

A Handy Guide to your Cash Vault Service.

Coin. Currency. Easy.

Our cash vault service is a great way to get your money transferred safely and reliably from your location to your Columbia account. You won't need to spend company time going to the bank, and you'll minimize risk to your employees, who might otherwise have to transport large quantities of cash on their own.

To deposit currency or coin, simply follow these instructions. We'll take care of the rest!

Deposit Preparation Tips

Here are a couple of things you can do to ensure your deposit gets in right on time:

1. Always keep the pre-printed, tear-off bag receipt with the bag serial number.
2. Write the following information on the outside of every vault deposit bag:
 - » Company name
 - » Location number
 - » Deposit destination
 - » Deposit total (Currency/Coin + Checks)
3. Create a separate ticket for Unfit Bills Deposits, if included.
4. Create a separate ticket for Check Deposits, if included.

Currency Deposits

What is considered a currency deposit?

Simply put, it is paper currency and **less than \$10** in coin.

What about mutilated currency?

Sorry, but we cannot accept it. Please contact us for redeeming mutilated coin and currency instructions.

Step 1: Count and bundle your paper currency and coin.

1. Place all paper currency face up.
2. Remove all paper clips and staples.
3. Bundle into stacks, with a maximum of **500 notes** (bills) per stack.
4. Secure each stack with a rubber band.

Important - If you have more than **\$10** in coin, prepare a separate coin-only deposit using a special coin bag. (See *Coin Deposits*.)

Step 2: Prepare a deposit slip.

1. On each slip, be sure to tell us:
 - » Company name
 - » Location number
 - » Deposit date
 - » Currency by denomination (if applicable)
 - » Currency and coin total
 - » Deposit total
2. Keep a copy of the deposit slip for your records.

Step 3: Package your deposit.

1. Review the deposit slip and verify that all necessary information is recorded accurately.
Don't forget to keep a copy.
2. Put the cash and original deposit slip in the plastic deposit bag and seal it.
3. Write your company name, location number, deposit total and deposit destination on the outside of the deposit bag.
4. Keep the tear-off bag receipt for your records.

Coin Deposits

About coin deposits

If you have more than **\$10** in coin, please prepare a separate coin deposit.

Coin deposits are coin only—no checks or paper currency. Use the specified coin bags, and make sure the bag weighs no more than **50** pounds.

What about mutilated coin?

Sorry, but we cannot accept chipped or fused coin. Please contact us for redeeming mutilated coin and currency instructions.

Standard Coin Bag Amounts

COINS	HALF BAG	FULL BAG
<i>Pennies</i>	\$25	\$50
<i>Nickels</i>	\$100	\$200
<i>Dimes</i>	\$500	\$1,000
<i>Quarters</i>	\$500	\$1,000
<i>Halves</i>	\$500	\$1,000
<i>Dollars</i>	\$500	\$1,000

Step 1: Count and package your coin.

1. Choose a coin bag:

- » **Standard full or half coin bag**—Use for a pre-defined amount of a single denomination. See the table on the back page for standard coin-bag amounts.
- » **Partial coin bag**—Use for coin of one denomination for which standard amounts do not apply.
- » **Mixed coin bag**—Use for mixed denominations with known total value.
- » **Subject-to-Count(STC) bag**—Use for mixed or single denominations of uncounted coin.

Coin bags are not returned.

Step 2: Prepare a deposit slip.

Note: Prepare a separate deposit slip for Subject-to-Count (STC) deposits.

You must declare \$1 minimum on these tickets. Verified total will be posted as an Adjustment.

1. On each slip, be sure to tell us:
 - » Company name
 - » Location number
 - » Deposit date
 - » Bag serial number with Coin total
 - » Deposit total
2. Keep a copy of the deposit slip for your records.

Step 3: Package your deposit.

1. Fill out all pertinent information in the white writeable areas on the bag. Include vault bag details at the top of the bag.
2. Complete and remove the customer receipt and attach it to your copy of the deposit slip for your records. Do not remove the processor receipt.
3. Gather the coin, load the bag and seal it.
4. For a standard coin bag, attach the color-coded adhesive label showing the dollar amount and coin type in the lower right corner as indicated.

Step 4: Prepare the documentation envelope.

1. Insert the following documents in an envelope:
 - » White and yellow copies of deposit slip(s)
2. Address the envelope to your designated cash vault.
3. Retain a copy of the armored carrier's shipping manifest and

Avoid delays in posting! Do not attach the envelope to the clear plastic deposit bag or place it inside the bag.



Helpful reminders:

1. Provide your Armored Carrier with your Columbia Bank Vault location.
2. Prepare a separate deposit ticket for Checks.
3. Prepare a separate Coin shipment bag for coin over **\$10.00**.
4. Prepare a separate deposit ticket for Currency.
5. Add check and currency together for each bag label total.
6. Contact us for assistance with ordering currency or any deposit questions
7. Contact us to for your supply re-ordering. You can get everything you need from us, except for the rubber bands and the permanent ink.

Treasury Management Support

866-563-1010 (toll-free)

7:30am – 5:30pm (Pacific Time)

TreasuryManagement@ColumbiaBank.com

When you call, we'll be able to help you more quickly if you've got the following information handy:

- » Location name
- » Location number
- » Armored carrier name and phone number
- » Pick- up time
- » Cash vault location