

Greetings!

As you may know, the Treasurer's Office is in the process of converting its depository services from Bank of America to Huntington Bank. Based on feedback obtained after our previous communication, we want to take this opportunity to provide a brief update. Listed below are answers to some of the most frequently asked questions.

- **When will the conversion take place?**

We do not have a firm date in place. At the moment our target date is still being defined, but we are planning on moving forward in the next 60-90 days.

- **Does my unit need to order Huntington Bank depository supplies?**

No. The Treasurer's Office will order your first box of 200 deposit tickets and an endorsement stamp for you. Any additional supplies can be ordered through the treasury website after the conversion takes place.

- **How will we receive our new depository supplies?**

We will send out further communication regarding the distribution of supplies closer to the conversion date. There will be various convenient locations across campus where distribution will be scheduled. We will provide additional support in delivering supplies to outlying locations/clinics.

- **Will our location number change?**

Yes, **but not until after the conversion**. Do not use this new location number prior to the conversion date. After the conversion, the lead digit of your four digit location code will be a "7." For example, location 0123, will become 7123. The new location code should be used when ordering supplies and entering online cash receipt tickets (CRTs), after the conversion has taken place.

- **How do I make sure our deposit location contacts are up to date in Mpathways?**

The full set of instructions for maintaining and updating primary and secondary contacts and authorized users can be accessed by following this link:

[https://maisinc.umich.edu/mais/html/GL\\_CR\\_Deposit\\_Merchant.html](https://maisinc.umich.edu/mais/html/GL_CR_Deposit_Merchant.html)

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. The primary and secondary contacts should not be the same person.

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

Thank you,

University of Michigan Depository Services  
Treasurer's Office