



### 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. Locating the Form

- a. The form can be found on the Student Financial Services departmental website at [www.controller.vpfa.fsu.edu](http://www.controller.vpfa.fsu.edu) in the "Revenue Deposit Form (ACH/Wire/Credit Card)" link.
- b. The form may be requested from Student Financial Services by contacting Curt Caito at (850)644-9475.

#### II. 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.**

#### III. Submitting the Form

- a. The form may be mailed to: Student Financial 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 Financial Services.



**Revenue Deposit Form: ACH/Wire/Credit Cards Only**

Department Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Amex	\$	_____
*FSU Card/ Discover/Mastercard/ Visa	\$	_____
ACH/Wire Transfer	\$	_____
<b>**Refund/Credit (list by card type—process FSU Card through Departmental Refund)</b>		
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 _____	_____	_____	_____	_____	_____
7 _____	_____	_____	_____	_____	_____

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:**

<b>Amex Card Deposits</b>	<b>FSU Card/MC/Visa/Discover Deposit</b>
Area _____	Area _____
Batch _____	Batch _____
Julian Date _____	Julian Date _____
Terminal # _____	Terminal # _____