

STATE OF MARYLAND
BOA Depository Plus Account – Remote Deposit Service Ticket Order Form
Instructions

Note: This form is ONLY TO BE USED FOR REMOTE DEPOSIT SERVICE tickets.

1) Form Sections:

Section I

- Enter the name of the person placing the order.
- Enter the email address of the person placing the order.
- Enter the phone number of the person placing the order.

Section II

- Enter your agency's depository plus BOA account number. **Use leading zeros as necessary to fill in all 12 blocks.**

Section III

- Indicate the quantity of deposit tickets being ordered.

Section IV

- Enter the agency's assigned five digit department number. **All five blocks must be filled in. This is not the Stars agency number.** Contact the Banking Services Deposit Match Coordinator if you are unsure of your assigned number at 410-260-7897 or 410-260-7270.

Section V

- Enter the deposit ticket start # (i.e. the first number of your new tickets). **All five blocks must be completed.** Use leading zeroes as necessary (ex. 300 is entered as 00300). If you have other un-encoded or pre-encoded tickets for making cash deposits, be careful that the ticket numbers of those tickets and the remote deposit service tickets are not the same.

Section VI

- Enter the imprint information as you would like it to show up on the deposit ticket and the delivery information on where you want the tickets delivered. Note – Do not use a P.O. Box for the delivery address. All remote deposit service tickets shall include the words "REMOTE DEPOSIT SERVICE" on the imprint.

Section VII

- Indicate how you would like the order delivered.

2) Send the order to the Special Forces group at Harland Clarke via either email (preferred method) or fax.

- a. Email: sfteam@harlandclarke.com

- b. Fax: 1-800-893-9731, Attention: Special Forces
- 3) You should receive an order confirmation from the Special Forces Group at Harland Clarke within 24 hours. If not contact the Special Forces group at sfteam@harlandclarke.com.
- 4) Upon Receipt of the order, verify the following information is correct on your order. If all the following is not correct, immediately contact the Special Forces Group at Harland Clarke at sfteam@harlandclarke.com and inform the Banking Services Division Deposit Match Coordinator at 410-260-7897 or 410-260-7270 so we can get the order corrected and or charges reversed as necessary.
- a. Number of tickets ordered is correct.
 - b. Account number on the tickets is correct.
 - c. The bottom left hand corner magnetic ink character recognition (MICR) number is a ten digit number. The first five digits are the five digit department number (Section IV on order form) and the last five digits are the deposit ticket start number (Section V on order form)
 - d. The ABA Routing Number is 540520053.
 - e. The imprint information is correct.
 - f. The top right corner of the ticket contains the five digit deposit ticket number including leading zeros if necessary.