



## FINANCIAL SERVICES DEPOSIT FORM

The HST accounting requirements are such that we must request additional information to identify the source and nature of all deposits received by Financial Services.

<b>Department:</b>	
<b>Person:</b>	
<b>Does this deposit (or any part thereof) represent payment for an invoice that we have issued?</b>	<b>Yes          No</b> <b>If "Yes", please quote UNB Invoice #:</b>
<b>Is this payment to reimburse UNB?</b>	<b>Yes          No</b>
<b>If "Yes", please explain:</b>	
<b>If "No", provide complete information to identify this deposit:</b>	

CREDIT ACCOUNT	AMOUNT	PAYMENT METHOD	AMOUNT
	\$	CAD Cash	\$
	\$	CAD Cheque (Do not include post or stale dated cheques)	\$
	\$	USD Cash	\$
	\$	USD Cheque (Face value of cheque)	\$
	\$	Premium (Financial Services Use)	\$
	\$	AMEX	\$
	\$	MasterCard	\$
	\$	VISA	\$
HST # 1-000000-21505-11-00	\$	Debit Card	\$
<b>TOTAL</b>	<b>\$</b>	<b>TOTAL</b>	<b>\$</b>

*Financial Services Use Only*

**DISTRIBUTION CODE:**

*Receipt No:*

**BANK BAG #:**

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

**Please forward completed form and attachments to D. Jewett, Financial Services**