

Helpful Hints for Preparing Business Deposits

Thank you for using New Mexico Educators Federal Credit Union for your business' financial service needs. Following these guidelines will ensure that your business deposits will be processed as accurately and quickly as possible.

Checks Deposited

- Checks should be endorsed. It is helpful if you include your business member number. (We can order an endorsement stamp on your behalf.)
- It is helpful if checks are listed individually on a deposit slip. Provide the grand dollar total of checks being deposited. (We can order deposit slips for you.)
- If you need check copies for your records, make photocopies before coming in to the branch. We cannot provide photocopies of your deposits.
- For your security, checks payable to a business may only be deposited to the business account. If cash is required, a check drawn on the account or withdrawal by an authorized signer is necessary.

Cash Deposited

- Bills should be grouped by denomination.
- Provide the grand dollar total of cash being deposited on a deposit slip. (We can order deposit slips for you.)

Coin Deposited

- Most branches have self-serve coin counters in the lobby available for your convenience. Process your coin at the self-serve counter and present the teller with the receipt. Additional coin processing fees may apply.

Deposits at the Drive-Up

- In general, business deposits should be made in the lobby, not in the drive-up lanes.
- TT&L (gross receipts tax) deposits should always be made in the lobby.

Alternatives to Waiting in Line

- Most branch offices have night drop facilities for your convenience that maybe used anytime you wish to drop off deposits, during or after hours. If placed in a night drop device prior to 8:30 a.m., the deposit will be processed the same day; otherwise, it will be processed the following business day.

Suggestions for Making Deposits Easier for You

- Although you may conduct business any day the branch is open, the best days to make deposits may be Tuesday, Wednesday and Thursday. The best times to make deposits may be 9:30 - 11:30a.m. and 1:30-2:30 p.m.
- If the branch is extremely busy, we may provide you with an offline receipt until the deposit can be fully processed later that day.

If you have any questions about business deposits, please contact us at one of the phone numbers below.



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BUSINESS SERVICES

505-889-7755 • 800-347-2838

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