

Greetings!

The Treasurer's Office is in the process of converting its depository services from Bank of America to Huntington Bank. This communication is designed to help identify some of the upcoming changes and the portions of your process that will remain the same.

In preparation for the conversion, we will need to provide your unit with new depository supplies. Communication regarding supplies distribution will be sent in the near future.

If you are a primary or secondary contact for your deposit location, please take this time to make sure contact information is listed correctly in MPathways. If you need help with this process, please e-mail [depositoryservices@umich.edu](mailto:depositoryservices@umich.edu). Every deposit location should have both a primary **and** secondary contact listed.

Please contact [depositoryservices@umich.edu](mailto:depositoryservices@umich.edu) with any questions.

Thank you,

University of Michigan Depository Services  
Treasurer's Office

What's Changing	What's Not Changing
Cash/Check deposits will be delivered to Huntington Bank's Cash Vault, and deliveries to Bank of America will stop.	Deposits are still made daily and can continue to be transported to the same locations (except if you physically travel to a BOA branch). Armored car service and couriers will begin taking deposits to Huntington on the cutoff date. Deposit location deposits will be delivered to Huntington's vault.
Units depositing with Bank of America will receive replacement Huntington deposit tickets and endorsement stamps.	Currently used deposit bags are not bank specific and can be used for Huntington deposits. Depository supplies continue to be ordered through the same Treasurer's Office website.
<b>Your Location Code will now have a lead 7 in your four digit number (e.g., #0123 will be #7123). The new location code should be used when ordering supplies and entering cash receipt tickets (CRTs).</b>	Units who process by Remote Deposit Capture (RDC) will not have location codes changes. RDC users will continue to use existing deposit tickets.
Some of the deposit preparation will be simplified. - For instance when arranging currency, it only needs to be all face up and unbanded. It won't need to be segregated by denomination or grouped by certain numbers of bills.  <b>If you receive any Canadian items, please send to the Treasurer's Office via traceable mail (courier, UPS, FedEx, USPS w/ tracking), not campus mail. Call 734-763-1299 for more information.</b>	Most procedures are conveniently the same.
Coin under \$20 can be included in the deposit without an envelope.	Processing of checks remains the same. Foreign checks are still not accepted.
Coin greater than \$20 will continue to be separately deposited in coin only (coinLOK) bags. Foreign coin still not accepted.	Completion of the deposit ticket is unchanged.
<b>Completion of the deposit bag is the same with the exception of writing, "Huntington Bank," instead of "Bank of America."</b>	Processing of cash receipt tickets will not change ( <b>Please note: CRTs and deposit tickets will now start with a lead "7"</b> ).
	No changes in reconciling deposits.
	My LINC Depository Certification required every two years.