

5. Write the credit union name and batch number ("Batch 1 of n") on the left side of the "Pre-blocked Batch Control Ticket" as shown in Illustration 2-2.

6. Place the "Pre-blocked Batch Control" ticket over the corresponding bundle (directly on top of the first item).

7. Place the journal listing and/or adding machine tape over the "Pre-blocked Batch Control" ticket.

8. Secure items listed in Steps 6 and 7 in the order requested with a rubber band or paper clip.

CAUTION: The journal listing and/or adding machine tape is on top followed by the "Pre-blocked Batch Control" ticket, which is followed by the respective bundle of bonds.

9. Repeat Steps 1 through 8 until you have completed preparing each bundle of bonds for processing.

NOTE: The requested naming convention of each sequential bundle of checks is "Batch 2 of n", "Batch 3 of n", and so forth.

10. Complete a "Batch Recap Sheet" as shown in Illustration 2-3.

NOTE: This is a multi-use form. When preparing bonds, **please disregard the blue section pertaining to Foreign Items.**

NOTE: The appropriate value for each field is required. List the bundles of bonds in the same order as assigned. For example, "Batch 1 of n" would be listed first on the Batch Recap Sheet followed by "Batch 2 of n". The Batch Recap Sheet is programmed to automatically tally the number of batches and the grand total of the respective Batch Recap Sheet when completed electronically.

11. Ensure that the "Batch Recap Sheet" total and the grand total of the journal listings and/or adding machine tapes balance.

12. Staple the journal listing and/or adding machine tape to the upper, left corner of the respective "Batch Recap Sheet".

NOTE: When more than one "Batch Recap Sheet" is needed, staple the journal listing to the first "Batch Recap Sheet". Staple each successive "Batch Recap Sheet" to the first one in sequential order.

13. Write the amount of the "grand total" for the entire deposit on the face of the "Batch Recap Sheet" (on top "Batch Recap Sheet" when more than one used).

14. Sign the "Batch Recap Sheet" (sign top "Batch Recap Sheet" when more than one used) near the area reserved next to the "Form Completed By" space as shown in Illustration 2-3.

Illustration 2-3: Batch Recap Sheet

SOUTHWEST CORPORATE FEDERAL CREDIT UNION

BATCH RECAP SHEET

No. Of Boxes /
Or Envelopes

No. of Recap
Sheets

Credit Union: *(Credit Union Name)* *(Routing number)*

Branch Name: *(Main Office)* Date:

Branch Street *(Credit Union or Branch* Branch
Address: *Address)* Number: **1**

	BATCH #/Teller#	DOLLAR VALUE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

	BATCH #/Teller#	DOLLAR VALUE
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Total Number of Batches:

Total of Batches In This Envelope: \$

FOREIGN COLLECTIONS		
	ITEMS	AMOUNT
1		
2		
3		
4		
	TOTAL	

DO NOT INCLUDE IN BATCH RECAP TOTAL. FOR NOTIFICATION PURPOSES ONLY

Form Completed by: _____

One Batch Recap Sheet per Envelope
Maximum 250 Items per Batch Header Ticket

ONE COPY GOES IN ENVELOPE <<<<< >>>>> KEEP A COPY FOR CREDIT UNION FILES

15. Place the "Pre-blocked Batch Control" ticket and bonds bundle with the "Batch Recap Sheet" in an envelope of some sort and place inside the mailing envelope.

CAUTION: Each envelope must include at least one "Batch Recap Sheet" in addition to the respective bundles of bonds to which it relates.

16. Send the bonds to Southwest Corporate FCU by traceable means, to the attention of "Item Processing".

Southwest Corporate FCU
Attn: Item Processing
6801 Parkwood Blvd
Plano, TX 75024

Foreign Item Processing

Do not send Foreign Items to the address above. Please continue sending your foreign items to this office, at:

Southwest Corporate FCU
Northwest Regional Office
8909 SW Barbur Blvd. Ste. 200
Portland, OR 97219

For questions relating to this processing, please contact a member service representative at 888-688-6788.