

Alaska USA business depository services

Everything you need to make deposits for your business 24-hours a day!

Alaska USA makes it easy and convenient for you to deposit coin, currency and checks. With secure self-service depositories, you will be in, out, and back to business in no time!

instructions

step 1. Fill out deposit ticket

Complete your deposit ticket.

List coin, currency and the total amount of checks from your printed tape listing. Endorse checks with the proper endorsement stamp.



step 4. Insert the bag

Pull open the depository drawer until fully extended. Place deposit in the drawer and slowly close until completely shut.



step 2. Place deposit in bag

Tear off the top tab. Place the deposit ticket, coin, currency, checks, and printed tape listing of checks inside bag and seal. If deposit ticket is enclosed, you may leave outside of bag blank.



step 5. Take ATM receipt

Take the ATM receipt

for your records. *Your receipt records the time and date of your deposit. Your deposit amount is subject to further verification before it is posted to your account.*



step 3. Insert access card

Insert your depository access card into the ATM slot. Follow the screen prompts. Enter the serial number from the depository bag. *(No PIN number is needed to complete the deposit.)*



making deposits

Make deposits 24-hours a day using the self-service depositories at any of these locations:

- Alaska USA branches in Anchorage, Eagle River and the Mat-Su Valley.
- Select branches in other Alaska regions. For a location near you, log on to www.alaskausa.org or call 563-4567 in Anchorage or (800) 525-9094 outside Anchorage.

Self-service deposits made Monday through Friday (excluding federal holidays) may be processed and credited to your account that day. The depository ATM screen provides information on current deadlines for same-day processing.

deposit supplies

Call the Member Service Center or visit a branch to request free deposit bags, deposit tickets and depository access cards. *(Your business may request multiple cards for added convenience. Please notify Alaska USA immediately if your card is lost or stolen.)*

