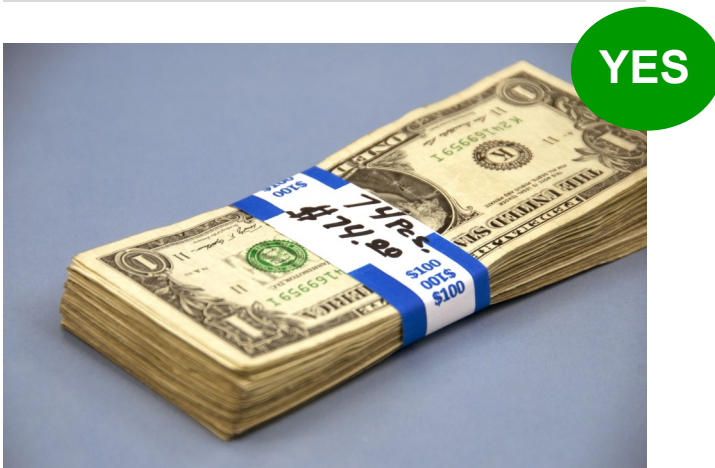
**INCORRECT**— The image on the right shows notes that are not fanned in a way that allows for more than 50 percent of each note to be clearly visible.

## What to do

- Partial straps of **50 notes or less** of a single denomination must be fanned in a way that allows for more than 50 percent of each note to be clearly visible through all of the packaging material. Staples should be used to secure the fan before the notes are placed into the bag.
- Partial straps containing between **51 and 99 notes** of a single denomination must be wrapped with a paper band. The band must be marked with the piece count and dollar amount.
- Contaminated currency must be double-bagged, and the bags must be large enough to permit movement of the currency inside the bags for initial visual inspection.
  - ◇ The **inner bag** must be a strong, tamper-evident, clear plastic currency bag purchased by your institution for depositing with the Federal Reserve. Do not use store-bought resealable style bags for the inner bag.
  - ◇ The **outer bag** must also be a strong, tamper-evident, clear plastic currency bag used by your institution for depositing with the Federal Reserve.
- The word “**CONTAMINATED**” must be written in permanent marker and large letters on the outside of the outer bag. Any exterior printing on the bags must not inhibit the view of the bagged contents.



**CORRECT**—Partial straps of 50 notes or less of a single denomination are stapled in a linear fashion where each note can be clearly denominated and piece counted.



**CORRECT**—Partial straps of 51 - 99 notes of a single denomination are wrapped with a paper band and marked with the piece count and total dollar amount.

# Contaminated Currency (continued)



**INCORRECT**— The contaminated deposit is not double-bagged in a manner that the contents of the bag are visible.



**INCORRECT**—In the image on the left, the contaminated deposit is not double bagged or marked with the word “contaminated.” In the image on the right, the contaminated deposit is not double-bagged in a manner that the contents of the bag are visible.



**INCORRECT**— The bundles are not double-bagged in bags large enough to permit movement of the currency inside for initial visual inspection.

## What to do

- Provide advance written notification to your servicing Federal Reserve Bank by completing the FedCash Services Contaminated Currency form (<https://www.frbervices.org/forms/cash/index.html>) and sending it via email or fax to the Federal Reserve Bank prior to sending contaminated currency to the servicing Federal Reserve Bank. Be sure to provide as much information as possible regarding the type and extent of the contamination.
- Complete a separate Federal Reserve Bank deposit document or electronic deposit notification form that includes the denominational breakdown and total of the contaminated currency. The deposit document should accompany the deposit.

## What NOT to do

- Do not include any extraneous items inside or between the inner and outer bags. Extraneous items include paper clips, deposit documents, bag tags, or dye pack mechanisms. The presence of extraneous items will result in your deposit being returned.
- Double-bagging must not inhibit the view of the bagged contents.
- If proper advance notification of a contaminated currency deposit does not occur, or if proper packaging requirements are not met, the Federal Reserve Banks reserve the right to return the deposit to the institution. For more information, contact your local Cash office (<https://www.frbervices.org/contacts/index.jsp>).

Review the Contaminated Currency and Coin Policy (<https://www.frbervices.org/resources/financial-services/cash/exception-processing/contaminated-coin-currency.html>) for complete details and a video on handling contaminated currency and coin.



# Mutilated Currency



**EXAMPLE** — This example shows buried currency.

## What to do

The Federal Reserve **DOES NOT** accept deposits of mutilated currency.

Mutilated currency is currency that has been damaged to the extent that one-half or less of the note remains, or its condition is such that its value is questionable and special examination by trained experts at the BEP (<http://www.bep.treas.gov/>) (Off-site Link) is required before any exchange is made.

- Burnt currency that is clearly less than one-half a complete note and cannot be handled without compromising its integrity is considered mutilated currency.
- Mutilated currency must be sent directly to the BEP's Mutilated Currency Division with a letter stating the estimated value of the currency and an explanation of how the currency became mutilated.

## What **NOT** to do

- Unfit contaminated, but not mutilated, currency should not be sent to the BEP's Mutilated Currency Division. The Federal Reserve processes this currency; however, currency that is both contaminated and mutilated should be sent to the BEP's Mutilated Currency Division.
- Currency that is clearly more than one-half, but less than a complete note, heavily soiled, limp, worn or torn, is not considered mutilated, and should be included in a normal deposit.
- **Do not send suspect counterfeit currency** to the BEP's Mutilated Currency Division as a mutilated claim. For more information on counterfeit currency, visit Handling Counterfeit Currency (<https://www.frbservices.org/resources/financial-services/cash/exception-processing/counterfeit-currency.html>).

*You may call the BEP's toll-free number, 1-866-575-2361, or visit the BEP Web site (<http://www.bep.treas.gov/>) (Off-site Link) to obtain more information on shipping instructions for mutilated currency, and to see photographic examples of mutilated currency.*



**EXAMPLE** — This example shows burnt currency.



**EXAMPLE** — This example shows liquid damaged currency.

# Coin Deposits



YES

**CORRECT**—The coin bag is correctly secured with a tamper-evident plastic seal and a correct color-coded tag, based on denomination, containing institution identification.



YES

**CORRECT**—The tamper-evident plastic bag is correctly labeled with the institution identification based on the denomination, with the dollar amount.



NO

**INCORRECT**—The canvas bag is incorrectly sealed with a non-tamper-evident seal, and the seal was applied loosely. The bag also doesn't contain a tag.

## What to do

- Package loose coin by denomination in plastic or canvas bags.
- If using canvas bags with a tamper-evident plastic/string tie and lead seals, attach the correct color-coded tags, showing the denomination, dollar amount, institution identification and ABA with four-digit endpoint number to the seal. Do not place the tag inside the bag.
- If using plastic bags, each bag must be tamper-evident and have a label on the opposite side of the handle showing denomination, dollar amount, institution identification and ABA with four-digit endpoint number.



# Coin Deposits (continued)



**NO**

**INCORRECT**—Different denominations of coin cannot be mixed in the same bag.

## What **NOT** to do

- When preparing a coin deposit, make sure to piece count and verify the coin and not mix coin of different denominations in the same bag. Bags found to have mixed denominations may be rejected by the servicing Federal Reserve Bank and returned to the institution at their expense, or differences associated with these errors may be charged to the institution.
- Susan B. Anthony, Native American and Presidential dollar coins may be bagged together, but they must be bagged separately from Eisenhower dollars.
- Deposits of boxed or wrapped coin are not accepted.



**NO**

**INCORRECT**—For one dollar coins, Eisenhower dollars must be separated from all other dollar coins.

*Your servicing Federal Reserve Bank may require you to include a deposit document with your deposit. Consult with your servicing Federal Reserve Bank for specific practices and procedures.*



**NO**

**INCORRECT**— Rolled coin and boxed coin cannot be deposited.



# Plastic Coin Bags



**CORRECT**—The plastic bags are stacked on the pallet with all labels facing out.



**INCORRECT**—The plastic bags are stacked on the pallet with all labels facing inward.

## What to do

- Coin deposits may be made in either standard canvas bags with tamper-evident seals or tamper-evident clear plastic bags.
- Clear plastic bags must meet the following requirements:
  - ◇ Must possess a tamper-evident seal;
  - ◇ Reinforced handle able to withstand hang test with +100 lb. load or the equivalent in strength and durability;
  - ◇ Material must be 6.5-mil gauge or the equivalent in strength and durability;
  - ◇ Size must approximate that of a standard canvas bag;
  - ◇ Contents must be clearly visible through the packaging material; and
  - ◇ Each bag must have a label on the opposite side of the handle showing the denomination, dollar amount, institution's name and ABA routing number (with four-digit endpoint number).

# Canvas Coin Bags



**YES**

**CORRECT**—The canvas bags are stacked on the pallet with all labels facing out.

## What to do

- Canvas bags must meet the following requirements:
  - ◇ Each canvas bag must have a color-coded tag, in accordance with the ABA standards based on denomination;
  - ◇ The tag must contain the denomination, dollar amount, institution's name and ABA routing number with four-digit endpoint number; and
  - ◇ A tamper-evident seal with the institution's identification must be used.
- If depositing in pallets, bags should be neatly stacked.



**NO**

**INCORRECT**—The canvas bags are stacked on the pallet with all labels facing inward and some bags show evidence of holes and tears.

## What **NOT** to do

- Bags should not be torn or damaged.

## Bent or Partial Coin

The Federal Reserve **DOES NOT** accept deposits of bent or partial coin.

- Coin classified as bent or partial should be forwarded directly to the U.S. Mint (for the address, refer to CSMOP <https://www.frbervices.org/resources/rules-regulations/operating-circulars.html>).
- Bent or partial coin is not redeemable at face value; it is redeemable only at its bullion (metal) value as established by the Director of the U.S. Mint.



**EXAMPLE** —This example shows bent or partial coin.



**EXAMPLE** —This example shows bent or partial coin.

## Contaminated Coin

The Federal Reserve does not accept deposits of Contaminated Coin. Contaminated Coin must be decontaminated per the guidelines established by the Center for Disease Control and Prevention (CDC) for decontamination of surfaces in the “Cleaning & Sanitizing” section. If you want to deposit the Coin after decontamination, contact the servicing Federal Reserve Bank for further instructions.

For complete instructions on Contaminated Coin, visit the [Contaminated Coin and Currency](https://www.frbervices.org/terms/index.html) page on the FRBservices.org<sup>SM</sup> website.