

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 subordinate unit funds or when mailing checks directly to Wing Hq.
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, if the deposit can not be made by the unit directly.
3. If Possible, please ensure checks are made payable to "WA Wing Civil Air Patrol" or "Civil Air Patrol".
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, the bank transaction receipt and a photo or scan of any checks. These are to be received at Wing Hq WITHIN SEVEN (7) DAYS of making the bank deposit. Cell phone photos of checks and deposit slips are acceptable.
5. **PLEASE ENSURE YOU WRITE YOUR UNIT CHARTER NUMBER ON ALL DOCUMENTS, INCLUDING ANY BANK DEPOSIT SLIPS.**
6. Enter the date the form is completed or submitted to Wing.
7. For "Date Deposited at Bank" enter the same date on the bank deposit transaction receipt.
8. Enter your Unit Charter Number (e.g., WA-006).
9. Enter your Unit Name (e.g., Hometown Comp Sqdn).
10. In the "Received From" block list the FULL NAME of the person or organization (e.g., John Q. Public or ACME Hardware).
11. In the "Chart of Accounts" block, list the appropriate Account Number. A typical listing is found below. If you are unable to locate a CoA Number, LEAVE THE BLOCK BLANK.
12. For the "Description/Purpose" give a clear explanation of what the income resulted from. You may use the description or purpose associated with the Chart of Accounts.

DESCRIPTION/PURPOSE	ACCT NO.	DESCRIPTION/PURPOSE	ACCT NO.
CADET ACTIVITIES	5224202	PROFICIENCY FLIGHTS	5225200
COMBINED SENIOR/CADET ACTIVITIES	5224300	MATERIAL & SUPPLY SALES	5415000
CONTRIBUTIONS-RESTRICTED	5412021	MEMBER CONTRIBUTIONS	5412000
CONTRIBUTIONS-UNRESTRICTED	5412011	MEMBER DUES	5310012
FUNDRAISING	5240300	SENIOR MEMBER ACTIVITIES	5223201

Notes: