

STATE OF MARYLAND
BOA Depository Plus Account - Order e-Form Instructions

Note: This form is not used to order pre-encoded or remote deposit tickets. There is a separate form on the Banking website for ordering remote deposit tickets and if you need pre-encoded tickets, call the BSD Deposit Match Coordinator at 410-260-7897.

- 1) Click on the Depository Plus Account Order Form link on the Banking Services Division website. A dialog box will appear asking whether you would like to open or save the file.
 - a. Click “Save” and save the file to your computer if you intend to complete the form electronically and send it via email.
 - b. Click “Open” if you intend to complete and send the form via fax.

- 2) The following sections must be completed for each type of order:
 - a) Deposit tickets - Complete sections I –V, VII and VIII.
 - b) Deposit Supplies - Complete sections I, II, VI, VII Delivery Info and VIII.

- 3) Form Sections:
 - Section I
 - Enter the name of the person placing the order.
 - Enter the email address of the person placing the order.

 - Section II
 - Enter your agency’s depository plus BOA account number. **Use leading zeros as necessary to fill in all 12 blocks.**

 - Section III
 - Indicate the quantity of deposit tickets being ordered.

 - Section IV
 - Enter the agency’s assigned five digit department number. **All five blocks must be filled in. This is not the Stars agency number.** Contact the Banking Services Deposit Match Coordinator if you are unsure of your assigned number at 410-260-7897 or 410-260-7270.

 - Section V
 - Enter the deposit ticket start # (i.e. the first number of your new tickets). **All five blocks must be completed.** Use leading zeroes as necessary (ex. 300 is entered as 00300). If you have Remote Deposit Service tickets for making remote (scanned) check deposits, be careful that the ticket numbers of the unencoded tickets and the remote deposit service tickets are not the same.

 - Section VI
 - Enter the quantity desired of the various products. Note there are 100 deposit bags per box so an order of quantity “1” results in an order of 100 bags.

Section VII

- For Deposit Ticket orders – enter imprint information as you would like it to show up on the deposit ticket and the delivery information on where you want the tickets delivered. Note – Do not use a P.O. Box for the delivery address.
- For Deposit Supply orders – enter the delivery address. Do not use a P.O. Box address.

Section VIII

- Indicate how you would like the order delivered.
- 4) Send the order to the Special Forces Group at Harland Clarke via either email (preferred method) or fax.
 - a. Email: sfteam@harlandclarke.com
 - b. Fax: 1-800-893-9731, Attention Special Forces
 - 5) You should receive an order confirmation from the Special Forces Group at Harland Clarke within 24 hours. If not contact the Special Forces group via the email address at the top of the order form.
 - 6) Upon Receipt of the order, verify the following information is correct on your order. If all the following is not correct, immediately contact the Special Forces Group at Harland Clarke at sfteam@harlandclarke.com and inform the Banking Services Division Deposit Match Coordinator at 410-260-7897 or 410-260-7270 so we can get the order corrected and or charges reversed as necessary.
 - a. Deposit Tickets:
 - i. Number of tickets ordered is correct.
 - ii. Account number on the bottom of the tickets is correct.
 - iii. The bottom left hand corner magnetic ink character recognition (MICR) number is a ten digit number. The first five digits are the five digit department number (Section IV on order form) and the last five digits are the deposit ticket number (Section V on order form)
 - iv. The ABA routing number is 540520105.
 - v. The imprint information is correct.
 - vi. The top right corner of the ticket contains the five digit deposit ticket number including leading zeros if necessary.
 - b. Deposit Supplies:
 - i. Correct type of supply was received.
 - ii. Correct quantity was received.