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**Wells Fargo Depository Account**

**Deposit Ticket & Supplies Order e-Form Instructions**

Depository Account order forms can be found on the Treasurer’s Office website within the Banking Services Division page under the section titled ‘Forms’.

The following sections must be completed for each type of order:

1. Deposit tickets- Complete sections I-V, VII and VIII.
2. Deposit Supplies – Complete sections I, II, VI, VII Delivery Info and VIII.

## Form Sections to be Completed

**Section I – Order form completed by**

* Enter the name of the person placing the order.
* Enter the email address of the person placing the order.

**Section II – Wells Fargo Account #**

* Enter your agency’s depository Wells Fargo account number.

**Section III – Deposit Ticket Order Quantity**

* Indicate the quantity of the deposit tickets being ordered by placing an X in the box.

**Section IV – Agency/Location # (static)**

* 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 410-250-7897 or 410-260-7270.

**Section V – Starting # (sequential)**

* 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 enter as 00300).

**Section VI – Other Supplies requested:** (enter number of items requested)

* Enter the quantity desired of the various products. Note there are 100 deposit bags per box so an order of quantity “1” results in an order of 100 bags.

**Section VII- Imprint information**

* For Deposit Ticket orders – enter imprint information as you would like it to show on the deposit ticket and the delivery information on where you want the tickets delivered. Do not use a P.O. Box address.
* For Endorsement Stamp – enter imprint information as you would like it to show on the endorsement stamp.

**Section VIII – Delivery Method**

* Place an X in the box next to how you would like the order delivered.

## Final Steps

1. Completed order forms should be sent to Rosa Santos at Superior Press via email (preferred method) or fax.
2. Email: [rsantos@superiorpress.com](mailto:rsantos@superiorpress.com)
3. Fax: 1-877-805-0179
4. You should receive an order confirmation from Superior Press within 24 hours. If not, contact Superior Press via the e-mail address at the top of the order form.
5. Upon receipt of the order, verify the following information is correct on your order. If all the following is not correct, immediately e-mail Superior Press and inform the Banking Services Division Deposit Match Coordinator at 410-260-6094 or 410-260-7270 so we can get the order corrected and/or charges reversed as necessary.
6. Deposit Tickets
   * Number of tickets ordered is correct.
   * Account number on the bottom of the tickets is correct.
   * 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 number (Section V on order form).

* The ABA routing number is 518200392.
* The imprint information is correct.
* The top right corner of the ticket contains the five-digit deposit ticket number.

1. Deposit Supplies

* Correct type of supply was received.
* Correct quantity was received.