Process Overview to Deposit Checks:

* Endorse the checks as follows: For Deposit Only to MN Civil Air Patrol.
* Scan or take a photo of the front side of your checks (scanned PDFs are preferred but photos will work as a last resort).
* Fill out a [deposit advice](https://www.mncap.org/forms/form.cfm) (print out and take to the ATM to validate your deposit total).
* Visit the ATM and be sure to request a deposit slip (deposit receipt). If available select deposit slip with images.
* Select checking when prompted for the account (not savings).
* Scan or take a photo of the deposit slip.
* Email the following to [mnwg.banker@mncap.org](mailto:mnwg.banker@mncap.org) **within 1 week of the deposit**: deposit advice, copy of checks, and copy of deposit slip.
* Please deposit checks in a timely manner.
* **Fiscal Year Instructions:** If checks cross fiscal years, please separate those into two different deposits. Our fiscal year is Oct 1st through Sept 30th.

 Find an ATM:

* [Find MoneyPass](https://www.moneypass.com/atm-locator.html)
* Select the Search Options dropdown list.
* Uncheck the 4 search items and then put a check on Deposit-Taking ATMs (initially it pops-up with all the check boxes selected, but it is not accurate until you un-check and re-check)
* Type in a convenient location and select Go.

Map

Description automatically generated