



Procedures: Preparing the Revenue Deposit Form (ACH/Wire/Credit Card)

Overview: The Revenue Deposit Form (ACH/Wire/Credit Card) is used to make departmental deposits using electronic means. This form closely mirrors the use of the Revenue Deposit Form (Cash) which is used to deposit cash and checks. Departments which use credit card terminals may submit their batch deposit information using this form.

I. Completing the Form

- a. Fill in the Department Name.
- b. Fill in the date - the date of activity.
- c. Complete the appropriate type of card that makes up the total deposit. If there is more than one card type listed then **please ensure that these add up to the total deposit and to the copy of the settlement slips attached.**
- d. Complete the Department ID and Fund, Account, Project (if any), Chartfields 1/2/3 (if any) and amount fields. If there is more than one budget type then ensure that these allocations add up to the total listed in the payment type field.
- e. Complete the person responsible for deposit field (sign name, print name and phone number information). Please complete the Credit Card Deposit Section as follows:
- f. Area: It is found in the number listed at the bottom left corner of the deposit slip that begins with zero (0). After zero (0), first five numbers reading from right to left - 0 **12340** 0123. If no deposit slips (deposit cash/check directly to Cashier) then please see attached Area of Deposit list.
- g. Batch: **For Office Use Only - Please leave this area blank.**
- h. Julian Date: Corresponding Julian calendar date of deposit.
- i. Terminal #: The last four digits of the merchant ID for each card type i.e., American Express, Discover, FSUCard/Master Card/Visa. There should be a different number listed under each card type.

***Note:** Please verify that all copies of settlement summaries that make up the amounts submitted on the DT-118 are included with the form. Also, please attach all settlement summary slips *neatly to the back of the form.*

II. Submitting the Form

- a. The form may be mailed to: Student Business Services Florida State University University Center A, Room A1500
Tallahassee, FL 32306-2394
- b. The form may be dropped off with the cashiers in Student Business Services.



Revenue Deposit Form: ACH/Wire/Credit Cards Only

Department Name: _____ Date: _____

*Amex	\$	
*FSU Card/ Mastercard/ Visa / Discover	\$	
ACH/Wire Transfer	\$	
**Refund/Credit (list by card type—process FSU Card through Departmental Refund)		
Amex	\$	
Mastercard/ Visa/ Discover	\$	
Total:	\$	

	Department	Fund Code	Account	Project (if any)	Chartfields 1, 2, 3 (if any)	Amount
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____	_____
					Total:	

Signature of Person Responsible for Deposit

Print Name

Phone Number

*A separate terminal # is required for each credit card group above.

**Please list refund/credit separately on currency breakdown but include as net total in budget allocation—all FSU Card refunds must be submitted through normal departmental refund process.

Locations not using the departmental window please complete the section below:

Amex Card Deposits

Area _____

Batch _____

Julian Date _____

Terminal # _____

FSU Card/MC/Visa/Discover Deposit

Area _____

Batch _____

Julian Date _____

Terminal # _____