

MAKING ATM DEPOSITS

Cash and checks can be deposited to the bank using a Wells Fargo ATM Deposit card. Departments can request the ATM Deposit card through the Banking & Merchant Services Cashiers office. You will insert cash and checks directly into the ATM slot (no envelope necessary).

NOTES:

- A deposit can include a maximum of 30 items (cash and checks) at a time. If more than 30 items, separate deposits need to be made.
- A single deposit can include a combination of cash and checks.
- Coins are not accepted.
- Deposit ticket is not required.
- Wells Fargo **cutoff for same day credit** for ATM deposits is **9:00 pm EST**.

Important: If you have a cash deposit or a check that is unable to be accepted by the ATM, refer to **Preparing Deposits for the Courier or Drop Box**.

COUNT AND PREPARE CASH

1. Place all cash face up, in the same direction and sort by denomination.
2. Count cash to determine cash deposit total.

REVIEW CHECKS FOR ACCURACY AND PREPARE FOR DEPOSIT

3. Verify the written amount on the check agrees with the numerical amount.
4. Verify the check is payable to the **University of Florida or a department within the university**.

NOTE: A check payable to a DSO or someone other than the university (e.g., UF Foundation) should not be deposited unless endorsed over to UF by that payee.

5. Verify all checks have been restrictively endorsed on the back with departmental stamp. For information regarding endorsement stamps, contact the Cashier's office.
6. Remove any staples and/or check stubs.
7. Stack all checks by size, face up, in the same direction.
8. Add check amounts to determine deposit total.

MAKE DEPOSIT AT WELLS FARGO ATM

On the UF Campus in Gainesville, ATMs that accept deposits are located at Broward Hall Dining, The Hub on Stadium Road, and two locations at the Reitz Union: near Gator One Central and outside of the Wells Fargo Branch.

9. Insert the ATM card into the card slot.
10. Enter access code (LOC# on lower left corner of card).

11. Select **Deposit** from the main menu.
12. Follow on screen instructions when inserting cash and checks into the deposit slot. Place cash on top of checks before inserting into the ATM.
13. Confirm the number of items deposited and deposit amount.
14. Retrieve deposit receipt and card from ATM.
15. The deposit receipt will be used to enter the deposit in myUFL and should be kept the department records as part of the support documentation.

ENTER YOUR DEPOSIT IN MYUFL

16. Follow the steps outlined in the **Instruction Guide for Making a Cash/Check Deposit in myUFL**. This step should be done the same day the ATM deposit is completed.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

UF Cashiers Office
[Cash Handling and Controls](#)
352-392-0185
TM_DepositSupport@admin.ufl.edu