

Making deposits is a critical part of maintaining your accounts, especially a share draft checking. Depositing cash or checks is simple ... just follow these guidelines:

Depositing or cashing a check

You must first endorse a check before you can deposit it. To endorse the check, sign your name as close to the top back left side as possible. Most checks have a pre-printed endorsement line showing you where to sign on the back. You must sign your name exactly as it appears on the front of the check. If your name is misspelled, first endorse it in the misspelled way and then sign your name correctly underneath.

<p>ENDORSE CHECK HERE</p> <p>X <i>Jane Doe</i></p> <hr/> <hr/> <hr/> <hr/> <p>DO NOT WRITE, STAMP, OR SIGN BELOW THIS LINE</p>	<p>ENDORSE CHECK HERE</p> <p>X <i>Jane Doe</i></p> <p><i>for deposit only</i></p> <hr/> <hr/> <hr/> <hr/> <p>DO NOT WRITE, STAMP, OR SIGN BELOW THIS LINE</p>
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There are some special statements that you can place in the endorsement area to limit what types of transactions can be conducted with your check when depositing it. If you would like to deposit the entire amount into your account, write "For Deposit Only" underneath your endorsement. This statement will restrict it to being deposited into your account and cannot be cashed.

Making a deposit at Pocatello Railroad Federal Credit Union

Complete a deposit slip for all deposits into your account. This helps to protect your privacy, ensure transaction accuracy, and be a reference for researching disputes. Your privacy is protected by the teller not asking you to state your account or Social Security Number in the lobby of our branch for others to hear. Transaction accuracy is improved because you have already indicated where you would like the money to be deposited and how much you would like back. Having a written and signed reference allows us to quickly research and find any mistakes that might have been made during a transaction. You can complete the deposit slip located at the back of your checkbook or utilize the deposit slips located in the lobby of the branch.