

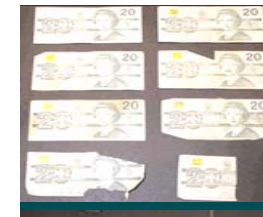
Bank Note Standards for Deposits



ACCEPTABLE

Good quality bank notes (fit bank notes) are free of soil, tears, large ink marks, fading, etc. As well, all security devices are intact and bank notes are free of counterfeits.

Return good quality notes to your Cash Centres for recirculation.



UNACCEPTABLE

Poor quality notes are to be kept separate from good quality notes and returned to the Bank of Canada via Cash Centres.

Notice the difference between:

Unfit Deposits:

Unfit Notes

- * soiled and/or worn
- * ripped
- * taped
- * notes defaced with ink, marker, etc.

Collection Items:

Mutilated Notes

- * contaminated
- * wet bank note
- * bank notes with more than a 1/3 of the note missing
- * burnt, unreadable, etc.

Staples are not to be used to attach bank notes together.

Preparation of Bank Note Bundles



ACCEPTABLE

The ends of the bundles are even, the bank notes look clean and are acceptable to handle, and the required information is recorded on every money band (*Bank and Customer Name; Branch Transit and Customer Location; Teller or Customer ID and Deposit Date*). Where possible all bank notes should be prepared in bundles of 100 bank notes and blocks of 1,000 bank notes. Straps are to be self-adhesive; between 25mm and 45 mm wide; and should be a single layer of paper. For exceptions see the box below.



UNACCEPTABLE

Notice the rough ends of the bundles. The ends of the bundles are uneven and there are folded and damaged notes.

Bank notes with more than 1/3 of the note missing should be sent on collection and should not be included in a bundle.

Packaging Bank Note Bundles for Shipping and/or Distribution



ACCEPTABLE

Blocks of bank notes are firmly secured and sections of the bank notes are placed neatly in the blocks.

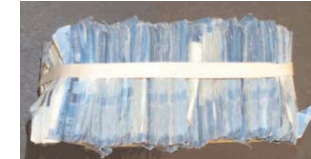
Elastics are secure but not too tight that they bend or damage the bank notes.

Recirculation of Bank Notes from Bank Branches and Clients

Excess cash/surplus (Bank of Canada ready) require that all \$5, \$10, \$20, \$50 and \$100 bank notes be bundles of 100 notes and in blocks of 1,000 notes where possible. Shipments of excess bank notes not intended for the Bank of Canada can contain loose bank notes of less than 100 bank notes for all denominations and only require elastics where permitted by the financial institutions.

Unfit Deposits (for the Bank of Canada)

All \$5, \$10, \$20, \$50 and \$100 bank notes must be bundles of 100 notes and in blocks where possible. Loose bank notes of \$1, \$2, \$50 and \$100 are accepted but require money bands with the correct information (*Bank Name, Branch Transit, Address, Teller ID and Deposit Date*).



UNACCEPTABLE

All bank note bundles of 100 have to be banded with money bands with the correct information recorded.

Elastics are not to be placed around the ends of the block, as this causes damage to the edge of the bank notes. As well, limit the use of elastics.



Unfit Deposits

Loose bank notes of less than 100 bank notes of \$5, \$10 and \$20s may not be shipped to the Bank of Canada. While loose bank notes of \$1, \$2, \$50, \$100 and \$1,000 are acceptable they require money bands with the correct information (*Bank Name, Branch Transit, Address, Teller ID and Deposit Date*).

Shipping Bank Notes



ACCEPTABLE

The bag is appropriate for the size of the deposit and meets the security standards for shipping bank notes. In addition, ensure the deposit slip or shipping label is included with your shipment. The Bank of Canada requires that the label be firmly attached on the outside of the parcel.



UNACCEPTABLE

Appropriately-sized bags should be used for all deposits as a bag that is too large may cause the bundles to break and damage the bank notes and money bands.



Bank Note Standards for Preparing Deposits

Produced by the Department of Banking Operations in conjunction with participating financial institutions 2005