

INSTRUCTIONS

1. Wing and units below wing level use this form when depositing funds at a local bank established by the wing for wing-level and below wing-level (subordinate unit) funds or when mailing checks directly to wing headquarters.
2. Cash must not be sent to wing for deposit. Cash must be immediately converted to a money order or check before being submitted to wing for deposit.
3. If possible, please ensure checks are made payable to "MO Wing Civil Air Patrol" or "MO Wing Civil Air Patrol Unit Funds" as applicable and not made payable to a unit name or charter number. If checks aren't made out as described above, then please endorse the check over to the applicable account by signing the check and writing "For Deposit Only" to the applicable account by your signature.
4. If the funds are deposited by the subordinate unit or staff member, then fax, scan and e-mail, or mail deposit instructions to the wing advising proper allocation and classification of the transaction, along with a copy of the deposit slip and any checks to be received at wing HQ WITHIN SEVEN (7) DAYS of making the bank deposit.
5. PLEASE ENSURE YOU WRITE YOUR UNIT CHARTER NUMBER ON ALL DOCUMENTS TO INCLUDE ANY BANK DEPOSIT SLIPS.
6. Enter the Date the form is completed or submitted to wing.
7. For "Date Deposited at Bank" enter the date deposited at a local branch. If checks are sent to wing for deposit, then leave blank.
8. Enter the Unit Charter Name/Name (e.g. MO-001) by choosing it from the drop-down arrow list where available.
9. In the "Received From" block list the FULL name of the person or organization (e.g. John A. Doe or ACME Rentals).
10. For the "Description/Purpose" give a clear explanation of what the income resulted from. You may use the description or purpose associated with the latest account numbers provided by HQ CAP/FM. Below are some examples, although not all, of possible income choices:

SENIOR ACTIVITIES

CADET ACTIVITIES

COMBINED SENIOR & CADET ACTIVITIES

FUND RAISING - SPECIAL EVENTS

MEMBER DUES

MEMBER CONTRIBUTIONS

CONTRIBUTIONS - UNRESTRICTED - CASH

CONTRIBUTIONS - RESTRICTED - CASH

MATERIAL & SUPPLY SALES

FROM NHQ - MISC

FROM REGIONS/WINGS

11. Enter the check number, cash, credit card, EFT, or remote as applicable. Cash only applies to local deposits.
13. Enter the amount deposited as applicable and it will automatically total at the bottom.
14. If you need pre-filled deposit slips, contact wing headquarters and they will be mailed to you. Please do not order deposit slips from a local branch or your unit may be responsible for paying the printing costs.