

Large Coin Deposit Preparation

Quick Reference Guide

How to prepare coin deposits

Please do not include checks or paper currency. The weight of any bag cannot exceed **50 pounds**.

1. Count and package the coin.
 - You may include a single or mixed denomination of coin in one bag.
 - For guidelines on estimating the value of non-mixed bags of coin, see the [Standard coin bag amounts and weight guidelines](#) section.
 - Coin bags are not returned.
2. On the deposit slip, include the following information:
 - Deposit date
 - Bag serial number(s)
 - Declared value of deposit
3. Package the deposit.
 - Keep the deposit slip outside the bag. Do not seal the deposit slip inside.
 - Complete all pertinent information in the bag's white spaces.
 - Load the coin into the bag, and seal the bag. Do **NOT** remove the processor receipt at the top of the bag.

Note: Do not attach the deposit slip to the clear plastic deposit bag or place it inside the bag as this will delay processing

Deposit supplies checklist

To order supplies, please call 1-877-851-7258, Monday through Friday, 8:00 a.m. to 9:00 p.m. Eastern Time. You may also purchase tamper-evident, clear plastic coin deposit bags from another vendor.

Deposit contains	Supplies checklist
Coin deposits	<ul style="list-style-type: none"> • Plastic coin deposit bag • Deposit slips

Deposit bag specifications:

Material	Plastic (disposable)
Dimensions	10" x 19" to 12" x 24" (suggested)
Thickness	5 millimeters (minimum)
Color	Clear
Seal	Tamper-evident
Additional	Sequentially numbered, tear-off strip (customer receipt) including the bag serial number

Tips for preparing your deposits

- Always keep the tear-off customer receipt that is preprinted with the bag serial number.
- On the outside of every deposit bag, write the following information:
 - Customer name
 - Your location number (optional)
 - Deposit total (a declared value must be listed on each bag)
 - Denomination (indicate denomination type or mixed-denomination).
 - If deposit includes multiple bags, please number each bag sequentially and indicate the total number of bags (for example, Bag 1 of 3).
- You may deposit up to 10 bags of coin at once.
- Ensure all adhesive areas on the deposit bag are sealed.
- Ensure the declared value of the deposit is listed on the deposit slip.

Standard coin bag amounts and weight guidelines

Deposit contains	Standard full bag amount	Bag weight
Pennies	\$50	29.10 – 32.53 pounds
Nickels	\$200	42.24 – 44.60 pounds
Dimes	\$1,000	50.23 – 50.43 pounds
Quarters	\$1,000	49.76 – 50.00 pounds
Halves	\$1,000	49.60 – 49.90 pounds
Dollars	\$2,000	35.50 – 35.90 pounds

The weights listed are guidelines for estimating bag value; actual coin amount may vary. Count coins to verify deposit amount.

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